

SDC306A/SDC306E

Full Color Digital Imaging Systems

Operating Instructions



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

S1097

Do not make copies of anything which is prohibited from copying by law. The following items are normally prohibited from copying by national law. Other items may be prohibited by local law.

- Money
- Stamps
- Bonds
- Stocks
- Bank drafts
- Checks
- Passports
- Driver's licenses

The copy samples in this Operating Instructions differ somewhat from actual copies due to printing effects.

The coloring of each Color key may differ somewhat from the actual copies.



This copier has a function that prevents making counterfeit bills. So, if you use an original image that is similar to a bill, you may not get proper copies.

Safety Information

When using your machine, the following safety precautions should always be followed.


Safety during Operation

In this manual, the following important symbols are used:

- | |
|---|
|  WARNING: Ignoring this warning could cause serious injury or even death. |
|  CAUTION: Ignoring this caution could cause injury or damage to property. |

Examples of Indications




Symbols  mean a situation that requires you take care.




Symbols  mean "Hot surface".



Do NOT carry out the operation represented by this symbol  .
This example means "Do not take apart".



Symbols  mean you MUST perform this operation.
This example means "You must remove the wall plug".

⚠ WARNING:



- Only connect the machine to the power source described on the inside front cover of this manual.
- Avoid multi-wiring.
- Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.
- Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.



- Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.



- Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.
- Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.



- If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.
- If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.



- Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.



- Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.



- Do not insert your hands between sorter bins when your machine is equipped with the 20-bin sorter stapler. You may be injured.

⚠ CAUTION:



- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*



- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*



- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*



- *If you use the machine in a confined space, make sure there is a continuous air turnover.*



- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*



- *When removing misfed paper, do not touch the fusing section because it could be very hot.*



- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*



- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*



- *This equipment is only to be installed by a qualified service personnel.*



- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

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 described in the Safety Information section.

 **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 described in the Safety Information section.

*The statements above are notes for your safety.



Important

If this instruction is not followed, paper might be misfed, 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 panel display.



Keys built into the machine's operation panel.

Table of Contents

Where it is & What it is

Machine Exterior	2
Options	4
Operation Panel	5
Touch Panel Display	6

What You can do with this Machine

Differences between Edit Type and Basic Type	8
What You can do with this Machine	10
Function Summary	12
Selecting the Color	12
Reducing and Enlarging	13
Shifting the Image	14
Adding the Cover	14
Making Duplex Copies	15
Making Series Copies	15
Making Combine Copies	16
Color Creation	16
Image Creation	17
Color Balance—Adjusting and Storing the Color Balance	18
Color Adjustment—Adjusting a Single Color	19
Image Adjustment	19
Program User Color—Storing User Colors	20
Area Editing (Only for Edit Type)	20
Finishing (Option)	21
Using the Projector (Option)	21
Color Sample Chart	22
Using the Touch Panel Display	23
Selecting Functions	23
Entering Numbers	23

Basics

Starting the Machine	26
Power Switches	26
Starting the Machine	26
Turning on the Power	27
Originals	28
Standard Size Originals	28
Recommended Originals	28
Non-recommended Originals for the Document Feeder	28
Setting an Originals on the Exposure Glass (Platen Glass).....	29
Setting a Stack of Originals in the Document Feeder	30
Setting one Original at a Time in the Document Feeder	31
Setting Originals of Different Sizes in the Document Feeder	32
Setting Custom Sized Originals	33
Removing the Platen Cover to Copy a Large Original.....	34

Copying

Basic Operation	36
How to Make Copies	36
Adjusting Copy Image Density	37
Selecting a Color Mode	38
Selecting the Original Image Type	41
Selecting the Copy Paper Size	43
Copying from the Bypass Tray	44
Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios	51
Energy Saver Mode—Saving Energy	52
Interrupt Copying—Temporarily Stopping one Job to Copy Something Else	52
Auto Start—Entering Copy Job Settings During the Warm-up Period	53
Program—Storing and Recalling Your Copy Settings in Memory	54
Check Modes—Checking the Selected Copy Jobs	55
Counter—Checking the Total Number of Copies Made	55
Reduce/Enlarge—Reducing and Enlarging	56
Preset R/E—Reducing and Enlarging Using Preset Ratios	56
Zoom—Reducing and Enlarging in 1% Steps	57
Directional Magnification (%)—Stretching and Squeezing the Image in 1% Steps	59
Directional Size Magnification (inch)—Stretching and Squeezing the Image into the Copy Area	60

Duplex—Making 2 Sided Copies	62
1 Sided Ø 2 Sided—Making Two-sided Copies from One-sided Originals	62
2 Sided Ø 2 Sided—Making Two-sided Copies from Two-sided Originals	64
Book Ø 2 Sided—Making Two-sided Copies from Facing Pages of a Bound Original	65
Multi Ø 2 Sided—Making Two-sided Copies from a Book	66
Series Copies—Making Single Copies	67
Book Ø 1 Sided—From Book Originals to 2 One-sided Copies	67
2 Sided Ø 1 Sided—From Two-sided Originals to 2 One-sided Copies	68
Combine	69
Combine 2 Originals—Combining 2 Originals	69
Combine 4 Originals—Combining 4 Originals	70
Shift—Shifting the Image	71
Shift—Centering/Cornering the Image	71
Margin Adjustment—Adding Margins for Binding	72
Cover Sheet—Adding or Inserting Sheets	74
Front Cover—Copying a Front Cover	74
Front & Back Cover—Copying or Adding Front and Back Covers	75
Color Creation	77
Color Conversion—Converting a Selected Color into a Different Color	77
Color Erase—Erasing the Selected Color	79
Color Background—Making Copy with Color Background	80
Image Creation	81
Mirror Image—Making a Mirror Image	81
Positive/Negative—Copying in Complementary Colors	82
Finishing	82
Sort—Sorting into Sets (123, 123, 123)	83
Stack—Stacking Together All Copies of a Page (111, 222, 333)	84
Staple—Stapling Copies	85
Combination Chart	88

Adjustment and Color Memory


Color Balance—Adjusting and Storing the Color Balance	92
Color Balance Adjustment	92
Color Balance Program—Storing and Recalling the Color Balance	93
Color Adjustment	95
Image Adjustment	96
Soft/Sharp, Contrast, Background Density, and Pastel	97
U.C.R. Adjustment, A.C.S. Sensitivity and Auto Text/Photo Sensitivity	98




Program User Color—Storing User Colors	99
Adjusting Colors Based on the Selected Color	99
Mixing Colors Manually with the Number Key	101
Sampling the User Color (Only for Edit Type)	102

Area Editing (Only for Edit Type)

What is Area Editing?	104
How to Edit Areas	105
Designating Areas	106
Designate Area Display	106
Designate Area Tools	108
Area Shapes	109
Frame/Line	112
Notes for Designating Areas	115
Selecting Modes for Designated Areas	116
Area Shapes	116
Delete Area—Erasing a Part of the Image	117
Save Area—Blanking Out Part of the Image	118
Frame/Line	119
Selecting Modes for Outside Designated Areas	120
Area Shapes	120
Changing Job Settings for the Entire Image	122
Checking and Changing Areas	123
Change Modes	123
Adding Areas	124
Erasing an Area	125
Erasing a Group	126
Exiting Area Editing	127
Combination Chart for Area Editing	128

What to do if Something Goes Wrong

If Your Machine does not Operate as You Want	132
If You cannot Make Copies as You Want	134
Loading Paper	136
Non-recommended Paper for Paper Trays	136
Loading Paper in the Paper Tray	136
 Adding Toner	138

 Clearing Misfeeds	140
Check the Misfeed Location Display	140
Clearing Paper Misfeeds	141
 Adding Staples	143
 Removing Jammed Staples	144

Changing the Machine's Settings

Changing Paper Size	148
Changing Paper Size with the User Tools	150
User Tools	151
Accessing the User Tools	151
Exiting from the User Tools	152
User Tools Menu	153
Setting You can Change with the User Tools (System Settings)	155
Setting You can Change with the User Tools (Copier Features)	158

Maintaining Your Machine Where to Put Your Machine Do's and Don'ts Remarks Use and Storage of Supplies

Maintaining Your Machine	164
Exposure Glass (Platen Glass)	164
Platen Cover	164
Document Feeder	164
Where to Put Your Machine	165
Machine Environment	165
Power Connection	166
Access to Machine	166
Do's and Don'ts	167
Remarks	168
Copier	168
Use and Storage of Supplies	169
Copy Paper	169
Paper Storage	170
Toner Storage	170

Projector Unit Operation

Guide to Components	172
Before Operating the Projector	175
Available Films and Setting	175
About Copying	176
Notes for Operation	177
How to Copy from Film	178
Positioning the Projector	179
Preparing the Film	180
Selecting the Base Film (If Needed)	181
Setting Films in the Holder (If Needed)	182
Cutting the Film Position Sheet (If Needed)	183
Selecting the Film Type and Performing Shading	184
35mm Slide Positive	185
Positive Film on Glass	186
35mm Strip Negative	188
Negative Film on Glass	190
Adjusting Color, Density, and Focus	192
Color Tones in Film Scanning	192
Density Adjustment	192
Adjusting the Color Tone/Brightness Using Negative Film	193
Selecting Modes	195
Choosing Next Job	196
Exiting Projector Mode	197
What to do If Something Goes Wrong	198
Daily Maintenance	200
Exterior	200
Lens	200
Film Holder	200
Holder Slot	200
Mirror Unit	200

Specification

Mainframe	202
Document Feeder (Option)	205
20-bin Sorter Stapler (Option)	206

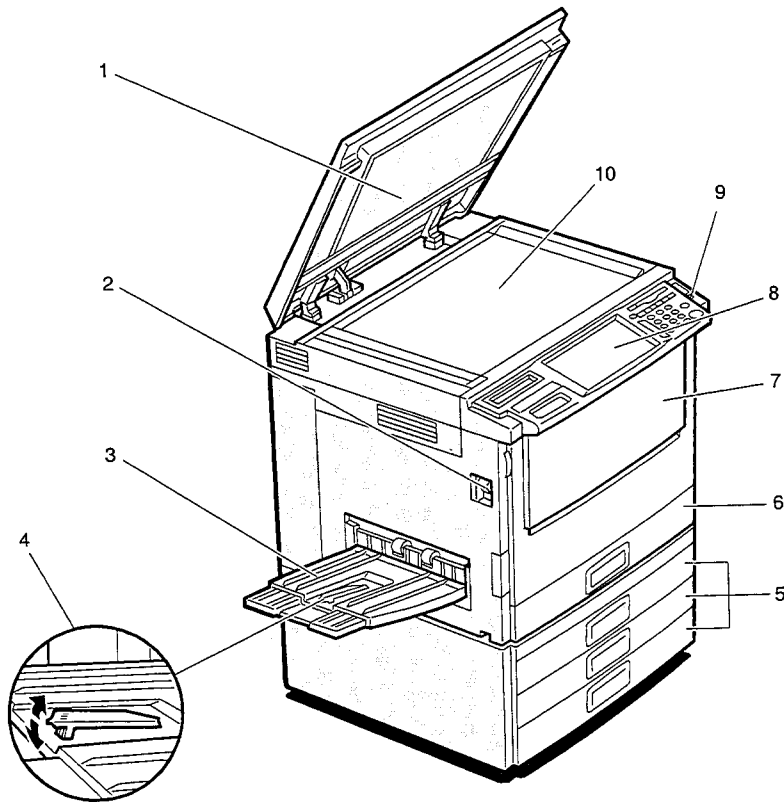
10-bin Sorter Stapler (Option) 207
3-bin Sorter (Option) 208
1000-sheet Tray Unit (Option)..... 209
1500-sheet Tray Unit (Option)..... 209
Projector Unit (Option) 210

Index

Index 211

Where it is & What it is

Where it is & what it is



TLCH010E

1. Platen cover (option)

Lower this cover over originals placed on the exposure glass (platen glass) for copying.

2. Main power switch

To start the machine, turn on this switch.

Note

- If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

3. Copy tray

Completed copies are delivered here.

4. Stopper

When you copy onto thin paper, raise this to prevent curling.

5. Paper tray

Set paper here. see page 136.

6. Auto duplex tray

Use to make two-sided copies.

7. Front cover

Open to access the inside of the machine.

8. Operation panel

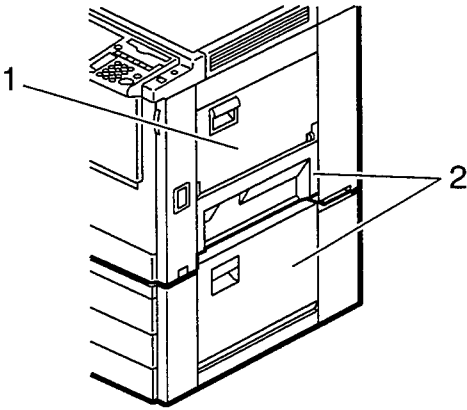
see page 5.

9. Operation switch

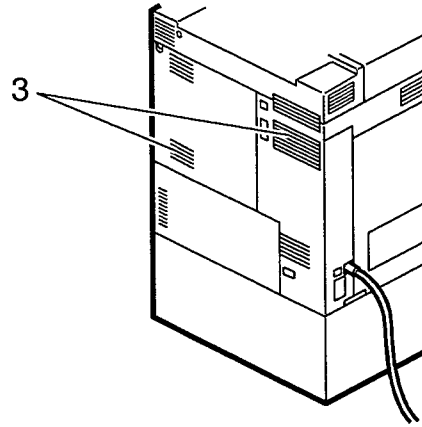
Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

10. Exposure glass (platen glass)

Position originals here face down for copying.



TLCH030E



TLCH020E

Where it is & what it is

1. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper, see page 44.

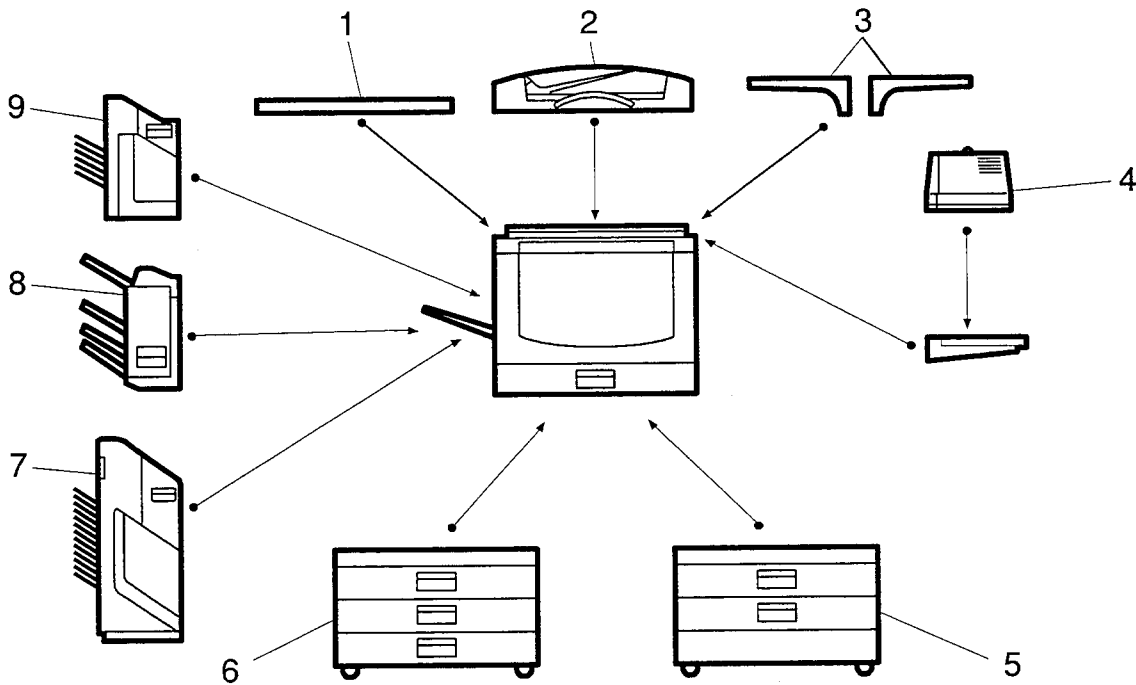
**2. Right side cover
/Lower right cover**

Open this cover to remove jammed paper.

3. Ventilation hole

Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

This machine can be provided with the following options:



TLCP010E

1. Platen cover

Lower this cover over originals placed on the exposure glass (platen glass) for copying.


2. Document feeder (ADF)

Insert a stack of originals here. They will be fed automatically.

3. Original tray

Put your originals.

4. Film projector unit

Use to copy films.  see page 171.

 **Note**

The holder is required for installation.

**5. 1000-sheet tray unit
(two 500-sheet trays)**

Consists of two paper trays.

**6. 1500-sheet tray unit
(three 500-sheet trays)**

Consists of three paper trays.

7. 20-bin sorter stapler

Sorts, stacks, and staples copies.

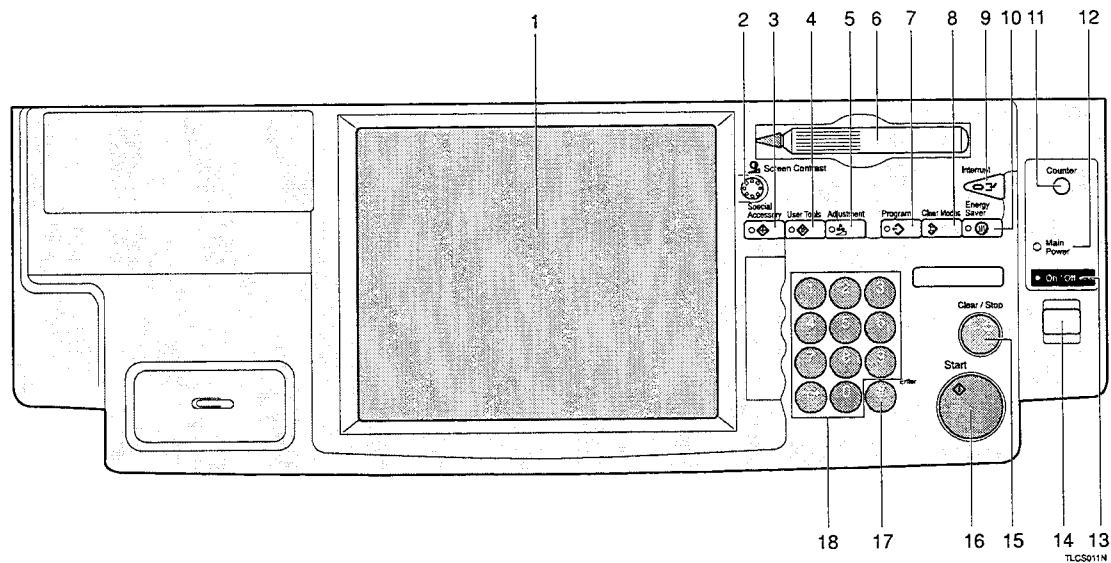
8. 3-bin sorter stapler

Sorts and stacks copies.

9. 10-bin sorter stapler

Sorts, stacks, and staples copies.

Operation Panel



Where it is & what it is

1. Touch panel display

You can see the operation status and messages here.

2. Screen Contrast knob

You can change the brightness of the display.

3. [Special Accessory] key

Press to use the optional film projector unit.
 ➤ see page 171.

4. [User Tools] key

Press to change the default setting.
 ➤ see page 151.

5. [Adjustment] key

Press to adjust the image or color balance, or to make user colors.
 ➤ see page 91.

6. Editor pen

Use to designate areas.

7. [Program] key

Press to select the program mode.
 ➤ see page 54.

8. [Clear Modes] key

Press to clear the previously entered settings.

9. [Interrupt] key

Press to make interrupt copies.
 ➤ see page 52.

10. [Energy Saver] key

Press to enter/exit the Energy Saver mode.
 ➤ see page 52.

11. [Counter] key

Press to display the total number of copies made.

12. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

13. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

14. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

15. [Clear/Stop] key

Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

16. [Start] key

Press to start copying.

17. [#] key

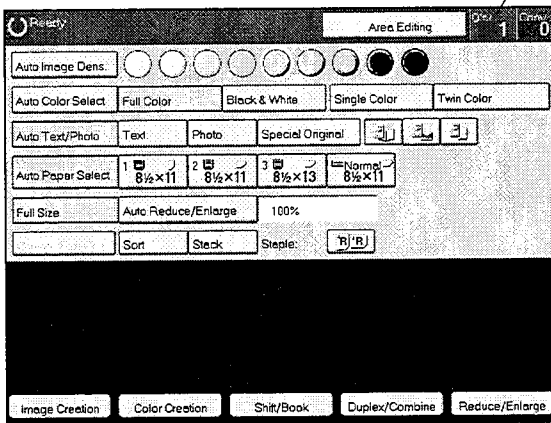
Press to enter data in selected modes.

18. [Number] keys

Use to enter the desired number of copies. They are also used to enter data.

Touch Panel Display

Initial display



Total number of copies to make

COPY COUNTER

Counts number of copies made so far.

- You can select whether the copy counter counts up (counter up) or counts down (counter down). If you want to change the setting, see page 155.

This machine's features are accessed by simply pressing the name of the feature and following the instructions that come up on the display.

Reference

Regarding detailed information about each key and function, see page 12.

For how to use the touch panel display, see page 23.

What You can do with this Machine

What You can do with this
Machine

Differences between Edit Type and Basic Type

This machine comes in two versions. Refer to the table below for features available on your machine.

Functions		Edit type	Basic type
Auto Image Density		✓	✓
Auto Color Select		✓	✓
Full Color		✓	✓
Black & White		✓	✓
Single Color		✓	✓
Twin Color		✓	✓
Auto Paper Select		✓	✓
Reduce/ Enlarge	Preset R/E	✓	✓
	Zoom	✓	✓
	Directional Magnification	✓	✓
Shift/ Book	Shift	✓	✓
	Margin Adjustment	✓	✓
	Cover Sheet	✓	✓
Color Creation	Color Conversion	✓	✓
	Color Erase	✓	✓
	Color Background	✓	✓
Image Creation	Positive/Negative	✓	✓
	Mirror Image	✓	✓
Color Adjust- ment/Memory	Program User Color	✓	✓
	Color Adjustment	✓	✓
	Color Balance Adjustment	✓	✓
	Color Balance Program	✓	✓
	Image Adjustment	✓	✓
Area Editing		✓	-
Interrupt Copying		✓	✓
Auto Start		✓	✓
Program		✓	✓
Auto Reduce/Enlarge		✓	✓
Bypass Tray Copying		✓	✓
Duplex/Combine Copying		✓	✓
Default Setting		✓	✓
User Tools		✓	✓
Display Color		Full color	Full Color

What You can do with this
Machine

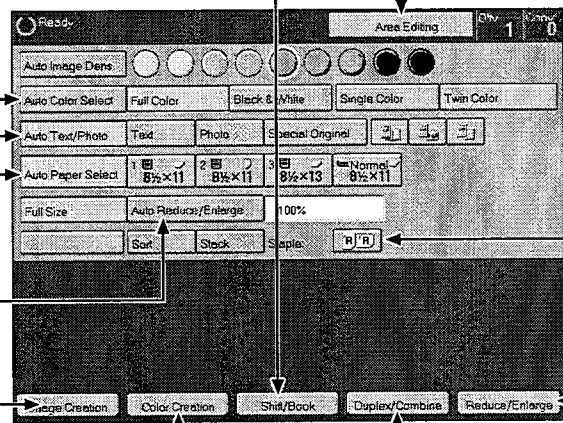
What You can do with this Machine

• Color Mode ⇒ Page 38

- Full Color Copy
- Black & White Copy
- Single Color Copy
- Twin Color Copy

- Shift ⇒ Page 71
- Margin Adjustment ⇒ Page 72
- Cover Sheet ⇒ Page 74

- Auto Text/Photo
- Auto Paper Select
- Auto Reduce/Enlarge

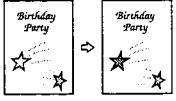


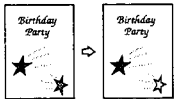
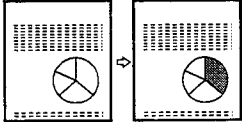
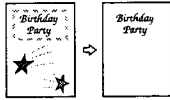


- Mirror Image ⇒ Page 81
- Positive/Negative ⇒ Page 82

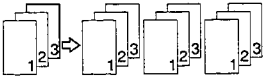
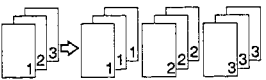
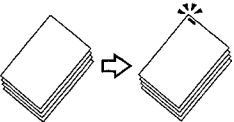
- Color Conversion ⇒ Page 77
- Color Erase ⇒ Page 79
- Color Background ⇒ Page 80

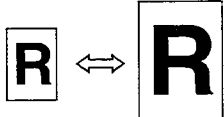
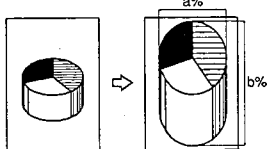

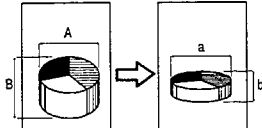
*1 Optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter required.
 *2 Optional 20-bin sorter stapler or 10-bin sorter stapler required.
 *3 Optional document feeder required.
 *4 Only for Edit type.

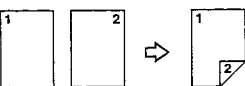
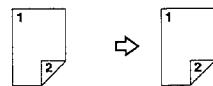
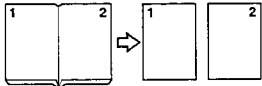
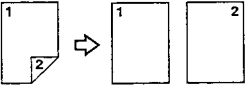
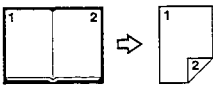
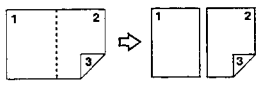
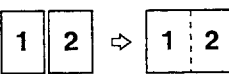
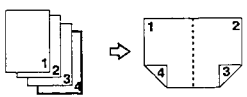
• Area Editing ⇒ Page 103

<p>• Color Conversion ⇒ Page 116 *4</p> 	<p>• Color Background ⇒ Page 116 *4</p> 	<p>• Delete Area ⇒ Page 117 *4</p> 
<p>• Color Erase ⇒ Page 116 *4</p> 	<p>• Paint ⇒ Page 116 *4</p> 	<p>• Save Area ⇒ Page 118 *4</p> 

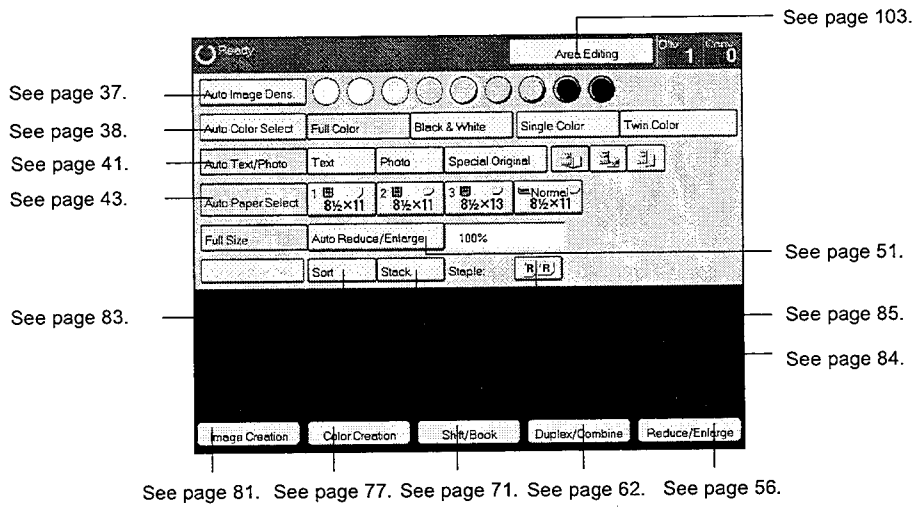
What You can do with this Machine

<p>• Sort ⇒ Page 83 *1</p> 
<p>• Stack ⇒ Page 84 *1</p> 
<p>• Staple ⇒ Page 85 *2</p> 

<p>• Preset R / E ⇒ Page 56</p> 	<p>• Directional Magnification(%) ⇒ Page 59</p> 
<p>• Zoom ⇒ Page 57</p> 	<p>• Directional Size Magnification (inch) ⇒ Page 60</p> 

<p>• 1 Sided → 2 Sided ⇒ Page 62</p> 	<p>• 2 Sided → 2 Sided ⇒ Page 64</p> 	<p>• Book → 1 Sided ⇒ Page 67</p> 	<p>• 2 Sided → 1 Sided ⇒ Page 68</p> 
<p>• Book → 2 Sided ⇒ Page 65</p> 	<p>• Multi → 2 Sided ⇒ Page 66</p> 	<p>• Combine 2 originals ⇒ Page 69 *3</p> 	<p>• Combine 4 originals ⇒ Page 70 *3</p> 

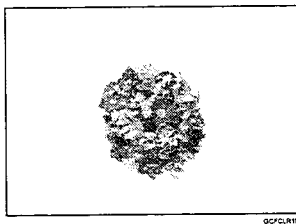
TLCX310E



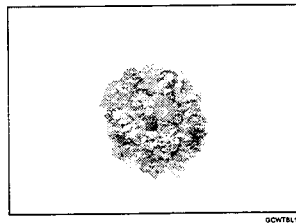
Selecting the Color

see page 38.

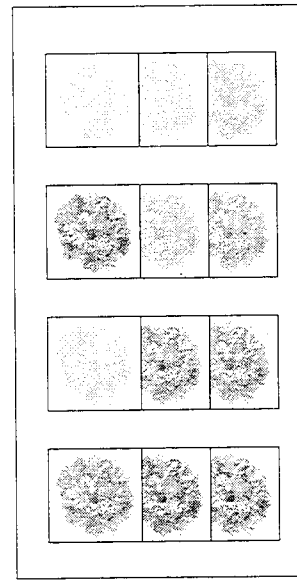
Full color



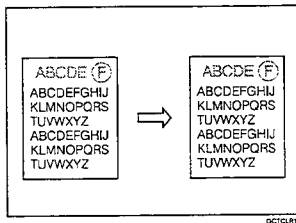
Black & White



Single color



Twin color



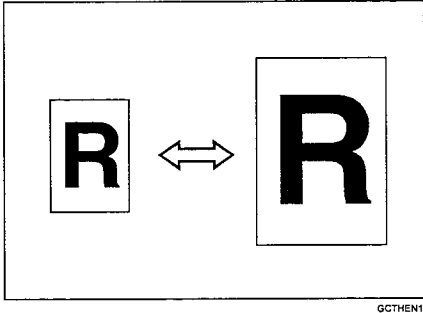
User Color



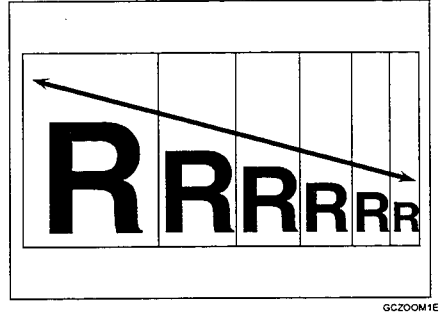
Reducing and Enlarging

➤ see page 56.

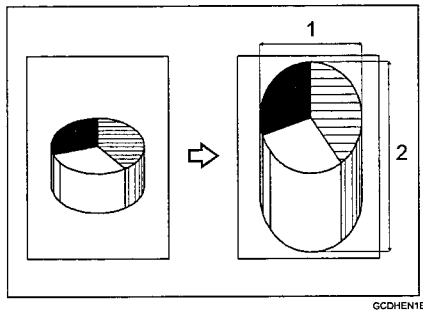
Preset R/E—Reducing and enlarging using preset ratios



Zoom—Reducing and enlarging in 1% steps

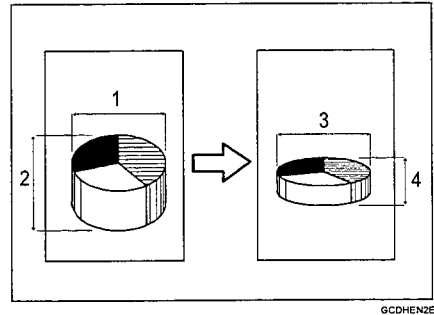


Directional Magnification (%)—Stretching and squeezing the image in 1 % steps



- 1: Horizontal %
- 2: Vertical %

Directional Size Magnification (inch)—Stretching and squeezing the image into the copy area



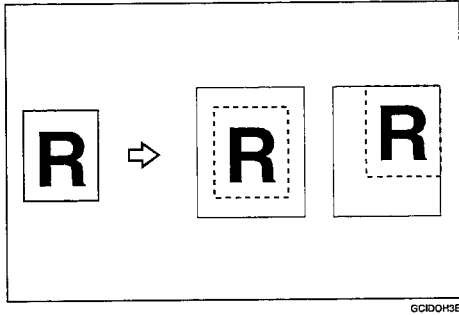
- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

What You can do with this Machine

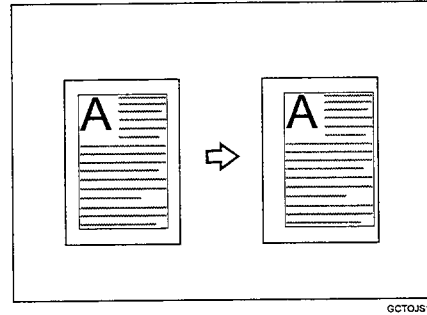
Shifting the Image

see page 71.

Shift—Centering/Cornering the Image



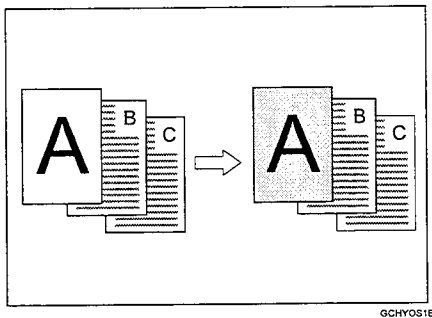
Margin Adjustment —Adding margins for binding



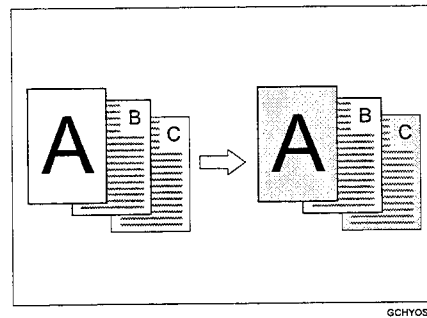
Adding the Cover

see page 74.

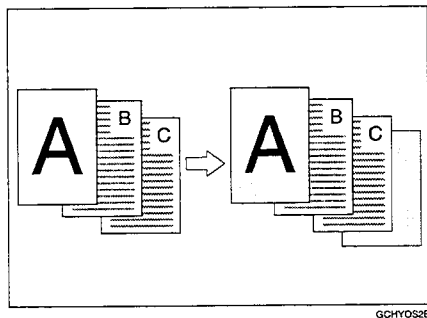
Front Cover—Copying a front cover



Front & Back Cover—Copying front and back covers



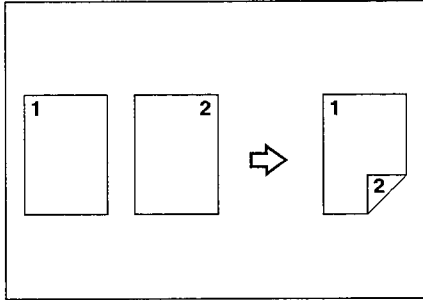
Front & Back Cover—Copying front cover and adding back cover



Making Duplex Copies

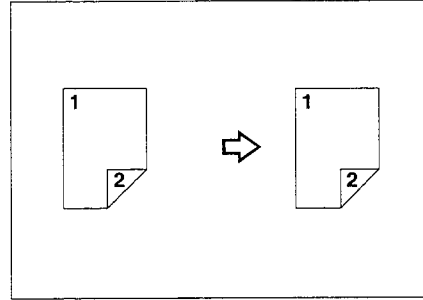
➤ see page 62.

1 Sided → 2 Sided—Making two-sided copies from one-sided originals



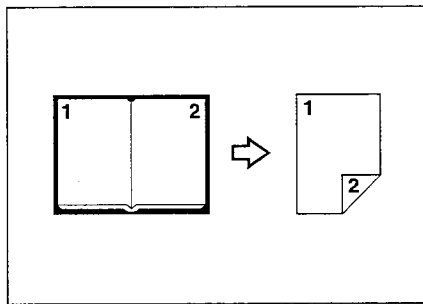
GCARY01E

2 Sided → 2 Sided—Making two-sided copies from two-sided originals



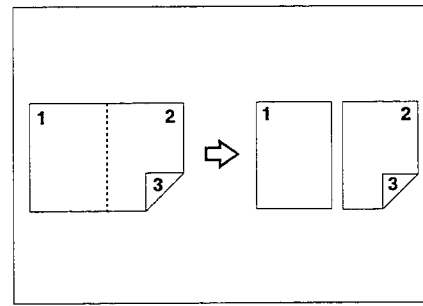
GCARY02E

Book → 2 Sided—Making two-sided copies from facing pages of a bound original



GCARY03E

Multi → 2 Sided—Making two-sided copies from a book



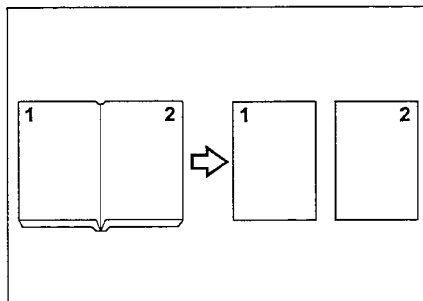
GCARY04E

What You can do with this Machine

Making Series Copies

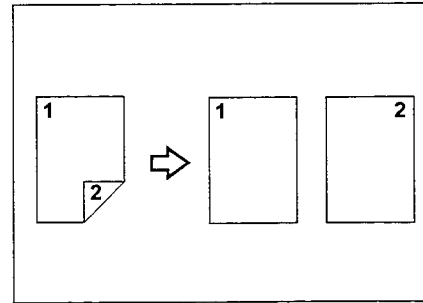
➤ see page 67.

Book → 1 Sided—From book originals to 2 one-sided copies



GCSEPR1E

2 Sided → 1 Sided—From two-sided originals to 2 one-sided copies

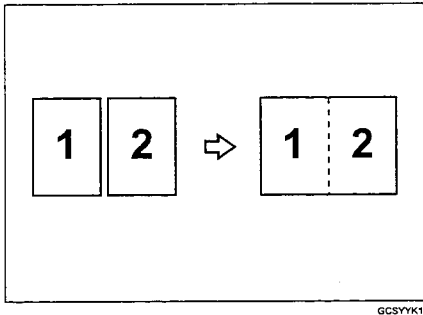


GCSEPR2E

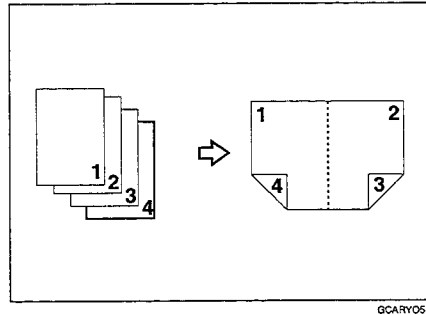
Making Combine Copies

☛ see page 69.

Combine 2 Originals—Combining two originals



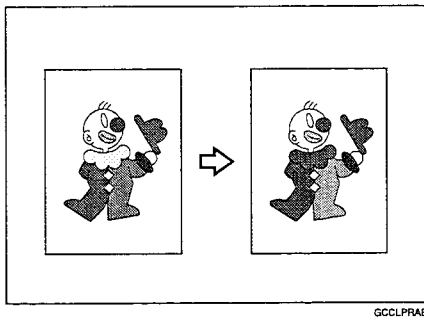
Combine 4 Originals—Combining four originals



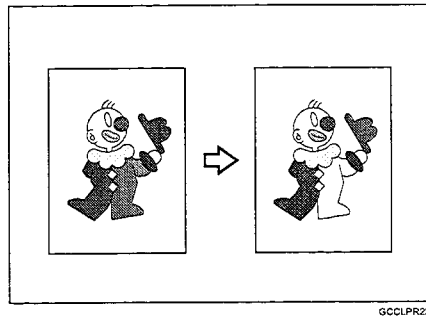
Color Creation

☛ see page 77.

Color Conversion—Converting a selected color into a different color



Color Erase—Erasing the selected color



Color Background—Making copies with a color background

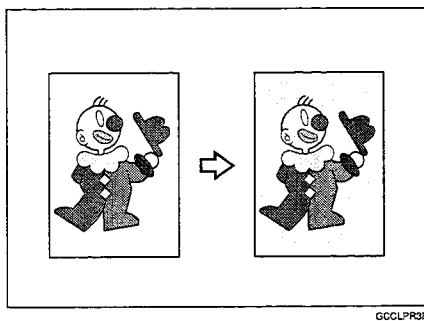
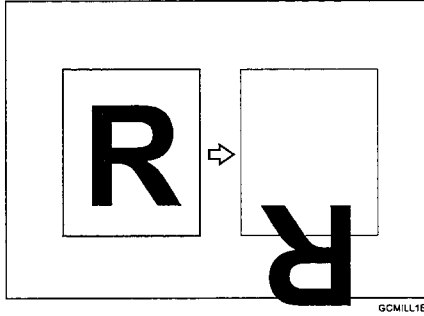


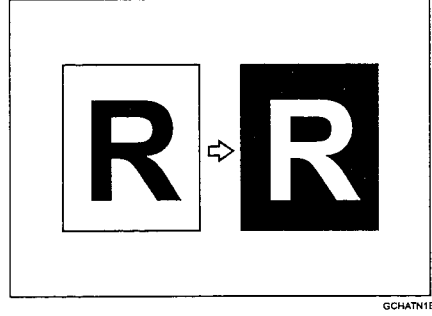
Image Creation

see page 81.

Mirror Image—Making a mirror image



Positive/Negative—Copying in complementary colors

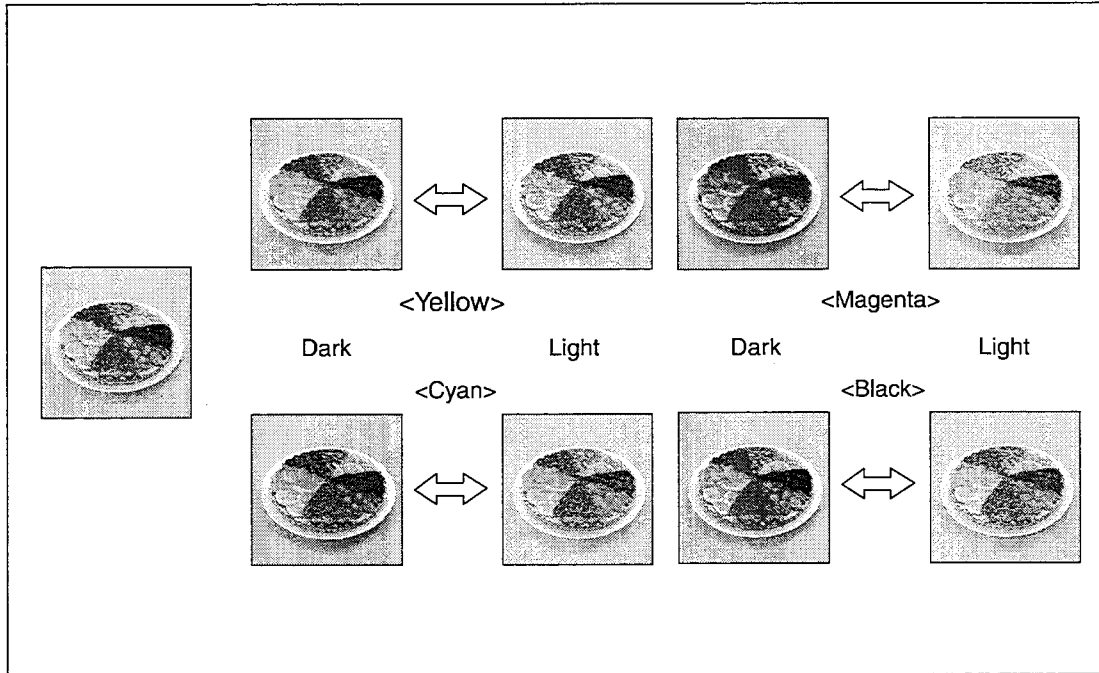


What You can do with this Machine

Color Balance—Adjusting and Storing the Color Balance

• see page 92.

Color Balance Adjustment—Adjusting the color balance

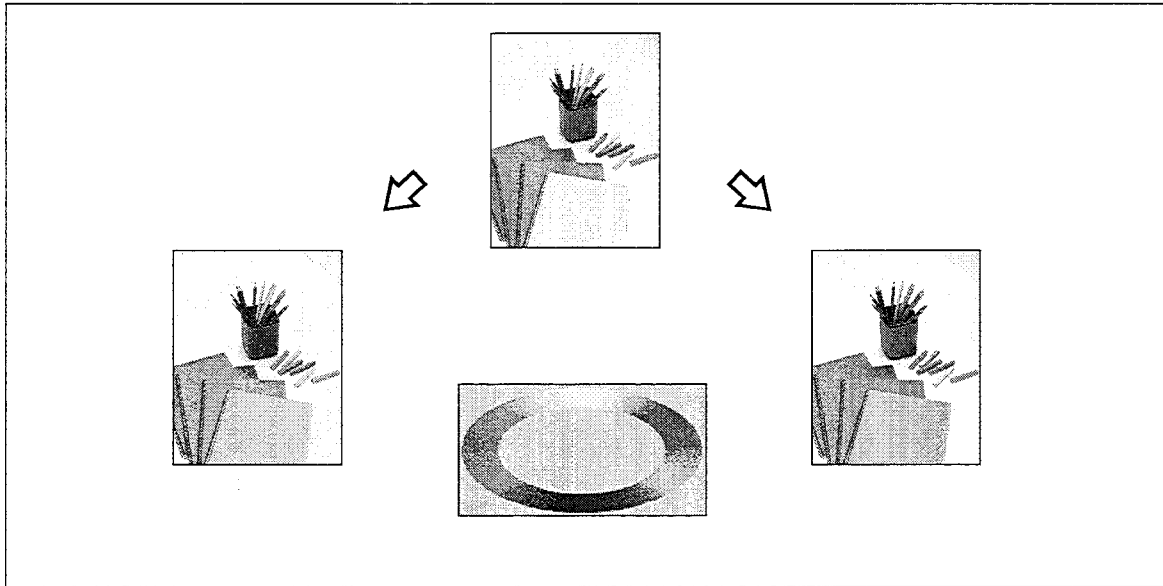


GCCLBA1E

Color Balance Program —Storing and recalling the color balance

Color Adjustment—Adjusting a Single Color

see page 95.



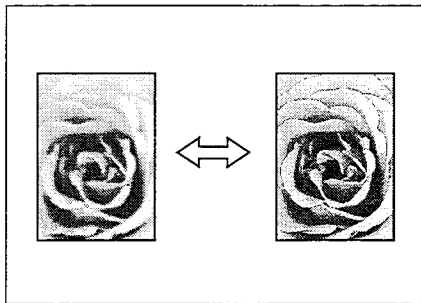
GCCLCY1E

What You can do with this Machine

Image Adjustment

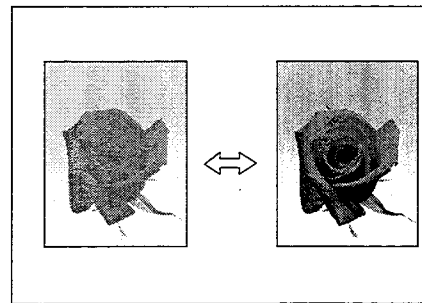
see page 96.

Soft/Sharp



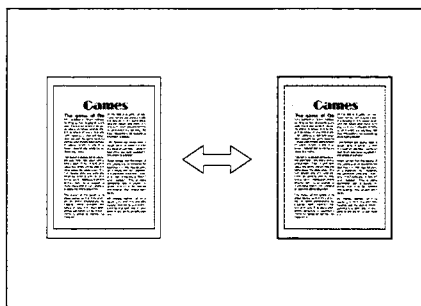
GCGAZ01E

Contrast



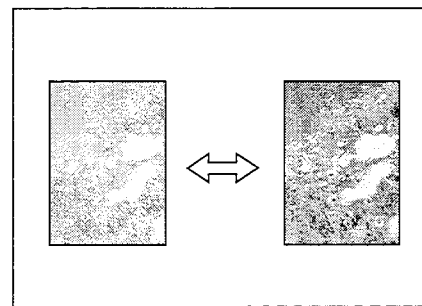
GCGAZ04E

Background Density



GCGAZ02E

Pastel



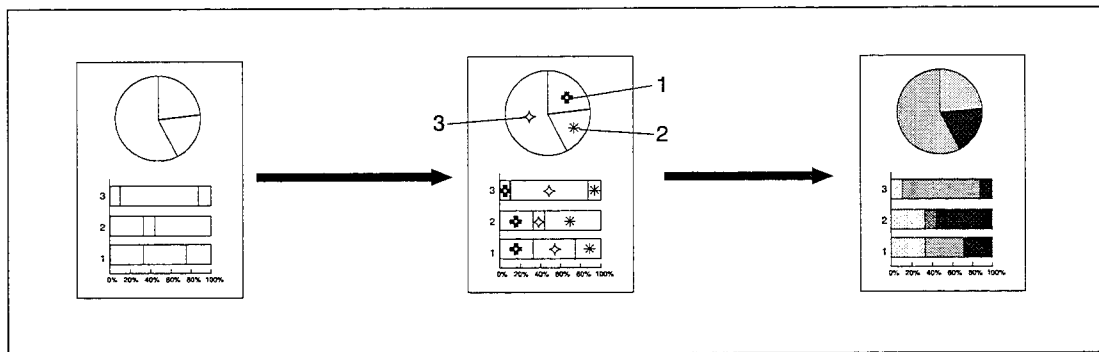
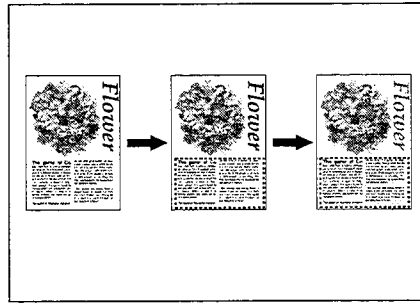
GCGAZ03E

Program User Color—Storing User Colors

see page 99.

Area Editing (Only for Edit Type)

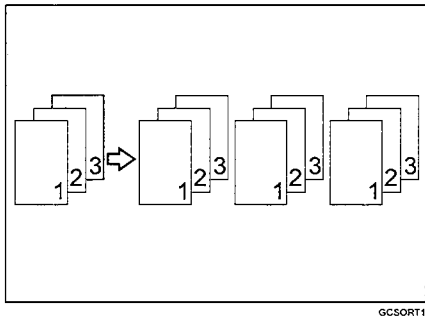
see page 103.



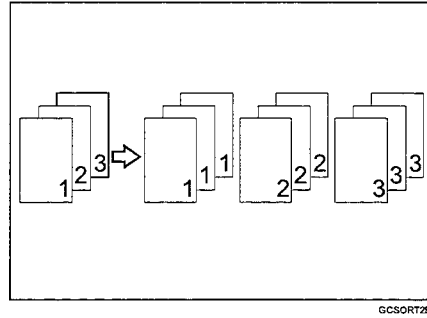
Finishing (Option)

☛ see page 83.

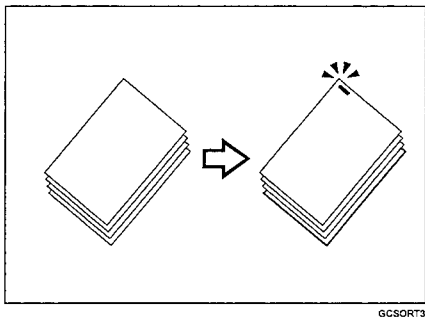
Sort—Sorting into sets (123, 123, 123)



Stack—Stacking together all copies of a page (111, 222, 333)



Staple—Stapling copies



What You can do with this Machine

Using the Projector (Option)

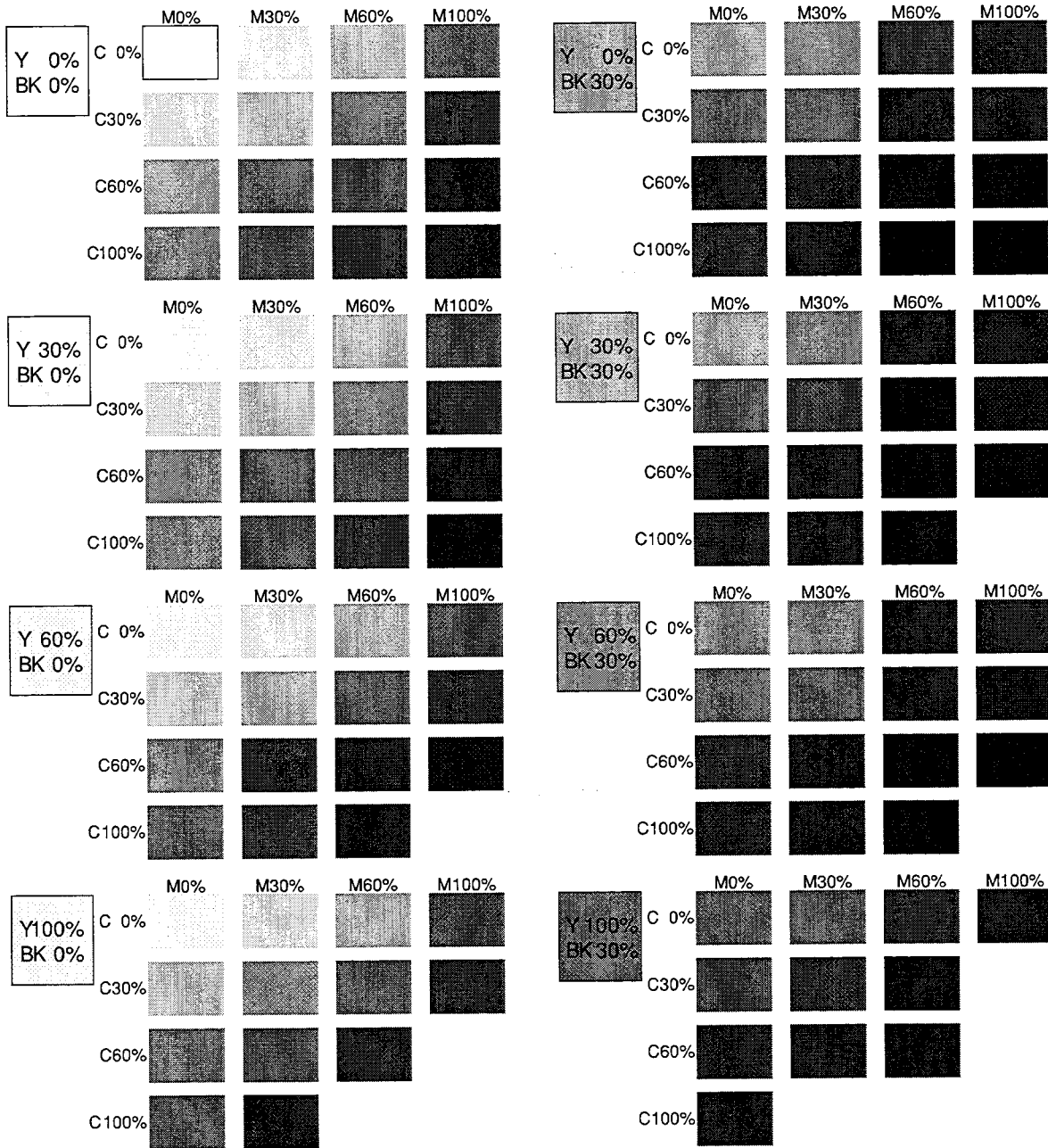
☛ see page 171.

Color Sample Chart

This is the User Color sample. You can mix the basic colors to make your own colors (User Color).

Note

The color sample might differ somewhat from actual copies due to printing effects.

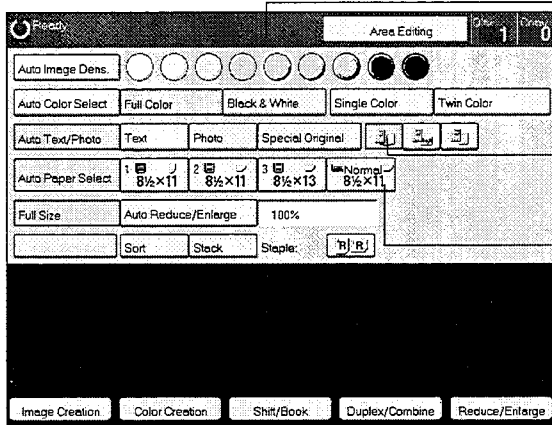


GCCLCT1J

Using the Touch Panel Display

Selecting Functions

On the touch panel display, you can find keys, instructions and messages. By pressing keys on the display, you can select or deselect functions, and enter data for the selected modes. If you make a mistake and wish to clear the current settings, press the **[Clear Modes]** key.



Messages and instructions appear here.

Keys that have been selected.

Keys that have the option of being selected.

Keys that do not have the option of being selected are fainter.

What You can do with this Machine

In this manual, keys on the display are indicated as follows:

Example:

Key on the display: 

In the manual: **[Auto Paper Select]** key

Note

- Do not press the touch panel display with any hard or sharp object. Always use the editor pen.

Entering Numbers

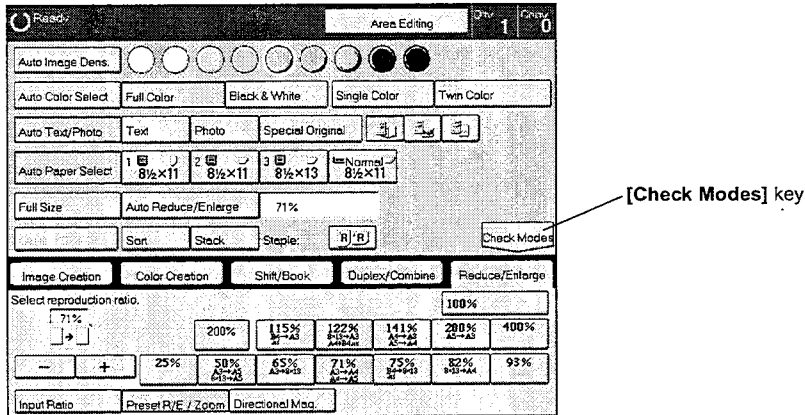
When the display prompts you to enter a number, type in the number with the **[Number]** keys and press the **[#]** key on the display to accept it.

Should you make a mistake:

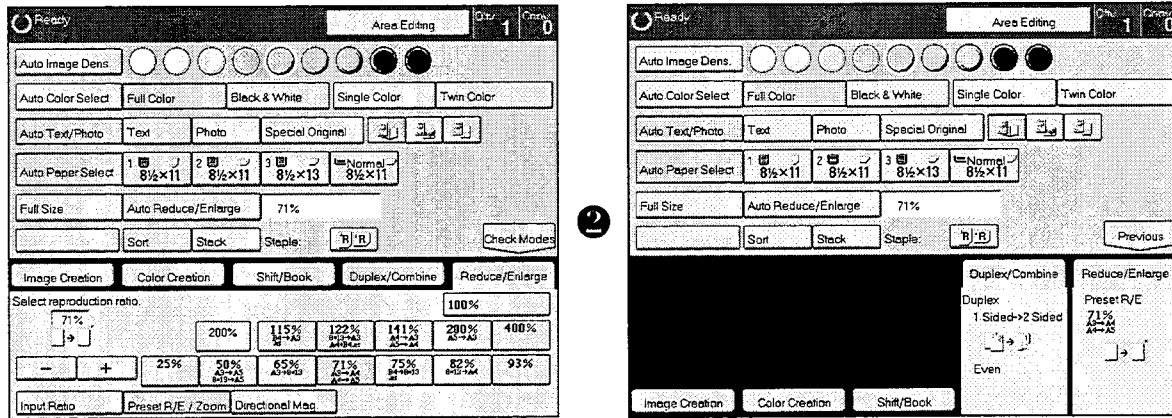
- If you have not pressed the **[#]** key yet, press the **[Clear]** key and then re-enter it. If there is not the **[Clear]** key on the display, press the **[Clear/Stop]** key.
- If you have already pressed the **[#]** key, press the item you wish to change on the display and re-enter the number with the **[Number]** keys. Press the **[#]** key on the display to accept it.

Checking the Functions You Have Selected

When you set one or more copy settings, the last item you selected will remain on the screen.



To check all the settings you have set so far, press the [Check Modes] key.



Basics

Starting the Machine

To start the machine, press the operation switch to turn the power on.

Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. About Energy Saver mode, see page 52. About Auto Timer, see page 155.

Power Switches

This machine has the operation switch and main power switch.

□ Operation switch (right side of the operation panel)

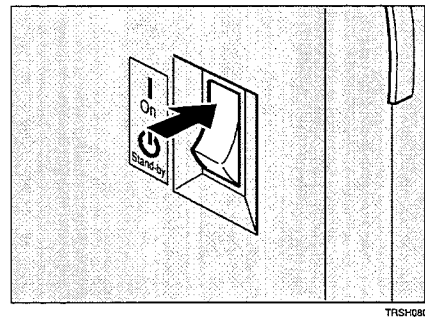
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

□ Main power switch (left side of the machine)

When the machine is not to be used for an extended period of time, turn off the main power switch.

Starting the Machine

- 1** Make sure that the power cord is plugged into the wall outlet firmly.
- 2** Turn on the main power switch.



Turning on the Power

1 Press the operation switch to make the **On** indicator lights up.

Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (about 7 minutes), you can use the Auto Start function. ➤ see page 53.

When the machine is set for user codes

1 Enter your user code using the **[Number]** keys. Then press the **[#]** key.

Note

- To prevent others from making copies with your user code, press the **[Clear Modes]** key and the **[Clear/Stop]** key simultaneously after copying.

Reference

For setting user codes, ➤ see page 160.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

1 Press any key.

The machine will return to the ready condition.

Note

- The machine will also return to the ready condition when an original is set in the document feeder, or when the platen cover or the document feeder is opened.

Standard Size Originals

The machine will detect original of the following sizes and directions as standard size originals:

When you set originals on the exposure glass (platen glass)

Metric version	A3□, B4□, A4□□, B5□□, 8 1/2" x 13"□ ¹ , 8 1/4" x 13"□ ¹ , 8" x 13"□ ¹
Inch version	11" x 17"□, 8 1/2" x 14"□, 8 1/2" x 11"□□

When you set originals in the document feeder

Metric version	A3□, B4□, A4□□, B5□□, A5□□, B6□□, 11" x 17"□, 8 1/2" x 11"□□, , 8 1/2" x 13"□ ¹ , 8 1/4" x 13"□ ¹ , 8" x 13"□ ¹
Inch version	A4□□, 11" x 17"□, 11" x 15"□, 10" x 14"□, 8 1/2" x 14"□, 8 1/2" x 13"□, 8 1/2" x 11"□□, 8" x 10"□, 5 1/2" x 8 1/2"□□

¹ 8 1/2" x 13", 8 1/4" x 13", or 8" x 13", can be set by your service representative.

Recommended Originals

Reference

For originals that the document feeder can handle, see page 205.

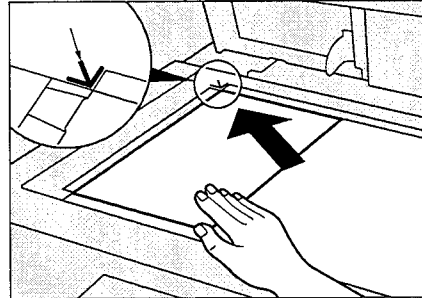
Non-recommended Originals for the Document Feeder

Note

- The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).
- Originals thicker than 128g/m², 34 lb
- Originals thinner than 40g/m², 11 lb
- For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to Thin Paper mode with the user tools. see page 162.
- Originals larger than A3, 11" x 17"
- Originals smaller than B6□□, 5 1/2" x 8 1/2"□□
- Folded, curled, creased, or damaged originals
- Mailing labels, or perforated originals
- Bound, stapled, or clipped originals
- OHP transparencies
- Translucent paper
- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

Setting Originals on the Exposure Glass (Platen Glass)

- 1** Lift the platen cover or the document feeder.
- 2** Set the original face down on the exposure glass (platen glass). The original should be aligned to the rear left corner.
- 3** Lower the platen cover or the document feeder.



- 1. Reference mark**
- 2. Scale**

Setting a Stack of Originals in the Document Feeder

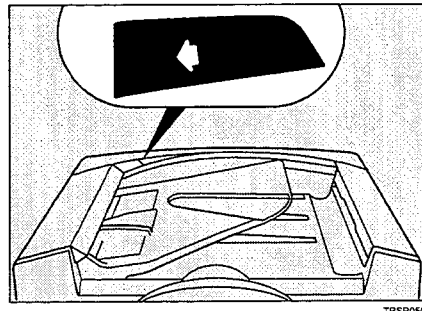
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Note

- Some originals are unsuitable for the document feeder. • see page 28.
- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

1 Correct any curl, fold, or crease in the originals before setting the originals.

2 Make sure the **Insert Original** indicator is lit and the exposure glass (platen glass) is clear of originals.

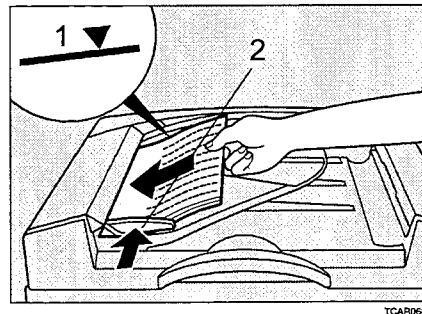


3 Adjust the guide to the original size.

4 Set the originals *face up* into the document feeder until the **Insert Original** indicator goes off.

Note

- The last page should be on the bottom.
- The original guide must touch the front side of the originals.
- Do not stack originals above the limit mark.



1: Limit mark
2: Original guide

Setting one Original at a Time in the Document Feeder

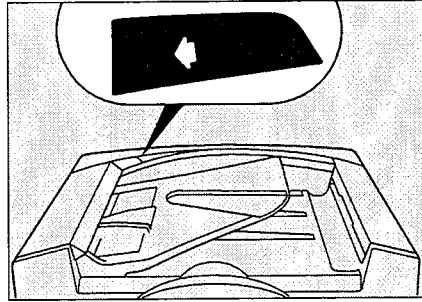
If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

Note

- Do not press down or hold originals after inserting them.
- While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- Do not lift the document feeder until the original has been completely fed out.

1 Correct any curl, fold, or crease in the originals before setting.

2 Make sure the **Insert Original** indicator is lit and the exposure glass (platen glass) is clear of originals.



3 Adjust the guide to the original size.

4 Set the original *face up* into the document feeder until the **Insert Original** indicator goes off.

Note

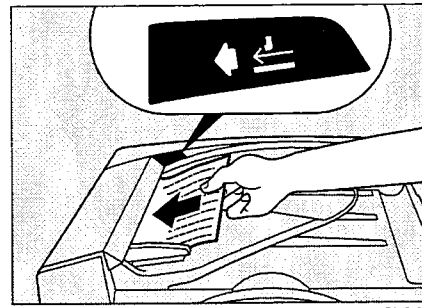
- If you are copying a stack of originals one sheet at a time and you want to keep them in order, start with the last page of the originals.
- The original guide must touch the front side of the original.

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

6 While the **Auto Feed** indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.

Note


- You can adjust the time the machine waits before being ready for the next original with the user tools.
 - ▀ see page 155.



Setting Originals of Different Sizes in the Document Feeder

You can insert a stack of originals of different standard sizes (e.g. A4, B5 etc.) into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools.  see page 162.

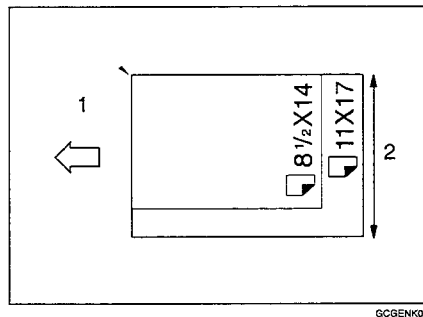
Limitation

- The weight of originals that can be set with this function is 52 - 81g/m², 14 - 20 lb.
- Smaller size originals might be skewed a little.

Note

- If your stack of originals contains pages of different sizes, make sure that:
 - Longer originals are at the bottom of the stack, and shorter originals are at the top.
 - All originals are flush with the back fence of the document feeder.

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



- 1: Set into the document feeder**
- 2: Vertical size**

2 Adjust the guide to the widest original size.

3 Set the aligned originals face up into the document feeder.

Setting Custom Sized Originals

When copying from custom sized originals, enter the original size so that copy is well aligned.

Limitation

- You must set your custom size originals on the exposure glass (platen glass).

Reference

For the standard sizes the machine can detect, see page 28.

Note

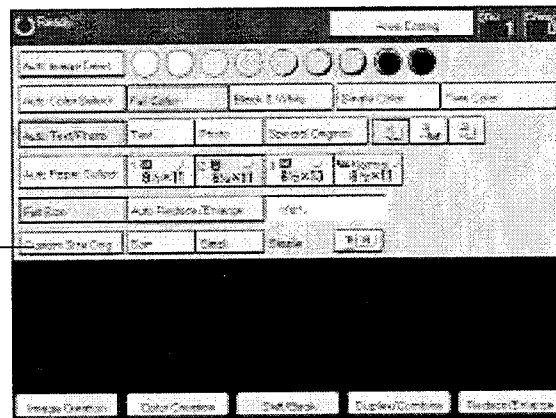
- The dimensions you can enter must be within the following ranges:

Vertical size	50 - 297mm (in 1mm steps), 2.0" - 11.7" (in 0.1" steps)
Horizontal size	50 - 432mm (in 1mm steps), 2.0" - 17" (in 0.1" steps)

1 Select the copy paper size.

2 Press the **[Custom Size Orig.]** key.

[Custom Size Orig.] key



3 Make sure that the **[Orig. Horiz]** key is selected. Enter the horizontal size with the **[Number]** keys, then press the **[#]** key.

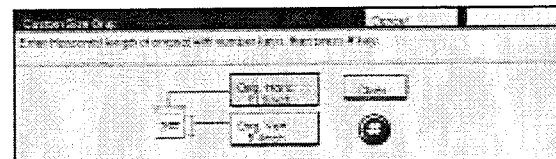
Note

- To change the value entered, press the **[Clear]** key and enter a new value.

4 Press the **[Orig. Vert]** key and enter the vertical size with the **[Number]** keys, then press the **[#]** key.

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

6 Set your original on the exposure glass (platen glass), then press the **[Start]** key.



Removing the Platen Cover to Copy a Large Original

You can remove the platen cover to copy a large (more than A3, 11" × 17") original.

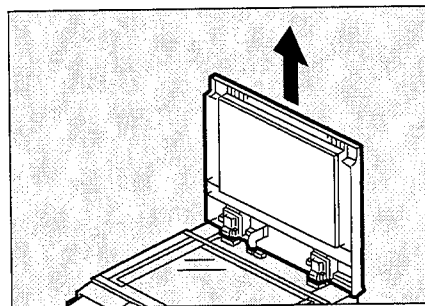
 **Note**

You cannot remove the document feeder.

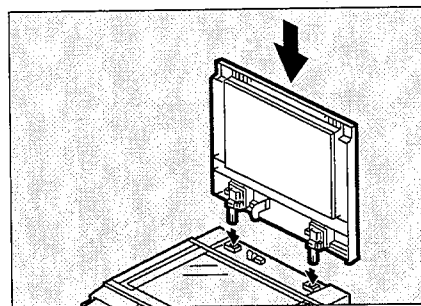
To remove the platen cover, lift it out.

 **Note**

Lift the platen cover with both hands. Place the removed cover on a flat surface such as a desk and where it will not be damaged.



To reset the platen cover, align the pins of the platen cover and the holes of the copier. Then push the platen cover into the machine.



Copying

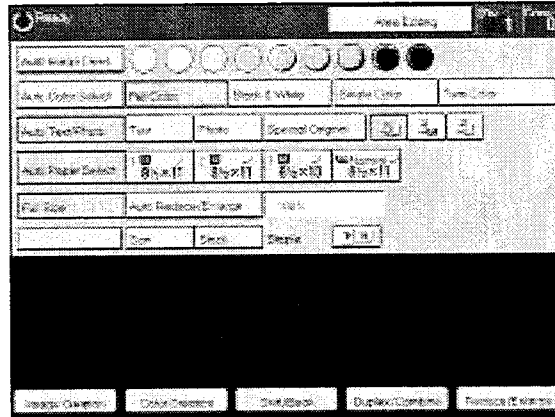
Copying

How to Make Copies

- 1** Set your original on the exposure glass (platen glass) or in the document feeder.
 • see page 29, 30, or 31.
- 2** Confirm that the **[Full Color]**, **[Auto Text/Photo]**, **[Auto Paper Select]**, **[Full Size]** keys are selected. If not, press the keys.

Note

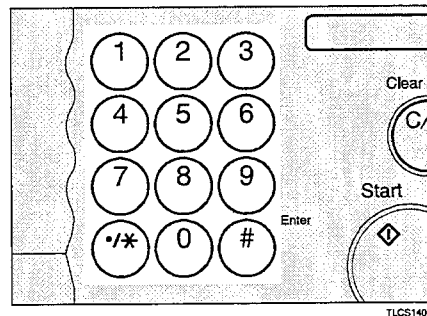
- Full Color copy mode • see page 38.
- Auto Text/Photo • see page 41.
- Auto Paper Select • see page 43.



- 3** Enter the number of copies required using the **[Number]** keys.

Note

- To change the number entered, press the **[Clear/Stop]** key, then enter the new number.



- 4** Press the **[Start]** key.

Note

- 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.

Adjusting Copy Image Density

Image density affects the contrast of copies. With these functions you can control the image density so that copies match originals. Make the selection you require then set your originals and press the **[Start]** key.

Auto image density

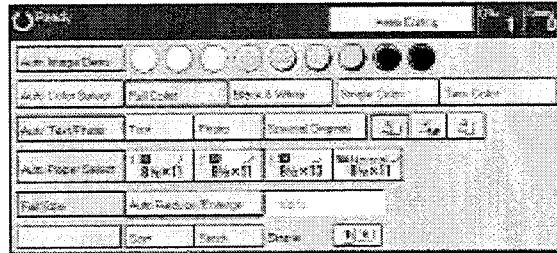
The machine automatically controls the image density.

Note

Auto Image Density and Auto Color Select cannot be set together.

1 If Auto Color Select mode is selected, select other color modes to cancel it. ➤ see page 38.

2 Press the **[Auto Image Density]** key.

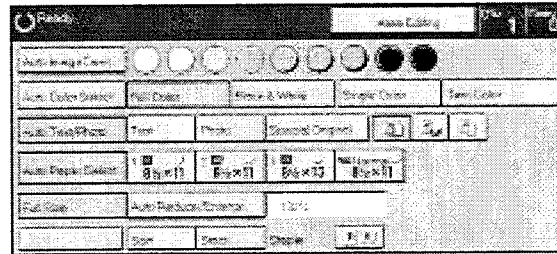


Manual image density

If you require darker or lighter copies, adjust the image density yourself.

1 If **[Auto Image Density]** key is selected, press it to cancel it.

2 Press the desired color density level.



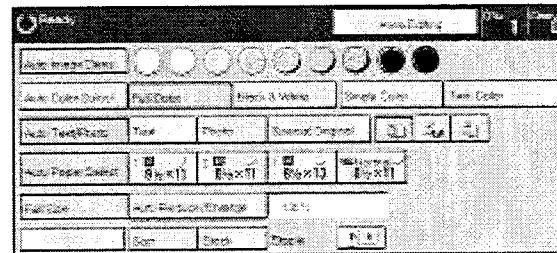
Combined auto and manual image density

Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while masking out the dark background.

1 If Auto Color Select mode is selected, select other color modes to cancel it. ➤ see page 38.

2 Press the **[Auto Image Density]** key.

3 Press the desired color density level.



Selecting a Color Mode

Select a color mode that best suits your originals and copying requirements.

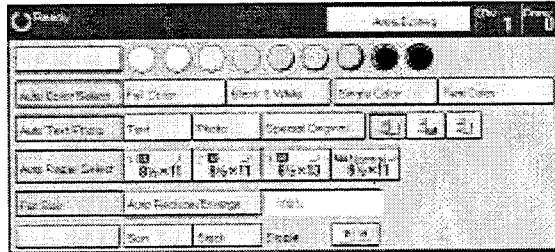
Auto color select mode

The machine automatically detects whether the original has color parts or not. Originals with only black images will be copied in Black & White mode. Originals with some color areas will be copied in Full Color mode.

Note

- If you make one copy set of a black original using the document feeder, it is recommended to select Black & White mode. If you choose Auto Color Select mode, the machine will reset the color selection for every original page, taking a long time to complete the job.

1 Press the **[Auto Color Select]** key.



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

Full color copy mode

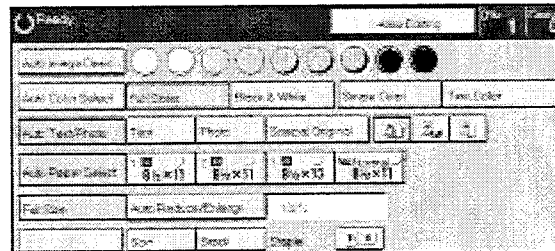
This function makes copies in full color.

- You can adjust the overall color tone of copies.
 - see page 92.

1 Make sure that the **[Full Color]** key is selected.

Note

- If not, press the **[Full Color]** key.

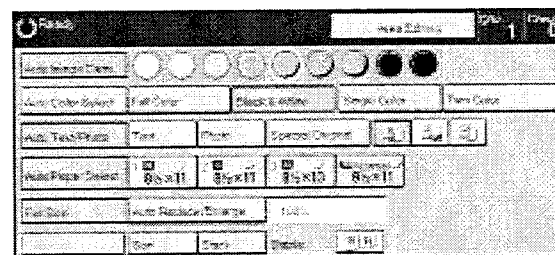


2 Set your originals, then press the **[Start]** key.

Black & White copy mode

This function makes copies in black.

1 Press the **[Black & White]** key.



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

Single color mode

This function makes copies in single colors.

Note

- **12 basic colors:**

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Beige, Marine Blue, Pink, Purple

- **15 user colors:**

Up to 15 colors can be manually mixed and stored in memory. ➡ see page 101.

Reference

For copy samples, ➡ see page 12.

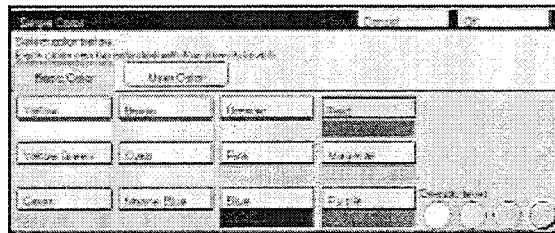
-Basic color

1 Press the [**Single Color**] key.

2 Select the color.

Note

You can select the color density level.



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

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

-User colors

Note

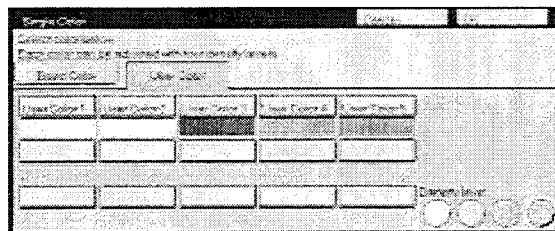
When Single Color copying, user colors might come out lighter.

Reference

Program User Color, ➡ see page 99.

1 Press the [**Single Color**] key.

2 Press the [**User Color**] key.

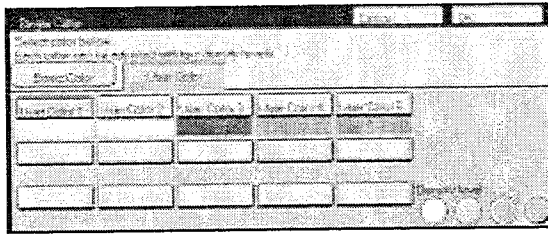


Copying

3 Select the color.

Note

- You can select the color density level.



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

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

Twin color mode

This function makes copies with black parts in the selected color and other parts in the other selected color.

Reference

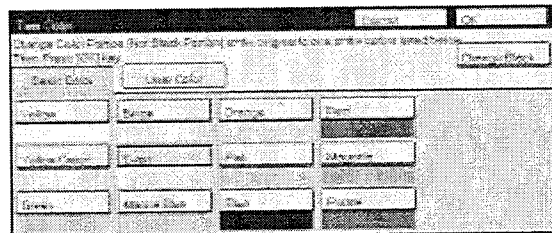
For copy samples, see page 12.

Note

- You can have colored areas copied in one of the following colors:
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and Use Colors
- You can have black parts copied in one of the following colors:
Red, Green, Blue, Yellow, Cyan, Magenta, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple and User Colors

1 Press the **[Twin Color]** key.

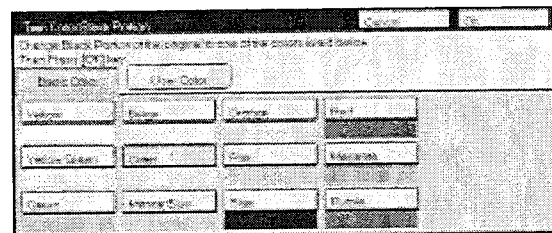
2 Select the color you want to copy in for the color parts of the original.



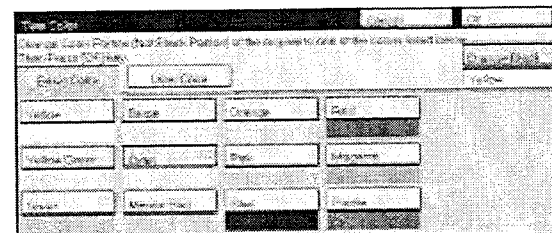
3 If you want to change the black parts, press the **[Change Black]** key.

Note

- If you don't want to change the black parts, go to step 5.



4 Select the color you want to copy in for the black parts of the original. Then press the **[OK]** key.



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

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

Selecting the Original Image Type

To optimize the likeness between copies and originals, select an image type that matches your originals.

Note


- You can adjust the readability of black lettering in colored areas, see page 95.


Auto Text/Photo mode


This mode automatically detects the areas of your original containing text or photographs. The text areas are copied using Text mode, and the photographs are copied with Photo mode.

Note

- There are 3 types of Photo mode:

 **[Press Print]**: Use when copying photographs or pictures that are printed on paper (e.g. magazines).

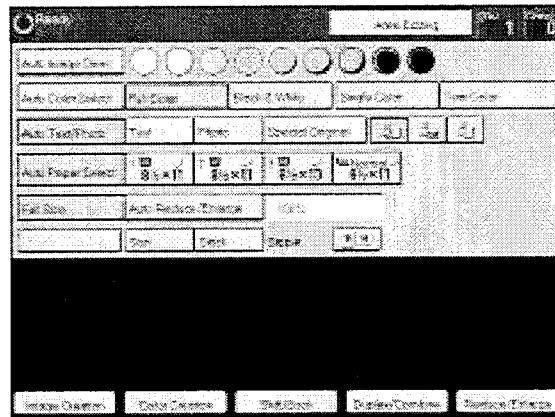
 **[Glossy Photo]**: Use when copying developed photographs.

 **[2nd Generation]**: Use when copying copies or originals printed from printers.

- 1 Make sure that the **[Auto Text/Photo]** key is selected.

Note

- If not, press the **[Auto Text/Photo]** key.

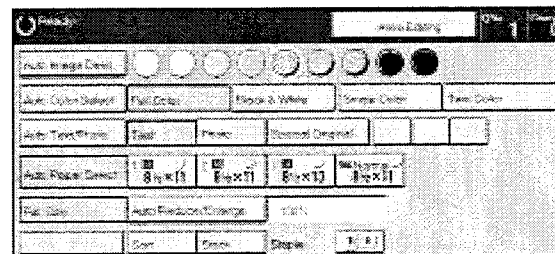


- 2 Select your desired photo mode.
- 3 Set your originals, then press the **[Start]** key.

Text mode

This modes is suitable for copying originals consisting of characters, line diagrams, and letter, but not photographic images.

- 1 Press the **[Text]** key.




- 2 Set your originals, then press the **[Start]** key.


Photo mode


This mode is suitable for copying originals consisting of pictures, photographs, and screened letters/areas, but not solid letters.

Note

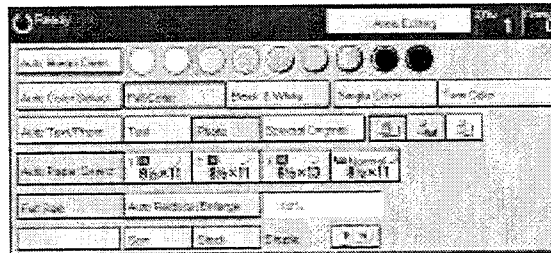
There are 3 types of Photo mode:

 **[Press Print]**: Use when copying photographs or pictures that are printed on paper (e.g. magazines).

 **[Glossy Photo]**: Use when copying developed photographs.

 **[2nd Generation]**: Use when copying copies or originals printed from printers.

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



2 Select your desired photo mode.

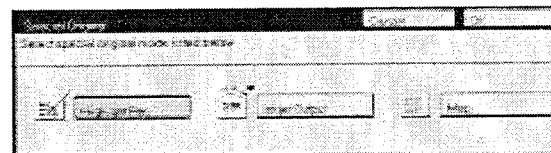
3 Set your originals, then press the **[Start]** key.

Special original mode

Use this function for originals written in highlight pen, originals printed from inkjet printers, or maps.

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

2 Select your desired original type from the **[High-light Pen]**, **[Inkjet Output]**, and **[Map]** key.



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

Selecting the Copy Paper Size

Select a suitable size of copy paper based on the original size and the reproduction ratio.

Auto paper select

The machine automatically selects a suitable size of copy paper based on the original size and the reproduction ratio.

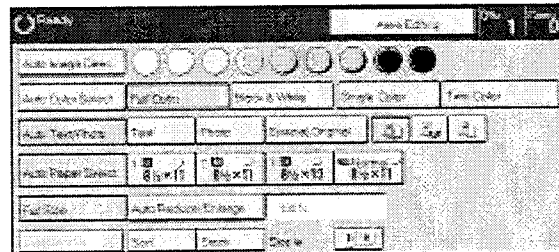
Reference

For functions that cannot be used together with this function,  see page 88.

Note

- Depending on the original type and size you use, the machine cannot detect original size. In this case, select paper size manually.

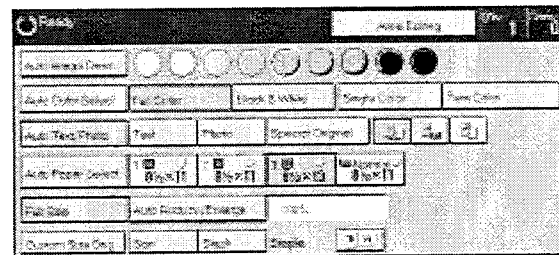
1 Make sure that the **[Auto Paper Select]** key is selected.



Manual paper select

You can select the copy paper manually.

1 Select the copy paper.



Copying from the Bypass Tray

Use the bypass tray to copy onto thick paper, adhesive labels, OHP transparencies, or custom size paper. Also use the bypass tray to copy onto the reverse side of paper that has already been copied onto.

Note

The following limitations apply:

Acceptable paper types	Normal paper (52 - 105g/m ² , 14 - 28 lb) Thick paper (105 - 160g/m ² , 28 - 43 lb) Post cards OHP transparencies Adhesive labels Translucent paper	
	Standard size	Metric version: <input type="checkbox"/> : A3, B4, A4, B5, A5, B6, A6, 11" × 17", 12" × 18" <input type="checkbox"/> : A4, B5, A5, 8 1/2" × 11"
	Custom size	Inch version: <input type="checkbox"/> : 12" × 18", 11" × 17", 8 1/2" × 11", 5 1/2" × 8 1/2" <input type="checkbox"/> : 8 1/2" × 11", 5 1/2" × 8 1/2"
	<p>1:Horizontal 2:Vertical 3:Feed direction</p>	Metric version: Vertical: 100 - 305mm (in 1mm steps) Horizontal: 140 - 457mm (in 1mm steps)
		Inch version: Vertical: 3.9" - 12.0" (in 0.1" steps) Horizontal: 5.5" - 18.0" (in 0.1" steps)
Number of sheets that can be set at one time	Normal paper Thick paper, OHP transparencies: Adhesive labels: Translucent paper: Post cards:	50 sheets 30 sheets (smaller than 8" × 13") 15 sheets (8" × 13" or large) 30 sheets 50 sheets 25 sheets

Select one of the following settings or keys:

[Normal Paper] : normal paper

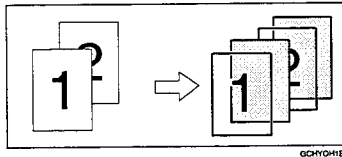
[Thick] : thick paper, post cards, adhesive labels, translucent paper

[OHP] : OHP transparencies

[Duplex Back] : Copying onto the reverse side of paper that has been already copied onto. ➤ see page 49.

[Custom Size] : Select this after the paper type for custom sized paper. ➤ see page 46.

When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



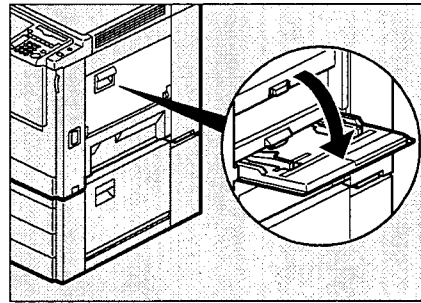
- When you set several sheets at a time, fan them to get air between them before loading.
- If the copy paper is curled, gently roll it to remove the curl.
- When you copy onto OHP transparencies, insert them with the copy side up.
- Do not stack copy paper above the limit mark.
- If the copy paper is curled, correct it before setting paper in the bypass tray. If the curled is not corrected, a paper misfeed might occur.
- When the optional sorter stapler is installed, copies made onto thick or OHP transparencies are not delivered in the proof tray but in the first bin instead.
- When setting custom size paper, be sure to set the size after pressing the [Custom Size] key.

Copying onto standard size paper with the bypass tray

Note

- When you copy onto the reverse side of paper that has been already copied onto, see page 49.

- Open the bypass tray.

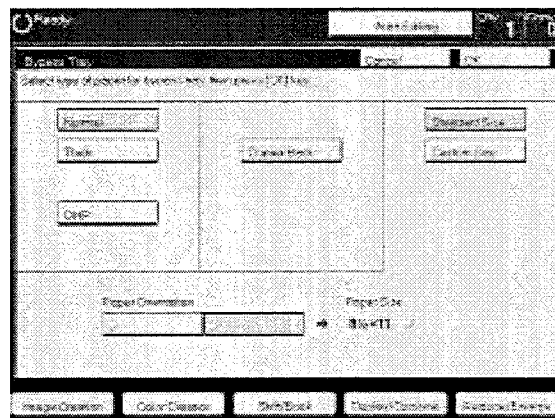


TLCH040E

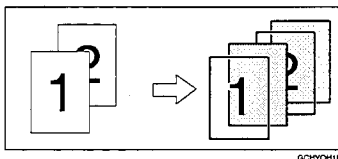
- Press the [Normal], [Thick], or [OHP] key.

Note

- Make sure that the [Standard Size] key is selected.

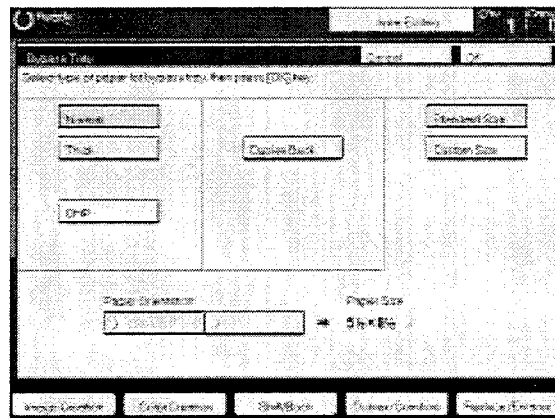


- When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.



GCHY011E

- Press the [Portrait / Landscape] key to select paper orientation.



- 4 Press the **[OK]** key.
- 5 Adjust the paper guides to the paper size.

Note

- Make sure that the paper guides matches to the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.
- With large copy paper (more than A4□, 8 1/2" × 11"□), swing out the extender.

- 1:Horizontal size
- 2:Vertical size
- 3:Extender
- 4:Paper guides

- 6 With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.
- 7 Set your originals, then press the **[Start]** key.

Copying onto custom size paper with the bypass tray

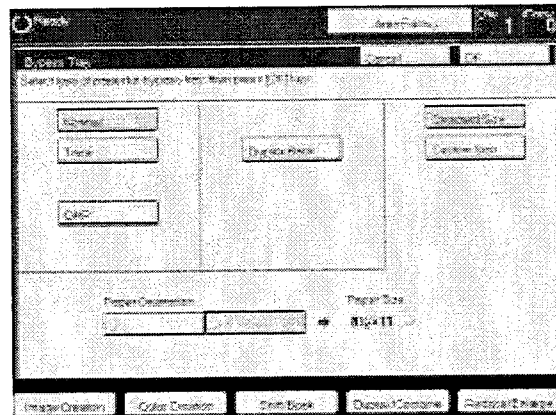
Preparation

You can register custom paper sizes you use often in keys **[Custom1]**, **[Custom2]**, and **[Custom3]** with the user tools. see page 157.

Note

- Be sure to set the size. Otherwise, a paper misfeed might occur.

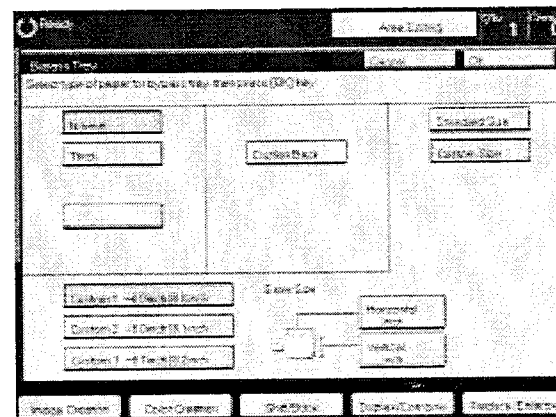
- 1 Open the baypass tray.
- 2 Press the **[Normal]**, **[Thick]**, or **[OHP]** key.
- 3 Press the **[□/□]** key to select paper orientation.
- 4 Press the **[Custom Size]** key.



- 5 Select **[Custom1]**, **[Custom2]**, **[Custom3]** or **[Enter Size]** keys.

Note

- If you select **[Custom1]**, **[Custom2]**, or **[Custom3]**, go to step 8.

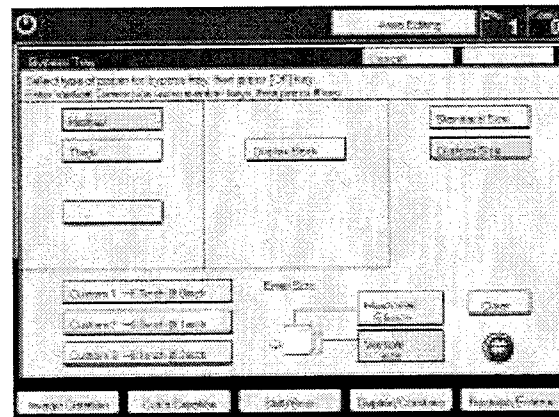
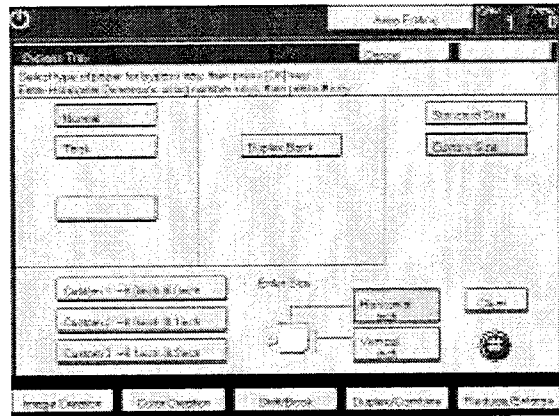


- 6** If you select **[Enter Size]** in step 5, enter the horizontal paper size with the **[Number]** keys, then press the **[#]** key.

Note

- ❑ To change the value entered, press the **[Clear]** key and enter a new value.

- 7** Enter the vertical paper size with the **[Number]** keys, then press the **[#]** key.



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

- 9** Adjust the paper guides to the paper size.

Note

- ❑ Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.

- 10** Insert the paper into the bypass tray.

- 11** Set your originals, then press the **[Start]** key.

Making A3, 11" × 17" full bleed copies

- 1: A3, 11" × 17" size Original
- 2: In standard copy mode, margins appear on copies
- 3: 12" × 18" Full Bleed Copy
- 4: Cut around the margins to produce a full image

If you adjust the paper guides of the bypass tray more than A3 (11") size, A3 11" × 17" full bleed copying mode is automatically selected.

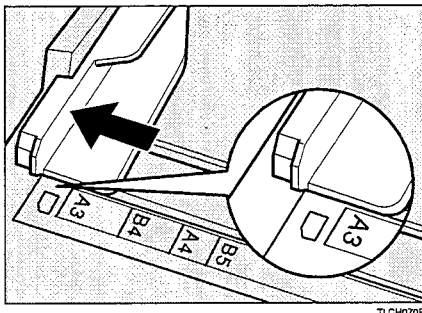
In this mode, you can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful to make A3, 11" × 17" size copies with colored background (e.g. catalogues).

Note

- This function can be used with 12" × 18" paper.
- When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically, changed to widthwise .
- If you want to select this mode, expand the paper guides as shown in the illustration.

<Left guide>

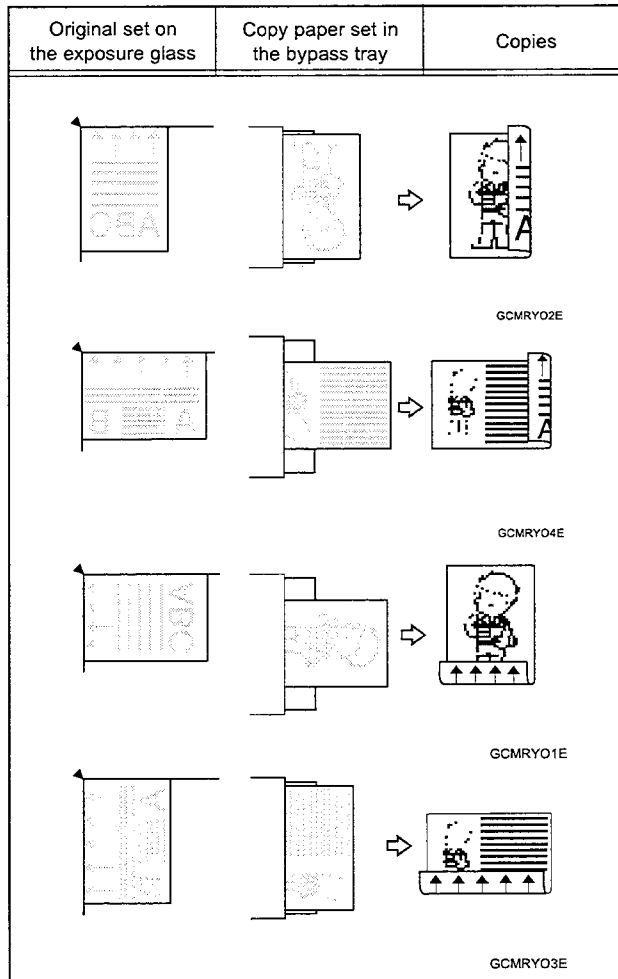
<Right guide>



Copying onto the reverse side of paper that has been already copied onto

Note

- If you wish to copy 2 sided onto normal paper, use the Duplex feature. ➔ see page 62.
- Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.



- You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.
- Do not use copy paper that has been already copied on with other machines.
- If the copy paper is curled, correct it before setting paper in the bypass tray. If the curl is not corrected, a paper misfeed might occur.

1 Open the bypass tray.

2 Insert the paper into the bypass tray.

 **Note**

- Make sure the front side (the side that has been copied onto) faces down.

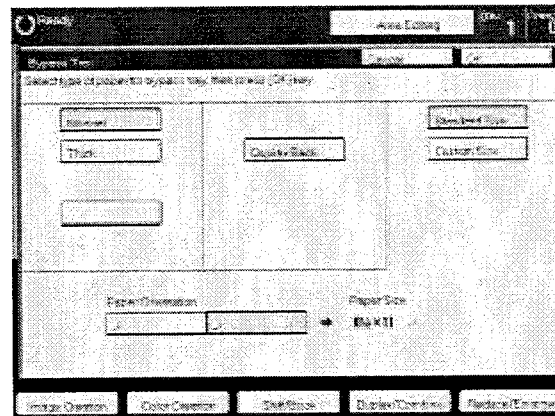
3 Press the **[Normal]** or **[Thick]** key.

4 Press the **[Portrait / Landscape]** key to select paper orientation.

5 Press the **[Duplex Back]** key.

 **Note**

- When you copy onto custom size paper, press the **[Custom Size]** key and select or enter the size. For details, see page 46.



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

7 Adjust the paper guides to the paper size.

 **Note**

- Make sure that the paper guides match the paper size. If the paper guides are not adjusted to the paper size properly, paper might be skewed or a paper misfeed might occur.

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

Auto Reduce/Enlarge—Having the Machine Choose the Reproduction Ratios



The machine can select the proper reproduction ratio based on the selected paper size and the original size.

Reference

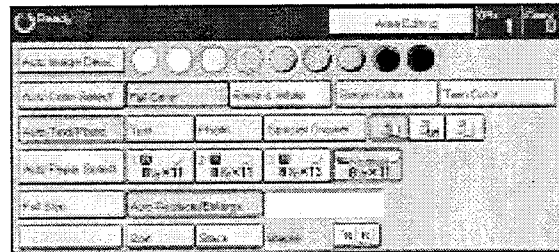
For functions that cannot be used together with this function,  see page 88.


Example:



Metric version: original: A3 , copy paper: A4 

Inch version: original: 11" × 17" , copy paper: 8 1/2" × 11" 

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



2 Set your originals on the exposure glass (platen glass) or in the document feeder.
 see page 29, 30 and 31.

3 Choose your copy paper size (e.g. A4 , 8 1/2" × 11" ).

4 Press the **[Start]** key. The original image is enlarged or reduced to fit the selected copy paper.

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying or press the **[Energy Saver]** key, the display goes out and the machine enters Energy Saver mode. When you press the **[Energy Saver]** key again and originals are set in the document feeder or when the platen cover or document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

1 Press the **[Energy Saver]** key to enter the Energy Saver mode.

Note

To cancel this mode, press the **[Energy Saver]** key again.

Interrupt Copying—Temporarily Stopping one Job to Copy Something Else

Use the **[Interrupt]** key to interrupt a copy run and make urgently needed copies.

Reference

For functions that cannot be used together with this function,  see page 88.

1 Press the **[Interrupt]** key. The machine will stop the copy run and store the present settings in the memory. The machine will return to the ready condition.

2 Remove the previous originals. Set your originals for interrupt copying on the exposure glass (platen glass) or in the document feeder.

3 Make your copies.

4 After interrupt copying is completed, press the **[Interrupt]** key again. The machine will recall the previous copy settings.

5 Reset the previous originals and press the **[Start]** key to resume the previous run.

Auto Start—Entering Copy Job Settings During the Warm-up Period

If you press the **[Start]** key during the warm-up period, the **[Start]** key will blink and the machine will start copying after the warm-up period.

1 Set your copy settings during the warm-up period.

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

 **Note**

To cancel Auto Start, press the **[Clear/Stop]** key.

Program—Storing and Recalling Your Copy Settings in Memory

You can store up to five frequently used copy job settings in machine memory and recall them for future use.

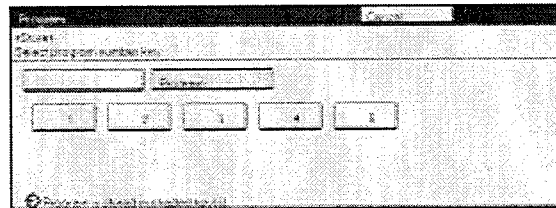
Note

- If you want to change the stored programs, store another program again.

Storing Your Settings

- 1** Set the copy settings you want to put into memory.
- 2** Press the **[Program]** key.

- 3** Press the **[Program]** key.



- 4** Select the program number you want to store the settings in.

Note

- If this program number is already being used, the machine asks whether you wish to overwrite it or not. Press the **[Yes]** or **[No]** key.

Recalling Your Settings

- 1** Press the **[Program]** key.


Note

- If you want to recall Area Edit settings stored in a program, press the **[Area Editing]** key then press the **[Program]** key.
- After you recall the Area Edit settings stored in a program, you can change them. However, you can not add or delete the Area/Group.

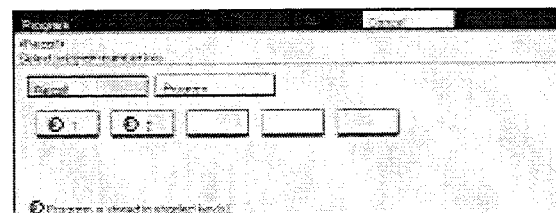
- 2** Press the **[Recall]** key.

- 3** Select the program number you want to recall. The stored settings are displayed.

Note

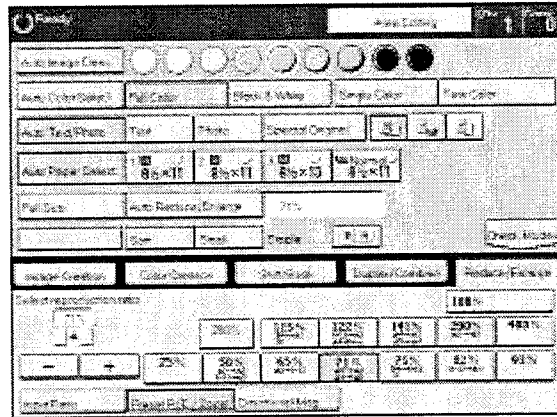
- Only programs with  contain a program.

- 4** Set your originals, then press the **[Start]** key.



Check Modes—Checking the Selected Copy Jobs

By pressing the **[Check Modes]** key, you can see at a glance the modes you have selected.

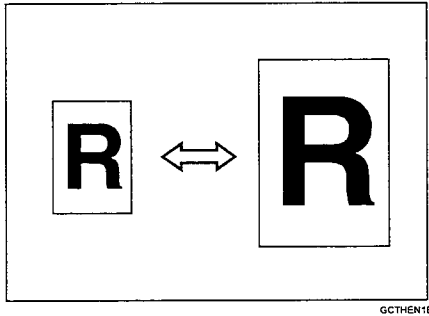


Counter—Checking the Total Number of Copies Made


By pressing the **[Counter]** key, you can check the total number of copies made.

Reduce/Enlarge—Reducing and Enlarging


Preset R/E—Reducing and Enlarging Using Preset Ratios



Reference

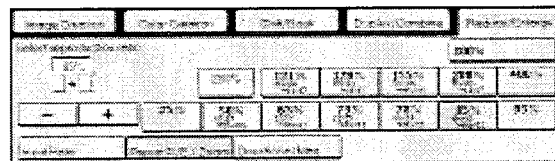
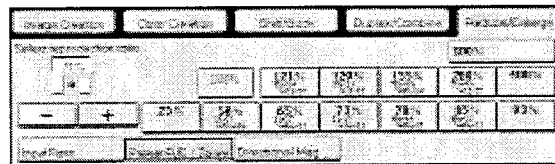
For functions that cannot be used together with this function,  see page 88.

Note

- You can add up to two preset ratios with the user tools.  see page 159.
- 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 on copies.
- To return to 100%, press the [100%] key.

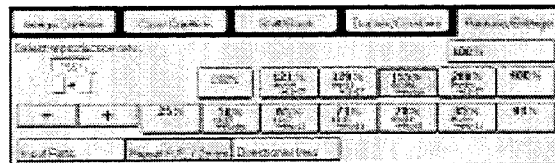
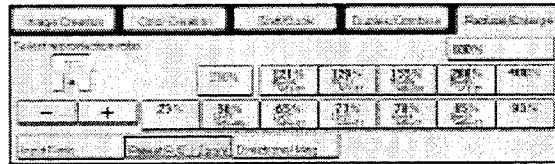
Reducing

- 1** Press the [Reduce/Enlarge] key.
- 2** Make sure that the [Preset R/E / Zoom] key is selected.
- 3** Select the ratio you require.
- 4** Set your originals, then press the [Start] key.



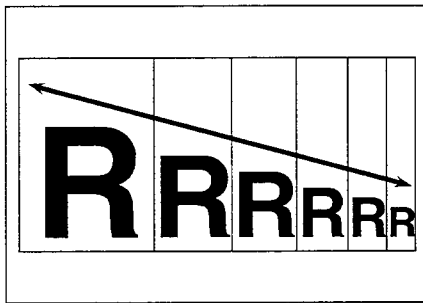
Enlarging

- 1 Press the [Reduce/Enlarge] key.
- 2 Make sure that the [Preset R/E / Zoom] key is selected.
- 3 Select the ratio you require.



- 4 Set your originals, then press the [Start] key.

Zoom—Reducing and Enlarging in 1% Steps



GCZOOM1E

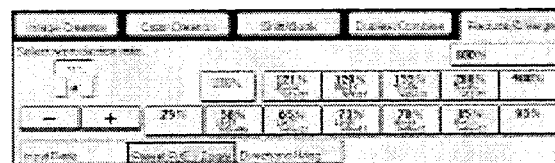
You can change the reproduction ratio from 25% to 400% in 1% steps.

Note

- 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 blank margins will appear on copies.
- To return to 100%, press the [100%] key.
- You can select a preset ratio which is near the desired ratio, then press the [Zoom] key and adjust the ratio with the [+] or [-] key.
- There are two ways to set the ratios.

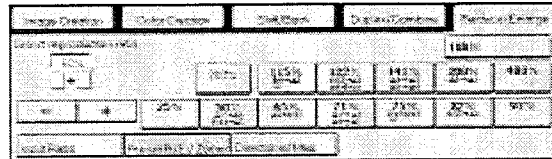
Using the (-) and (+) keys

- 1 Press the [Reduce/Enlarge] key.
- 2 Make sure that the [Preset R/E / Zoom] key is selected.



Reduce/Enlarge—Reducing and Enlarging

3 Adjust the reproduction ratio with the **[+]** or **[-]** key.



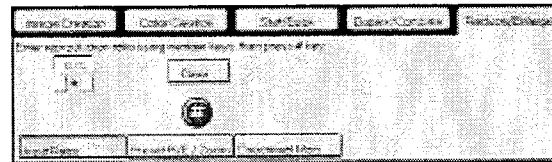
4 Set your originals, then press the **[Start]** key.

Using the **[Number]** keys

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



2 Press the **[Input Ratio]** keys.



3 Enter the reproduction ratio with the **[Number]** keys.

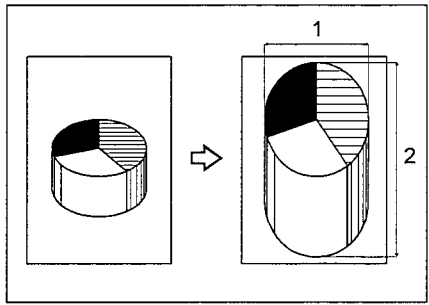
Note

- To change the ratio entered, press the **[Clear]** key and enter a new ratio.

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

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

Directional Magnification (%)—Stretching and Squeezing the Image in 1% steps



- 1: Horizontal %
2: Vertical %

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

Note

- You can select a ratio from between 25% to 400%.
- You can select a ratio regardless of the size of an original or copy paper. With some ratio, parts of the image might not be copied or blank margins might appear on copies.

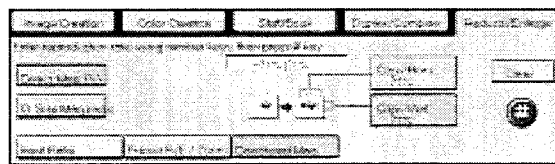
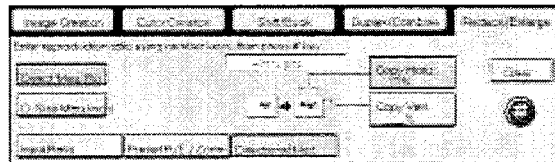
- 1 Press the **[Reduce/Enlarge]** key.
- 2 Press the **[Directional Mag.]** key.
- 3 Make sure that the **[Direct. Mag. (%)]** key is selected.
- 4 Enter the horizontal ratio with the **[Number]** keys, then press the **[#]** key.

Note

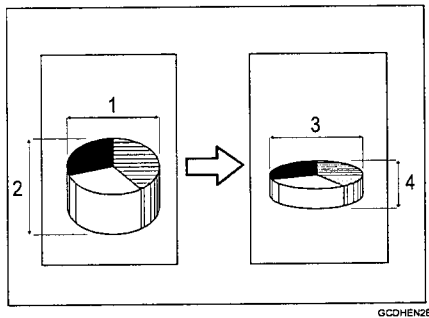
- To change the ratio entered, press the **[Clear]** key and enter a new ratio.

- 5 Enter the vertical ratio with the **[Number]** keys, then press the **[#]** key.

- 6 Set your originals, then press the **[Start]** keys.



Directional Size Magnification (inch)—Stretching and Squeezing the Image into the Copy Area



- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

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

Note

- You can enter sizes within the following ranges:

Metric Version	1 - 999mm (in 1mm steps)
Inch Version	0.1" - 99.9" (in 0.1" steps)

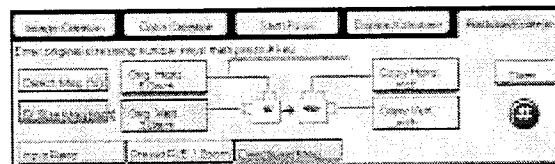
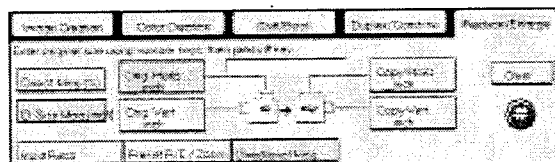
- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins might appear on copies.

- 1 Press the **[Reduce/Enlarge]** key.
- 2 Press the **[Directional Mag.]** key.
- 3 Press the **[D. Size Mag. (inch)]** key.
- 4 Enter the horizontal original size with the **[Number]** keys, then press the **[#]** key.

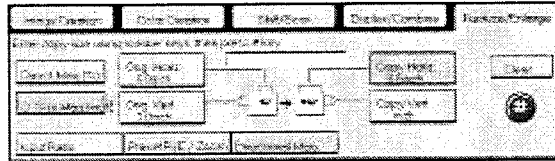
Note

- To change the value entered:
 - If you have not pressed the **[#]** key yet, press the **[Clear]** key and enter a new value.
 - If you have already pressed the **[#]** key, select the specified key and enter the a value.

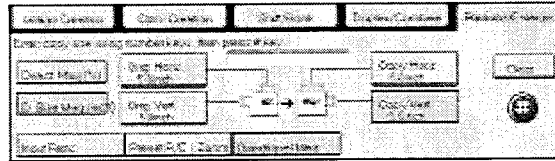
- 5 Enter the horizontal copy paper size with the **[Number]** keys, then press the **[#]** key.



- 6** Enter the vertical original size with the **[Number]** keys, then press the **[#]** key.



- 7** Enter the vertical copy paper size with the **[Number]** keys, then press the **[#]** key.



- 8** Set your originals, then press the **[Start]** key.

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