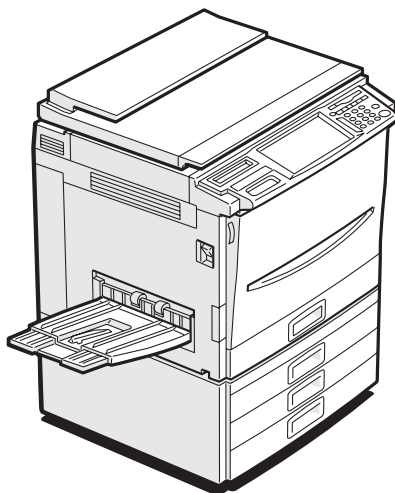**Operating Instructions**

SDC326 ⁄ A Copy Reference

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.

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 might be slightly different from your machine.

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

Operator Safety:

This machine is considered a CDRH class 1 laser device, safe for office/EDP use. The machine contains two 15-milliwat, 760-800 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

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

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

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

Savin shall not be responsible for any damage or expense that might result from the use of parts other than genuine Savin parts in your Savin office product.

Power Source:

120V, 60Hz, 12A or more

Please be sure to connect the power cord to a power source as above. For details about power source, ⇒ P.189 *"Power Connection"*.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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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Notice

Do not make copies of any item for which copying is prohibited by law.

Copying the following items is normally prohibited by local law:

Bank bills, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The color copy samples in this book may differ slightly from the actual copies due to printing effects.

The color on each Color key may differ slightly from that of the actual copy.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly.

Safety Information

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

Safety During Operation

In this manual, the following important symbols are used:

> ⚠ **WARNING:**
> **Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.**
>
> ⚠ **CAUTION:**
> *Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.*

⚠ **WARNING:**

- *Connect the power cord directly into a wall outlet and never use an extension cord.*
- *Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.*
- *To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.*
- *Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following conditions exists:*
    - *You spill something into the equipment.*
    - *You suspect that your equipment needs service or repair.*
    - *Your equipment's cover has been damaged.*
- *Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.*
- *Disposal can take place at our authorized dealer or at appropriate collection sites.*
- *Dispose of the used toner cartridge in accordance with the local regulation.*

⚠ *CAUTION:*

- *Protect the equipment from dampness or wet weather, such as rain, snow, and so on.*
- *Unplug the power cord from the wall outlet before you move the equipment. While moving the equipment, you should take care that the power cord will not be damaged under the equipment.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the equipment.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the equipment or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer or at appropriate collection sites.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise it could cause a personal burn.*
- *Our products are engineered to meet high standards of quality and functionality, and we recommend that you only use the expendable supplies available at an authorized dealer.*

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 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.

WARNINGS and CAUTIONS 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.

iv

TABLE OF CONTENTS

1. Basics

2. Copying

3. Adjustment and Color Memory

4. Area Editing (Option)

5. What to Do if Something Goes Wrong

6. Changing the Machine's Settings

7. Others

8. Specification

What You Can Do with This Machine

• Color Mode ⇒ Page 28

• Full Color Copy

• Black & White Copy

• Single Color Copy

• Twin Color Copy

Color

ABCDE Ⓕ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ
⇒
ABCDE Ⓕ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ

Red & Black

ABCDE Ⓕ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ
⇒
ABCDE Ⓕ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ
ABCDEFGHIJ
KLMNOPQRS
TUVWXYZ

• Shift ⇒ Page 76

R ⇨ R R

• Margin Adjustment ⇒ Page 77

A ⇨ A
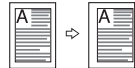
• Cover Sheet ⇒ Page 79   *2

A ⇨ A
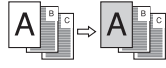
Text ⇒ Page 34
Auto Paper Select ⇒ Page 36

Auto Reduce/Enlarge ⇒ Page 48
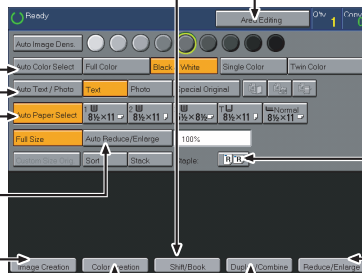
• Color Conversion ⇒ Page 83
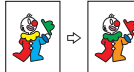
• Color Erase ⇒ Page 85

• Color Background ⇒ Page 86

• Mirror Image ⇒ Page 88

R ⇨ Я

• Positive / Negative ⇒ Page 89

R ⇨ R
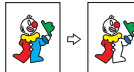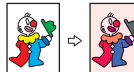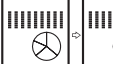
*1 Optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sorter required.
*2 Optional 20-bin sorter stapler or 10-bin sorter stapler required.
*3 Optional document feeder required.
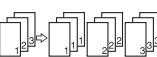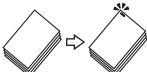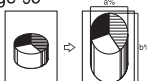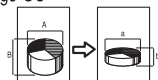
TLCX301N

2
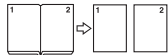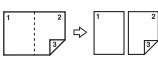
• Area Editing ⇒ Page 117

• Color Conversion ⇒ Page 130	• Color Background ⇒ Page 130	• Delete Area ⇒ Page 132
• Color Erase ⇒ Page 130	• Paint ⇒ Page 130	• Save Area ⇒ Page 133

• Sort ⇒ Page 90 *1		
• Stack ⇒ Page 92 *1	• Preset R / E ⇒ Page 54	• Directional Magnification(%) ⇒ Page 59
• Staple ⇒ Page 93 *2	• Zoom ⇒ Page 57	• Directional Size Magnification(inch) ⇒ Page 60

• 1 Sided → 2 Sided ⇒ Page 63	• 2 Sided → 2 Sided ⇒ Page 66	• Book → 1 Sided ⇒ Page 70	• 2 Sided → 1 Sided ⇒ Page 72
• Book → 2 Sided ⇒ Page 67	• Multi → 2 Sided ⇒ Page 68	•Combine 2 Originals ⇒ Page 73 *3	•Combine 4 Originals ⇒ Page75 *3

TLCX310N

3

Guide To Components
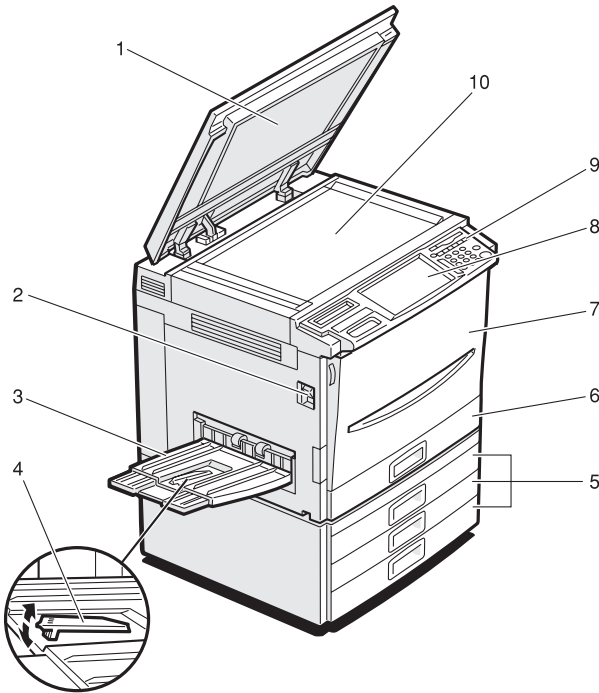
ZCMH010E

1. Platen cover (option)

Lower this cover over originals placed on the exposure 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. ⇒ P.154 "📑 *Loading Paper*".

6. Auto duplex tray

Use to make two-sided copies.

7. Front cover

Open to access the inside of the machine.

8. Operation panel

⇒ P.7 "*Operation Panel*".

9. Operation switch

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

10. Exposure glass

Position originals here face down for copying.
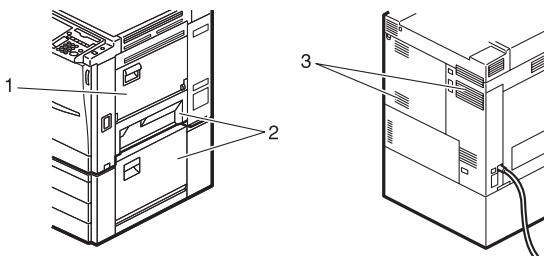
1. **Bypass tray**

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and custom size paper, ⇒ P.37 *"Copying from the Bypass Tray"*.

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

Open this cover to remove jammed paper.

3. **Ventilation holes**

Prevent overheating. Do not obstruct the ventilation holes by placing or leaning an object near them. If the machine overheats, a fault might occur.

Options

This machine can be provided with the following options:
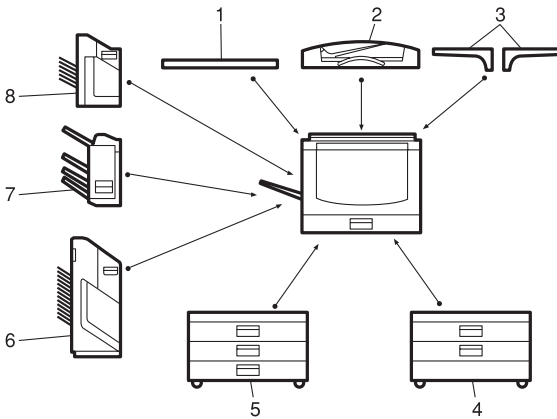
ZCMP010E

1. **Platen cover**

Lower this cover over originals placed on the exposure 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. **1000-sheet tray unit (two 500-sheet trays)**

Consists of two paper trays.

Other Options:

• Controller Interface Unit

• Printer Controller

5. **1500-sheet tray unit (three 500-sheet trays)**

Consists of three paper trays.

6. **20-bin sorter stapler**

Sorts, stacks, and staples copies.

7. **3-bin sorter**

Sorts and stacks copies.

8. **10-bin sorter stapler**

Sorts, stacks, and staples copies.

6

Operation Panel

ZCMS011N
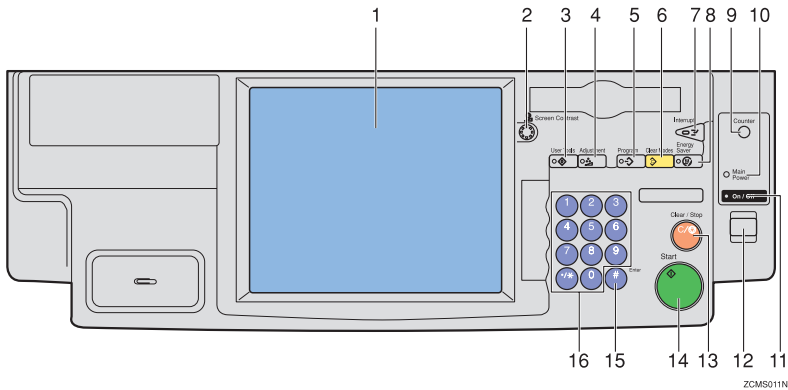
1. Touch panel display
You can see the operation status and messages here.

2. Screen Contrast knob
You can change the brightness of the display.

3.【User Tools】key
Press to change the default setting. ⇒ P.173 *"User Tools"*.

4.【Adjustment】key
Press to adjust the image or color balance, or to make user colors. ⇒ P.103 *"Adjustment and Color Memory"*.

5.【Program】key
Press to select the program mode. ⇒ P.51 *"Program"*.

6.【Clear Modes】key
Press to clear the previously entered settings.

7.【Interrupt】key
Press to make interrupt copies. ⇒ P.50 *"Interrupt copying"*.

8.【Energy Saver】key
Press to enter/exit the Energy Saver mode. ⇒ P.49 *"Energy Saver Mode"*.

9.【Counter】key
Press to display the total number of copies made.

10. Main Power indicator
This indicator goes on when the main power switch is turned on, and goes off when the switch is turned off.

11. On indicator
This indicator goes on when the operation switch is turned on, and goes off when the switch is turned off.

12. 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).

13.【Clear/Stop】key
Press to cancel the copy number entered. While copying, press to stop copying. This key is also used to clear data.

14.【Start】key
Press to start copying.

15.【#】key
Press to enter data in selected modes.

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

7

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.
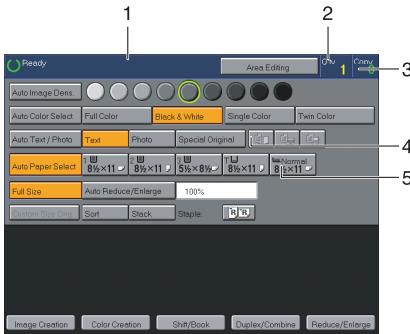
ZCMP022N

1. **Messages and instructions appear here.**

2. **Total number of copies to make**

3. **COPY COUNTER**

Counts number of copies made so far.

Note

❒ You can select whether the copy counter counts up (counter up) or counts down (counter down). If you want to change the setting, ⇒ P.175 "*System settings*".

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

4. **Keys that have been selected.**

5. **Keys that have the option of being selected.**

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

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

Example:

• Key on the display: Auto Paper Select

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

Note

❒ Do not press the touch panel display with any hard or sharp object.

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.

ZCMP040N

1. 【Check Modes】 key

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

ZCMP050N

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.
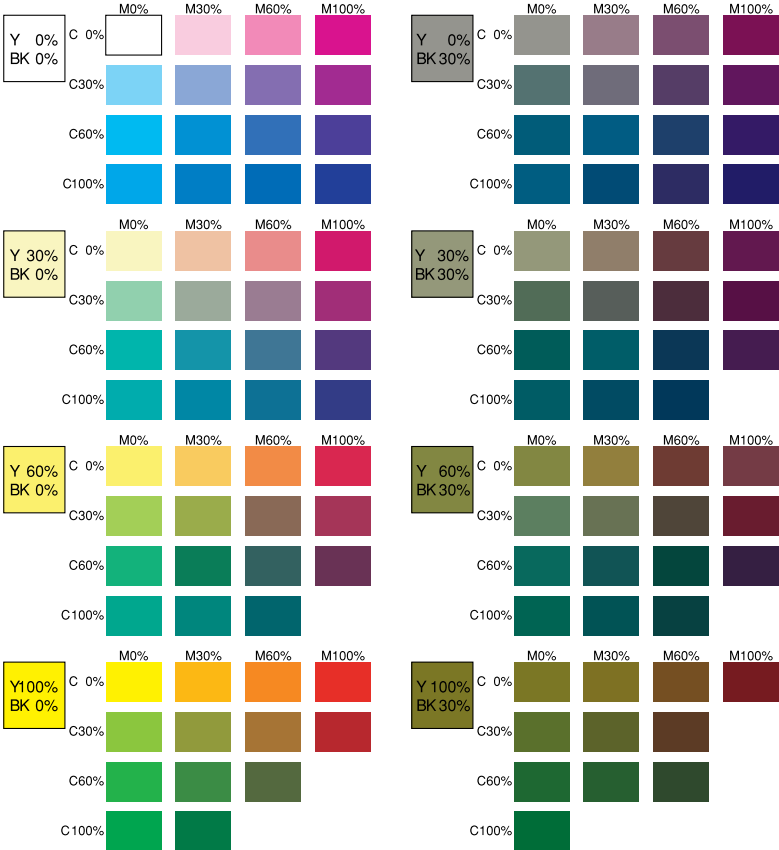
GCCLCT1E

Turning On the Power

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. For details, ⇒ P.49 *"Energy Saver Mode"*. For details Auto Timer, ⇒ P.175 *"System settings"*.

- -

💡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.

- -

Turning on the Main Power

A **Make sure that the power cord is firmly plugged into the wall outlet.**

B **Turn on the main power switch.**

TRSH080N
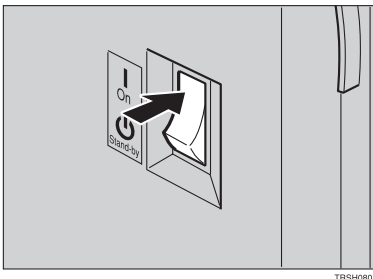
Starting the Machine

A **Press the operation switch to make the On indicator go on.**

TLCS120N
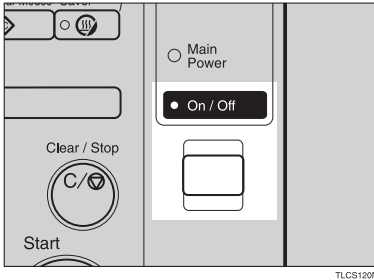
Note

❒ 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 (Less than 270 seconds), you can use the Auto Start function. ⇒ P.51 *"Auto Start"*.

When the machine is set for user codes

A **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 more about user codes, ⇒ P.179 *"General Features"*.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

A **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.

Shutting down the machine

A **Press the operation switch to make the On indicator go off.**

Turning off the main power

A **Turn off the main power switch.**

The main power indicator of the control panel goes off.

13

Originals

1

Standard Size Originals

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

❖ **When you set originals on the exposure glass**

Metric version	A3□, B4□, A4□ □, B5□ □, $8^1/_2$"×13"□ [*1], $8^1/_4$"×13"□ [*1], 8"×13"□ [*1]
Inch version	11"×17"□, 10"×14"□, $8^1/_2$"×14"□, $8^1/_2$"×11"□ □

❖ **When you set originals in the document feeder**

Metric version	A3□, B4□, A4□ □, B5□ □, A5□ □, B6□ □, 11"×17"□, $8^1/_2$"×11"□ □, $8^1/_2$"×13"□ [*1], $8^1/_4$"×13"□ [*1], 8"×13"□ [*1]
Inch version	A4□ □, 11"×17"□, 11"×15"□, 10"×14"□, $8^1/_2$"×14"□, $8^1/_2$"×13"□, $8^1/_2$"×11"□ □, $8^1/_4$"×13"□, 8"×13"□, 8"×10"□, $5^1/_2$"×$8^1/_2$"□ □

[*1] $8^1/_2$"×13", $8^1/_4$"×13" or 8"×13" can be set by your service representative.

Recommended Originals

℘Reference
For originals that the document feeder can handle, ⇒ P.201 *"Document Feeder (Option)"*.

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.

- Originals thicker than 128g/m^2, 34 lb
- Originals thinner than 40g/m^2, 11 lb
- For originals between 40 and 52g/m^2, 11 and 14 lb, the document feeder must be set to ADF Thin paper mode with the user tools.
- Originals larger than A3, 11"×17"
- Originals smaller than B6□ □, $5^1/_2$" × $8^1/_2$"□ □
- Folded, curled, creased, or damaged originals
- Mailing labels, or perforated originals
- Bound, stapled, or clipped originals

14

- 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

A **Lift the platen cover or the document feeder.**

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

TRSR010E
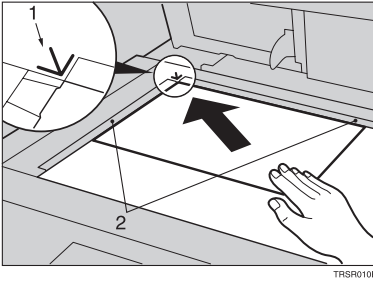
1. **Reference mark**

2. **Scale**

📎 Note

❐ Start with the first page to be copied.

C **Lower the platen cover or the document feeder.**

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.

🖉 Note

❒ Some originals are unsuitable for the document feeder. ⇒ P.14 *"Non-recommended Originals for the Document Feeder"*.

❒ Do not press down or hold originals after inserting them.

❒ While originals are fed from the original table to the exposure glass, do not pull them out.

❒ Do not lift the document feeder until the original has been completely fed out.

A **Correct any curl, fold, or crease in the originals before setting them.**

B **Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.**
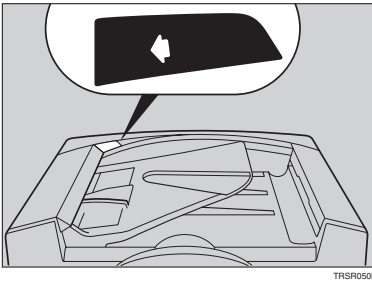
TRSR050E

C **Adjust the guide to the original size.**

D **Set the originals <u>face up</u> into the document feeder until the Insert Original indicator goes off.**

TCAR060E
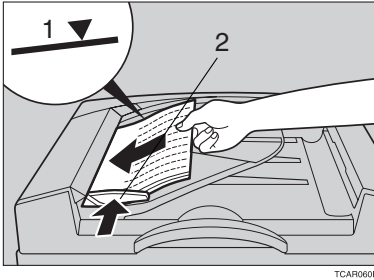
1. **Limit mark**

2. **Original guide**

🖉 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.

Setting one Original at a Time in the Document Feeder

1

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, do not pull them out.

❒ Do not lift the document feeder until the original has been completely fed out.

A **Correct any curl, fold, or crease in the originals before setting them.**

B **Make sure the Insert Original indicator is lit and the exposure glass is clear of originals.**

TRSR050E
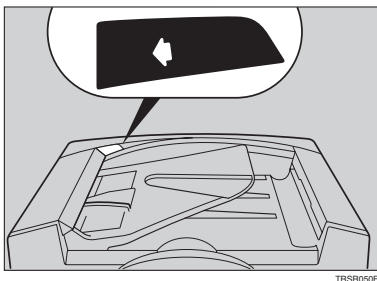
C **Adjust the guide to the original size.**

D **Set the original <u>face up</u> 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.

E **Press the 【Start】 key.**

F **While the Auto Feed indicator is lit after an original is fed, set the next original. The original is automatically fed and copied.**
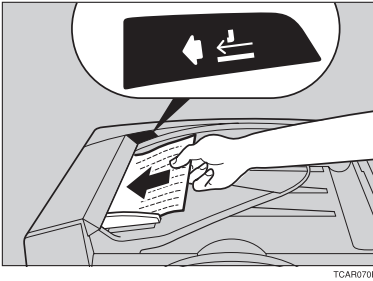
TCAR070E

Note

❒ You can adjust the time the machine waits before being ready for the next original with the user tools.

20

Setting Originals of Different Sizes in the Document Feeder

📖 Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools. ⇒ P.184 *"Duplex/ADF/Sorter"*.

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.

💡 Limitation

❒ The weight of originals that can be set with this function is 52 - 81g/m^2, 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.

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

GCGENK0N
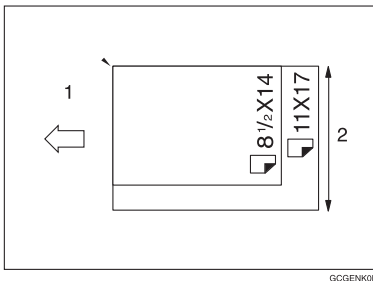
1. **Document feeder feed direction.**

2. **Vertical size**

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

C **Set the aligned originals face up into the document feeder.**

21

Setting Custom Sized Originals

When copying from custom sized originals, specify the size of the originals so that copies are well aligned.

♦ Limitation

❒ You must set your custom size originals on the exposure glass.

🔍 Reference

For the standard sizes the machine can detect, ⇒ P.14 *"Standard Size Originals"*.

📝 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) |

A **Select the copy paper size.**

B **Press the [Custom Size Orig.] key.**
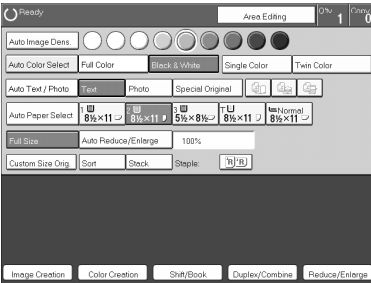
C **Make sure that the [Orig. Horiz.] key is selected. Enter the horizontal size with the number keys, then press the [#] key.**
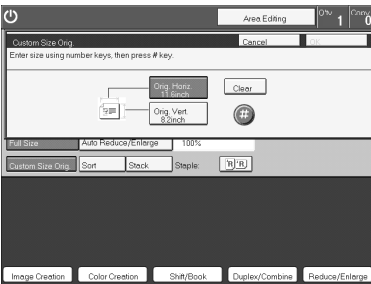
📝 Note

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

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

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

F **Set your original on the exposure glass, then press the 【Start】 key.**

1

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.
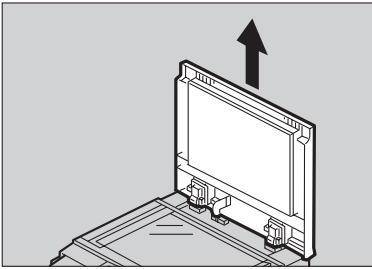
TLCH060E

✎ 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 onto the copier.
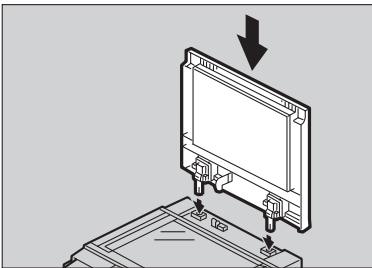
TLCH061E

24

Basic Procedure

A **Set your original on the exposure glass or in the document feeder.** ⇒ P.28 *"Full color copy mode"*, ⇒ P.33 *"Auto Text/Photo mode"*, or ⇒ P.36 *"Auto paper select"*.

B **Make sure that the [Black & White], [Text], [Auto Paper Select], [Full Size] keys are selected.**
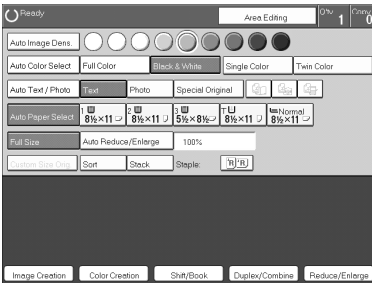
🖉 Note

❐ Full Color copy mode. ⇒ P.28 *"Full color copy mode"*.

❐ Auto Text/Photo. ⇒ P.33 *"Auto Text/Photo mode"*.

❐ Auto Paper Select. ⇒ P.36 *"Auto paper select"*.

C **Enter the number of copies required using the number keys.**
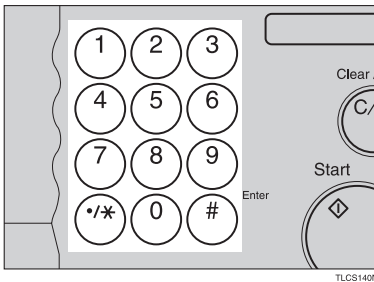
🖉 Note

❐ To change the number entered, press the 【Clear/Stop】 key, then enter the new number.

D **Press the 【Start】 key.**

TLCS060N
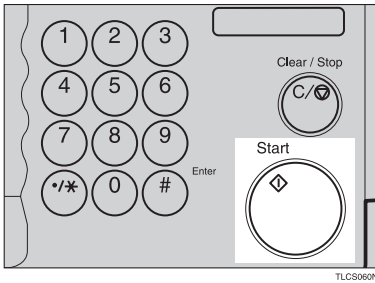
✎ Note

❒ To stop the machine during a multi-copy run, press the 【Clear/Stop】 key.

❒ If you want to change the settings, press the 【Clear/Stop】 key. If you want to resume the copy run, press the 【Start】 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.

A **If Auto Color Select mode is selected, select other color modes to cancel it. ⇒ P.28 "Selecting a Color Mode".**

B **Press the [Auto Image Density] key.**
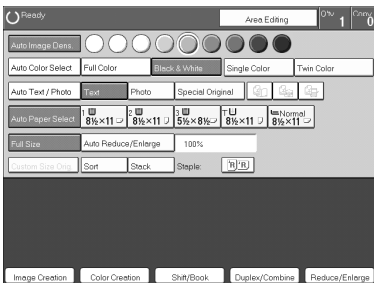
Manual image density

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

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

⮱ **Press the desired color density level.**
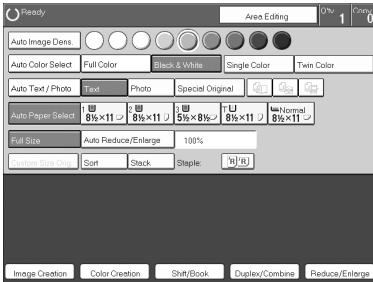
Combined auto and manual image density

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

⮱ **If Auto Color Select mode is selected, select other color modes to cancel it.**
⮱ **⇒ P.28 "Selecting a Color Mode".**

⮱ **Press the [Auto Image Density] key.**
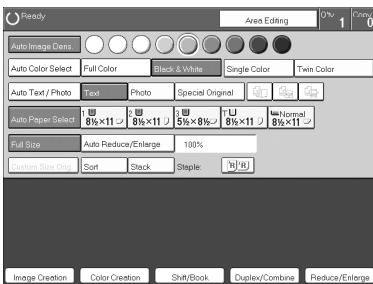
⮱ **Press the desired color density level.**

27

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.

A **Press the [Auto Color Select] key.**
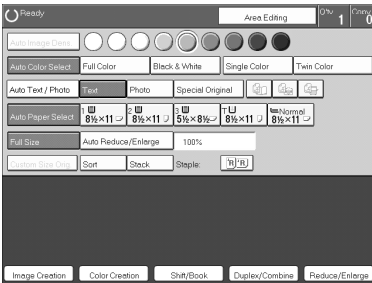
B **Set your originals, then press the 【Start】 key.**

Full color copy mode

This function makes copies in full color.

✐ Note

❒ You can adjust the overall color tone of copies. ⇒ P.103 *"Color Balance"*.

28

A Make sure that the [Full Color] key is selected.
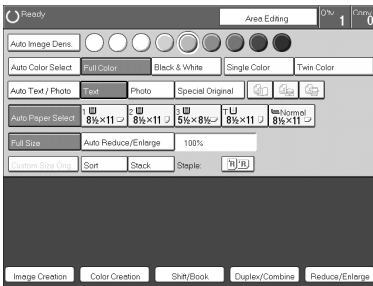
B Set your originals, then press the 【Start】 key.

Black & White copy mode

This function makes copies in black.

A Press the [Black & White] key.
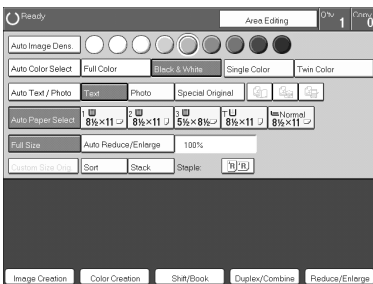
B Set your originals, then press the 【Start】 key.

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. ⇒ P.113 "*Mixing Colors Manually with the Number Keys*".

Basic color
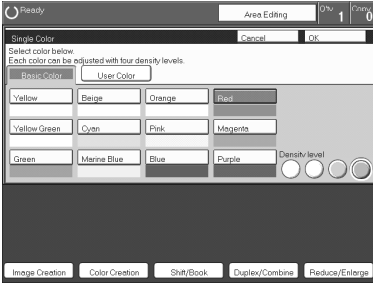
A Press the **[Single Color]** key.

B Select the color.

✐ Note

❒ You can select the color density level.

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

D 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, ⇒ P.111 "*Program User Color*".

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

B Press the **[User Color 10]** key.
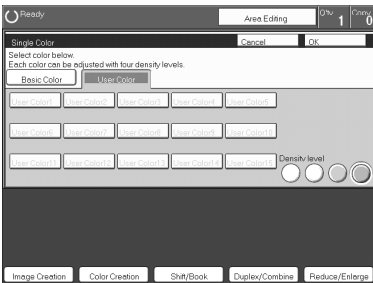
30
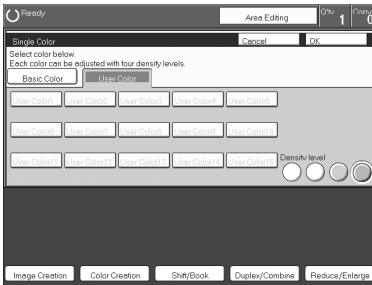
C **Select the color.**

✐ **Note**
❒ You can select the color density level.

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

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

Twin color mode

Two methods are available:

❖ **Color Copy**
Reproduces black areas of the original in one selected color and areas in other colors using the second selected color.

✐ **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 User 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

❖ **Red & Black**
Reproduces red areas of the original in red, and areas in other colors using black.

✐ **Note**
❒ You cannot change the color.

31

Twin Color (Color Copy)

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

B **Select the color you want to copy the color parts of the original in.**
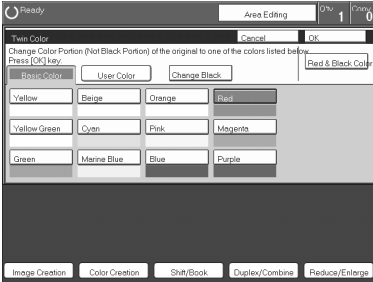
C **If you wish to copy black parts using a different color, press the [Change Black] key.**

Note

❒ If you don't want to do this, go to step **E**.

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

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

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

Twin Color (Red & Black Copy)

Note

❒ If Color Sensitivity is set to wide, the machine recognizes orange or purple as red. This adjustment affect Color Erase or Color Conversion. ⇒ P.108 *"Image Adjustment"*

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

32

B **Press the [Red & Black Color] key, then press the [OK] key.**
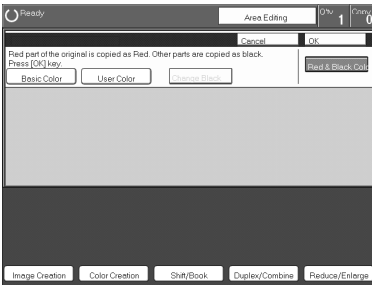
C **Set your originals, then press the 【Start】 key.**

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, ⇒ P.106 *"Color Adjustment"*.

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 generated by printers.

A **Make sure that the [Auto Text / Photo] key is selected.**
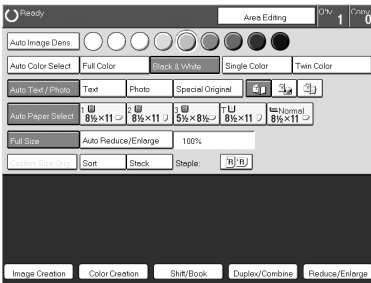
B **Select the photo mode.**

C **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.

A **Press the [Text] key.**
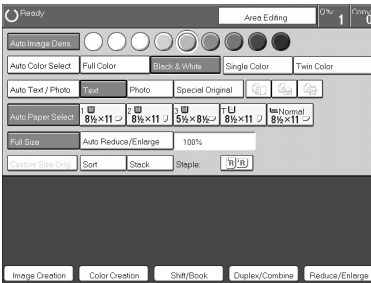
B **Set your originals, then press the [Start] key.**

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 generated by printers.

A **Press the [Photo] key.**
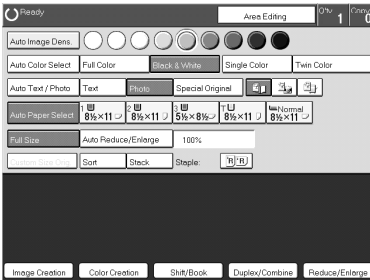
B **Select the photo mode.**

C **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.

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

B **Select the original type from the [Highlight Pen], [Inkjet Output], and [Map] key.**

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

35
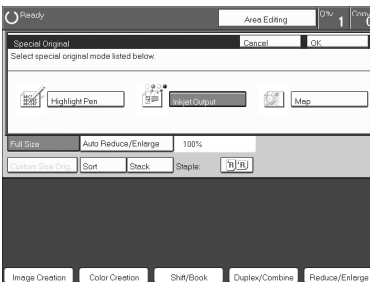
Selecting the Copy Paper Size

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

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

✎Note

❒ Sizes of certain originals might not be detected depending on the originals size and type. In this case, select the size manually.

A Make sure that the [Auto Paper Select] key is selected.
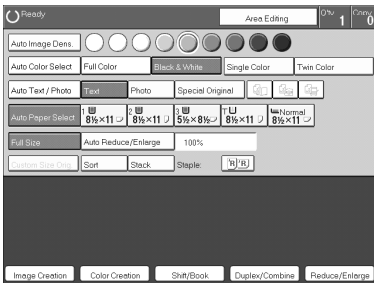
Manual paper select

You can select the copy paper manually.

A Select the copy paper.

- -
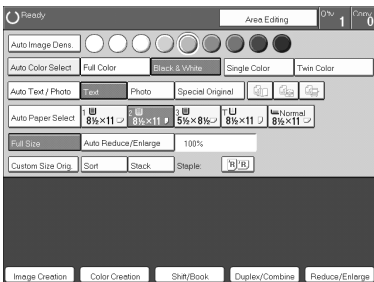
☼Image Rotation

If the direction in which your original is set (landscape or portrait) is different from 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 Select or Auto Reduce/Enlarge are selected. ⇒ P.179 *"General Features"*

✐ Note
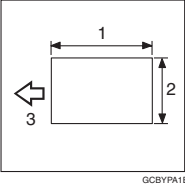
❒ Image Rotation does not work with the following functions:

- Area Editing
- Series Copies (2-sided → 1-sided)
- Duplex Copies (1-sided → 2-sided, 2-sided → 2-sided)
- OHP Slip Sheet

- -

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:

2

Acceptable paper types	Normal paper (52 - 105g/m², 14 - 28 lb)	
	Thick paper (105 - 160g/m², 28 - 43 lb)	
	Post cards	
	OHP transparencies	
	Adhesive labels	
	Translucent paper	
	Standard size	Metric version:
		☐: A3, B4, A4, B5, A5, B6, A6, 11" × 17", 12" × 18"
		☐: A4, B5, A5, $8^1/_2$" × 11"
		Inch version:
		☐: 12" × 18", 11" × 17", $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
		☐: $8^1/_2$" × 11", $5^1/_2$" × $8^1/_2$"
	Custom size	Metric version:
		Vertical: 100 - 305mm (in 1mm steps)
		Horizontal: 140 - 457mm (in 1mm steps)
	GCBYPA1E 1: Horizontal 2: Vertical 3: Feed direction	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: 50 sheets	
	Thick paper, OHP transparencies: 30 sheets (Smaller than 8" × 13"), 15 sheets (8" × 13" or large)	
	Adhesive labels: 30 sheets	
	Translucent paper: 50 sheets	
	Post cards: 25 sheets	

❐ Select one of the following settings or keys:

- **[Normal]**: 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. ⇒ P.46 *"Copying onto the reverse side of paper"*.
- **[Custom Size]**: Select this after the paper type for custom sized paper. ⇒ P.41 *"Copying onto custom size paper with the bypass tray"*.

38

❒ When you copy onto OHP transparencies, you can select whether a blank slip sheet is inserted between OHP transparencies.
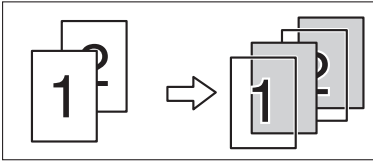
GCHYOH1E

❒ 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 bent, correct it before setting paper in the bypass tray. If the bend 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, ⇒ P.46 *"Copying onto the reverse side of paper"*.

A **Open the bypass tray.**
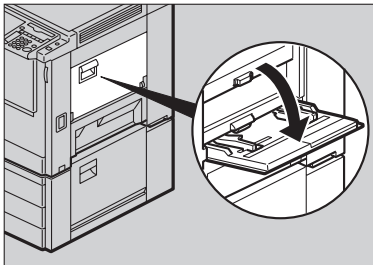
TLCH040E

B **Press the [Normal], [Thick] or [OHP] key.**
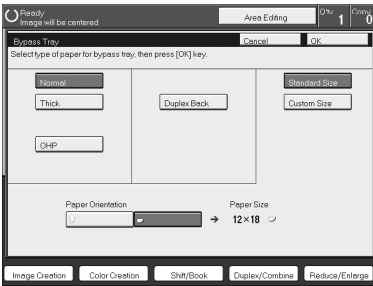
✎ Note

❒ 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 tranparencies.

GCHYOH1E

C **Press the [⬇/➡] key to select the paper orientation.**
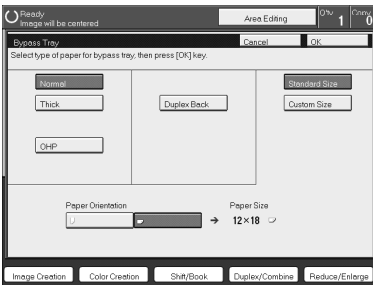
D **Press the [OK] key.**

🖸 Adjust the paper guides to the paper size.

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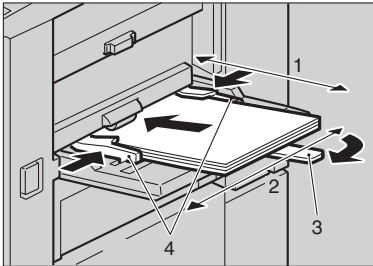
1. **Horizontal size**

2. **Vertical size**

3. **Extender**

4. **Paper guides**

🖉 Note

❒ Make sure the paper size and direction in the bypass tray is displayed on the operation panel.

❒ 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.

🖸 With the side you wish to copy onto face up, insert the paper into the bypass tray until it stops.

🖸 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 **[Custom 1]**, **[Custom 2]**, and **[Custom 3]** with the user tools. ⇒ P.175 *"System settings"*.

🖉 Note

❒ Be sure to set the paper size or a paper misfeed might occur.

🖪 Open the bypass tray.

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

🖪 Press the [▯ / ▭] key to select paper orientation.

D Press the [Custom Size] key.
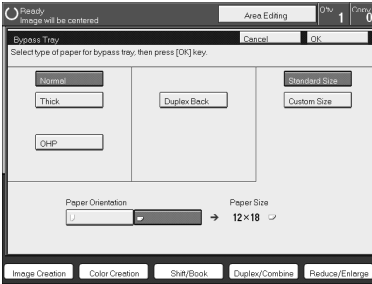
E Select [Custom 1], [Custom 2], [Custom 3] or [Enter Size] keys.
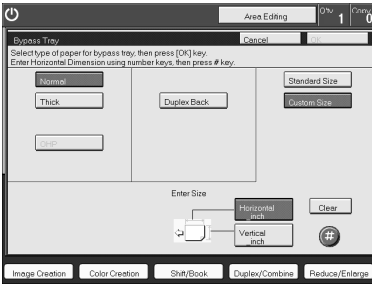
Note
❒ If you selected **[Custom 1]**, **[Custom 2]** or **[Custom 3]**, go to step **H**.

F If you selected [Enter Size] in step E, enter the horizontal paper size with the number keys, then press the [#] key.
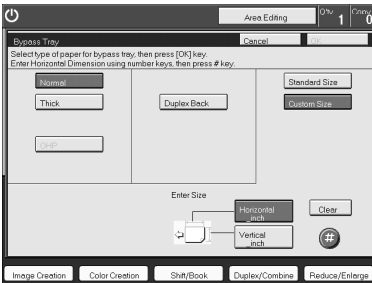
Note
❒ To change the value entered, press the **[Clear]** key and enter a new value.

G **Enter the vertical paper size with the number keys, then press the [#] key.**
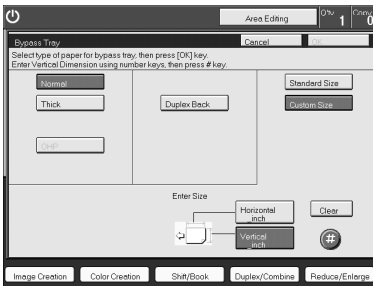
H **Press the [OK] key.**

I **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.

J **Insert the paper into the bypass tray.**

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

Making A3, 11" × 17" full bleed copies

By sliding the paper guides of the bypass tray to greater 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 for making A3, 11" × 17" size copies with a colored background (e.g. catalogues).
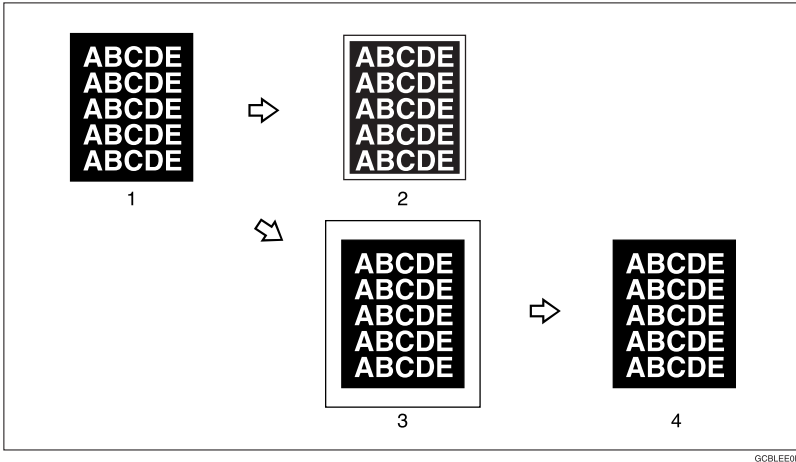
GCBLEE0E

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**

By sliding the paper guides of the bypass tray, the machine enters A3, 11" × 17", full bleed copying mode automatically.

🖉 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 ▷.

❒ When A3, 11" × 17" full bleed copying is made, the original image is copied onto the center.

By sliding the paper guides of the bypass tray, the machine enters A3, 11" × 17" full bleed copying mode automatically.

44

A **Pull up the tab.**

ZCBY010E
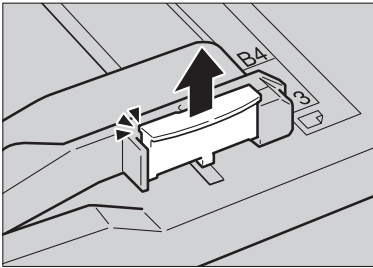
B **Leaving the tab up, slide the paper guides until they stop.**

ZCBY020E
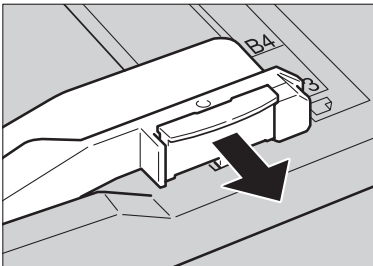
🖉 Note
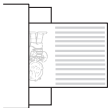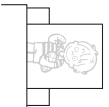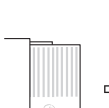
❒ Make sure that the paper guides match the paper size.

❒ Be sure to return the tab to its original position before you close the bypass tray. If you do not return it correctly, the bypass tray might not close properly.

Copying onto the reverse side of paper

You can copy 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. ⇒ P.63 *"Duplex—Making 2 Sided Copies"*.

❒ Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.

Original set on the exposure glass	Copy paper set on the bypass tray	Copies

GCMRYO2E

GCMRYO4E

GCMRYO1E

GCMRYO3E

❒

❒ If Duplex copying cannot be done because of paper problems, set paper on the bypass tray to copy on the front side, and once again copy on the backside.

❒ You cannot use this function for OHP transparencies, translucent paper, adhesive labels and postcards.

❒ Do not use copy paper that has been already copied onto by other machines.

❒ If the copy paper is bent, correct it before setting paper in the bypass tray. If the bend is not corrected, a paper misfeed might occur.

A **Open the bypass tray.**

B **Insert the paper into the bypass tray.**

⌀ **Note**

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

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

D **Press the [▯ / ▭] key to select paper orientation.**

E **Press the [Duplex Back] key.**
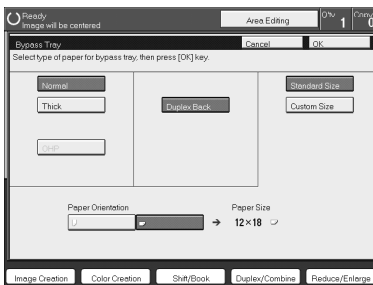
⌀ **Note**

❒ To copy onto custom size paper, press the **[Custom Size]** key and select or enter the size. For details, ⇒ P.41 *"Copying onto custom size paper with the bypass tray"*.

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

G **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.

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

Auto Reduce/Enlarge

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

GCYHEN1E
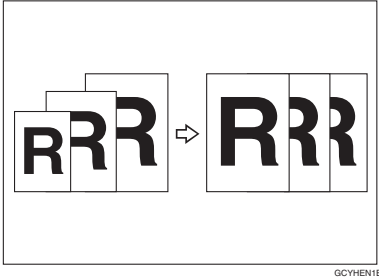
📝 Note

❒ Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

Example:

- Metric version: original: A3↦, copy paper: A4↧
- Inch version: original: 11" × 17"↦, copy paper: $8^1/_2$" × 11"↧

A **Press the [Auto Reduce/Enlarge] key.**
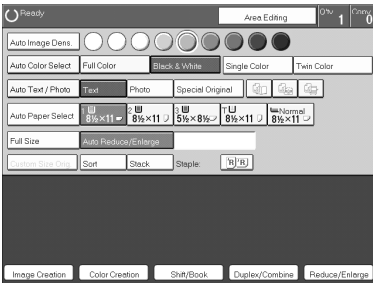
B **Set your original on the exposure glass or in the document feeder.**

C **Choose your copy paper size (e.g. A4↧, $8^1/_2$" × 11"↧).**

D **Press the 【Start】 key. The original image is enlarged or reduced to fit the selected copy paper.**

Energy Saver Mode

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, set originals in the document feeder or open the platen cover or document feeder, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

A **Press the 【Energy Saver】 key to enter Energy Saver mode.**

TLCS100N
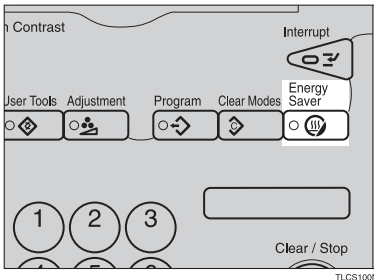
📝 Note
❒ To exit this mode, press the 【Energy Saver】 key again.

Auto Off Mode

This machine automatically turns itself off 60 minutes after the last copy or print job has finished. If you wish to make copies when the machine is in Auto Off mode, press the operation switch.

🔎 Reference
For how to change the default interval that the machine waits before entering Auto Off mode, see "Auto Timer" ⇒ P.175 *"System settings"*

Interrupt copying

Use the 【Interrupt】key to interrupt a copy run and make urgently needed copies.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.175 "*System settings*".

A **Press the 【Interrupt】key. The machine will stop the copy run and store the present settings in memory before returning to ready condition.**

TLCS050N
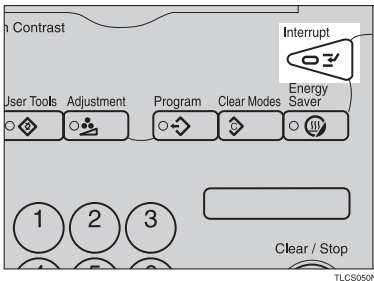
B **Remove the previous originals. Set your original for interrupt copying on the exposure glass or in the document feeder.**

C **Make your copies.**

D **After interrupt copying is completed, press the 【Interrupt】key again. The machine will recall the previous copy settings.**

E **Reset the previous originals and press the 【Start】key to resume the previous run.**

50

Auto Start

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.

A **Set your copy settings during the warm-up period.**

B **Press the 【Start】 key.**

TLCS060N
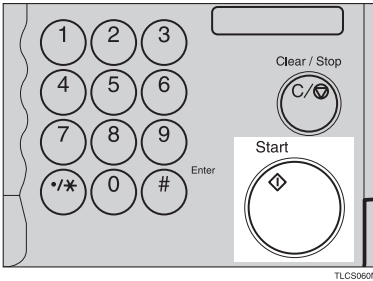
✐ Note

❐ To cancel Auto Start, press the 【Clear/Stop】 key.

Program

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

A **Set the copy settings you want to put into memory.**

B **Press the 【Program】 key.**

ZCMS023N

51
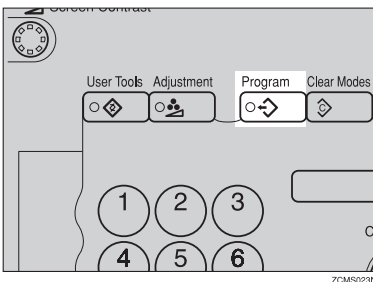
C **Press the [Program] key.**
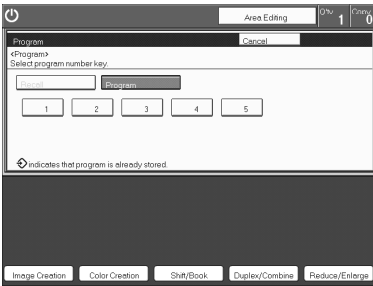
D **Select the program number you want to store the settings in.**

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

A **Press the 【Program】key.**
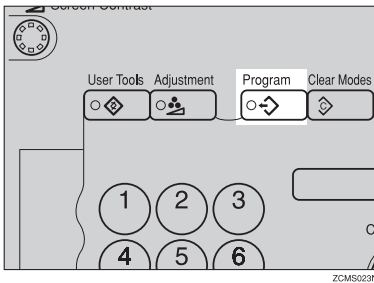
Note

❒ 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

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

2
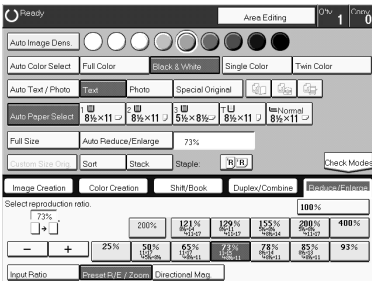
Counter

By pressing the 【**Counter**】 key, you can check the total number of copies made.
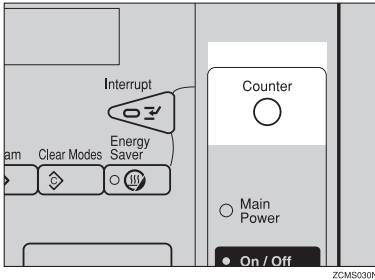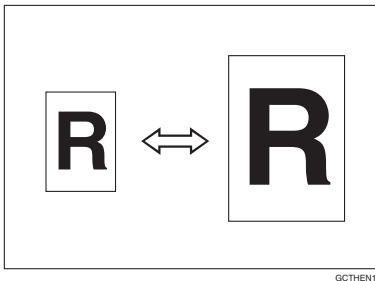
ZCMS030N

Preset R/E

GCTHEN1E

Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

Note

❒ You can add up to two preset ratios with the user tools. ⇒ P.179 *"General Features"*.

❒ 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.

54

Reducing

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

B Make sure that the **[Preset R/E / Zoom]** key is selected.
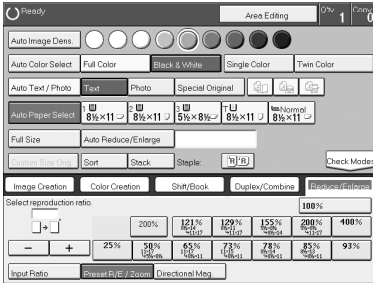
C Select the ratio you require.
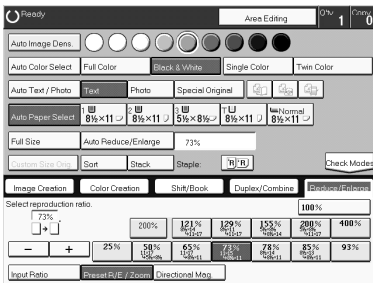
D Set your originals, then press the 【Start】 key.

2

Enlarging

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

B Make sure that the **[Preset R/E / Zoom]** key is selected.
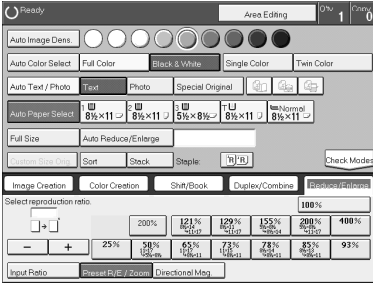
C Select the ratio you require.
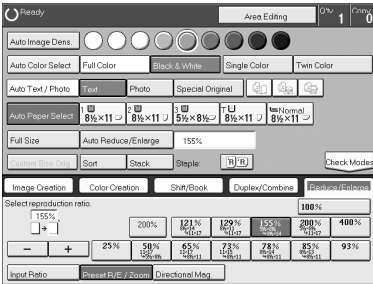
D Set your originals, then press the **【Start】** key.

Zoom

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

A Press the 【Reduce/Enlarge】 key.

B Make sure that the [Preset R/E / Zoom] key is selected.
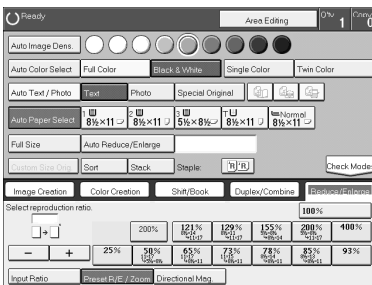
C **Adjust the reproduction ratio with the [+] or [-] key.**
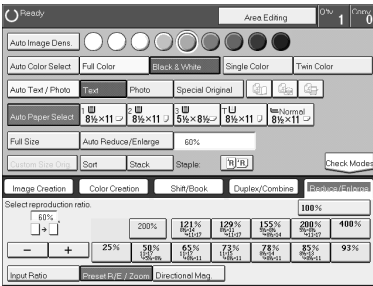
D **Set your originals, then press the 【Start】 key.**

Using the number keys

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

B **Press the [Input Ratio] keys.**
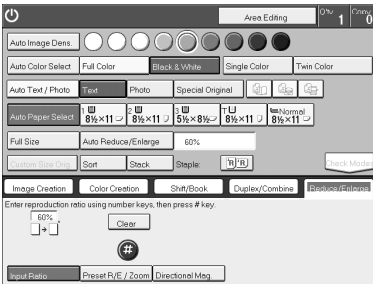
C **Enter the reproduction ratio with the number keys.**

Note

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

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

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

58

Directional Magnification (%)

GCDHEN1E

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.

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

B **Press the [Directional Mag.] key.**

C **Make sure that the [Direct. Mag.(%)] key is selected.**

D **Enter the horizontal ratio with the number keys, then press the [#] key.**
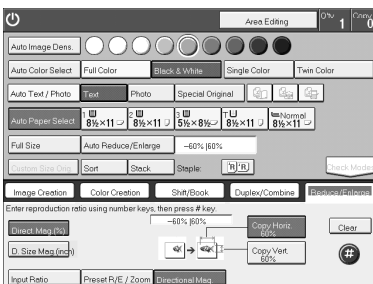
Note

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

2

E **Enter the vertical ratio with the number keys, then press the [#] key.**
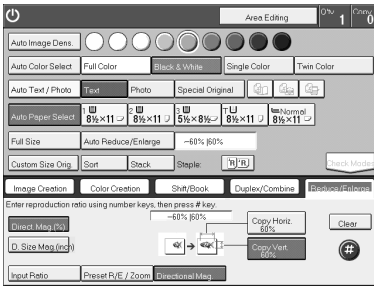
F **Set your originals, then press the 【Start】 key.**

Directional Size Magnification (inch)
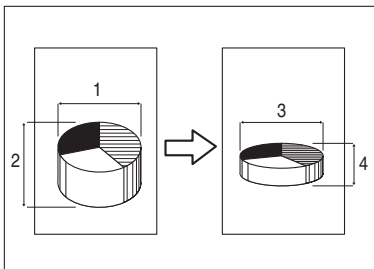
GCDHEN2E

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.

60

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

B **Press the [Directional Mag.] key.**

C **Press the [D. Size Mag.(mm)] key.**

D **Enter the horizontal original size with the number keys, then press the [#] key.**
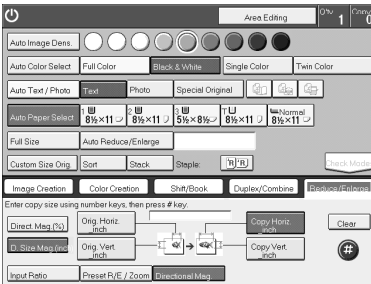
Note

❒ 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.

E **Enter the horizontal copy paper size with the number keys, then press the [#] key.**

61

2
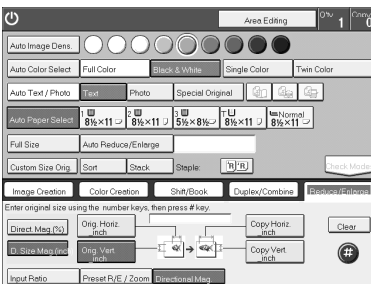
F **Enter the vertical original size with the number keys, then press the [#] key.**
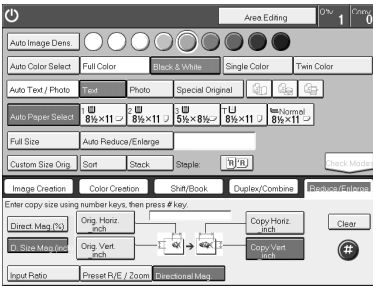
G **Enter the vertical copy paper size with the number keys, then press the [#] key.**
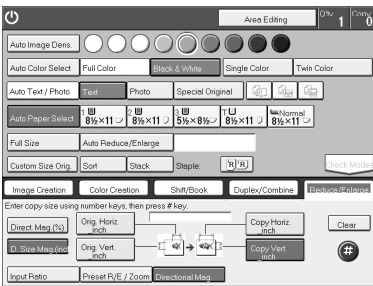
H **Set your originals, then press the 【Start】 key.**

Duplex—Making 2 Sided Copies

1 Sided → 2 Sided

GCARYO1E
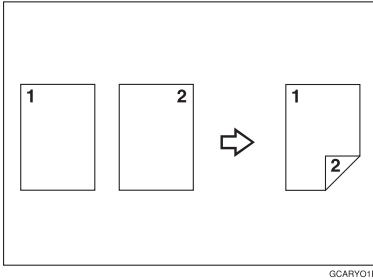
This function makes double sided copies from single sided originals.

❗ Limitation
❐ You cannot use the following kinds of copy paper with this function:
- Paper smaller than A5, $5^1/_2" \times 8^1/_2"$
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post Cards

📝 Note
❐ The following paper limitations apply:
- Metric version

	Single color	Full color
Paper weight	64 - 105g/m^2	
maximum copy quantity	B4 or smaller: 50 sheets	A3 - A5: 20 sheets
	A3: 30 sheets	

- Inch version

	Single color	Full color
Paper weight	17 - 28 lb	
maximum copy quantity	$8^1/_2" \times 14"$ or smaller: 50 sheets	$11" \times 17"$ - $5^1/_2" \times 8^1/_2"$: 20 sheets
	$11" \times 17"$: 30 sheets	
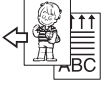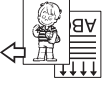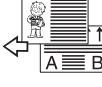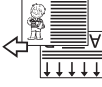
Note

❒ The image on the backside of copies is shifted by just the binding margin.

❒ You can change the width and position of the binding margin.

❒ You can change the default binding margin.

Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

❖ **The resulting copy image will differ according to the direction in which you set your original (lengthwise ▯ or widthwise ▭).**

GCTYTY1E

*1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.

A **Press the [Duplex/Combine] key.**
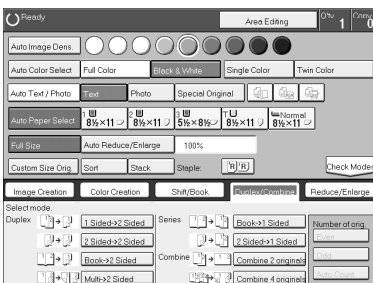
B **Press the [1 Sided→2 Sided] key.**
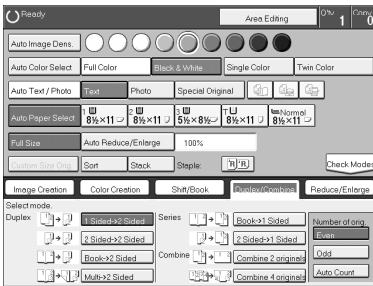
C **Press the [Even] key or the [Odd] key according to the number of your originals.**

✐ Note

❒ When you set an odd number originals, the back side of the last page is left blank.

❒ If you don't know the total number of originals, press the **[Auto Count]** key, then press the **[Start Count]** key.

The optional document feeder is required to use Auto Count function.

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

E **Set your originals in the document feeder, then press the 【Start】 key.**

2 Sided → 2 Sided

GCARYO2E
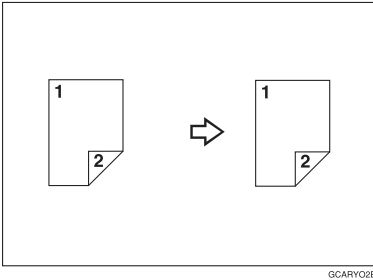
This function makes double sided copies from double sided originals.

A **Press the [Duplex/Combine] key.**
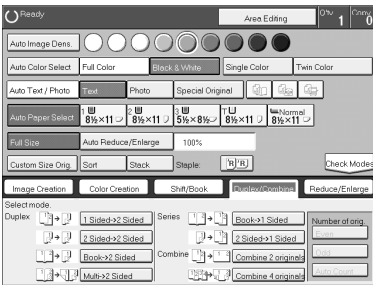
B **Press the [2 Sided→2 Sided] key.**
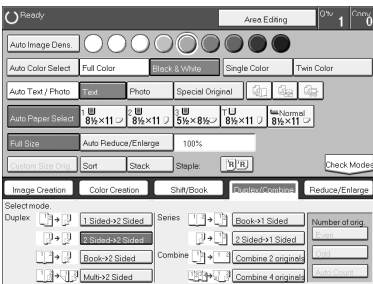
C **Set your originals in the document feeder, then press the [Start] key.**

Book → 2 Sided

GCARYO3E
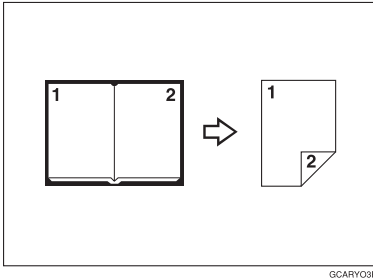
Use this feature to copy facing pages of a book or magazine onto both sides of the copy paper.

✐ **Note**

❒ Select the lengthwise ▯ copy paper.

❒ The following table summarizes the relationship between the size of originals and copy paper size for full-size copying.

- Metric version

Original	Copy Paper
A3 ▭	A4 ▯ (2-sided)
B4 ▭	B5 ▯ (2-sided)
A4 ▭	A5 ▯ (2-sided)

- Inch version

Original	Copy Paper
11" × 17" ▭	$8^1/_2$" × 11" ▯ (2-sided)
$8^1/_2$" × 11" ▭	$5^1/_2$" × $8^1/_2$" ▯ (2-sided)

A **Press the [Duplex/Combine] key.**

67
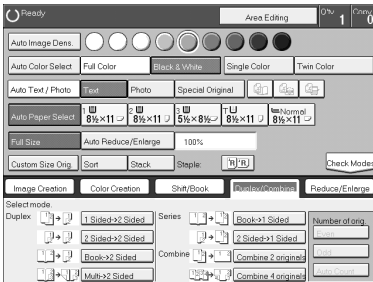
B **Select the lengthwise ▯ copy paper.**

C **Press the [Book→2 Sided] key.**
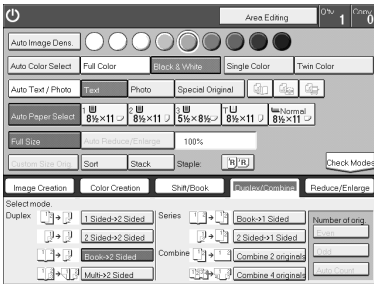
D **Set your original on the exposure glass, then press the 【Start】 key.**

Multi → 2 Sided

GCARYO4E
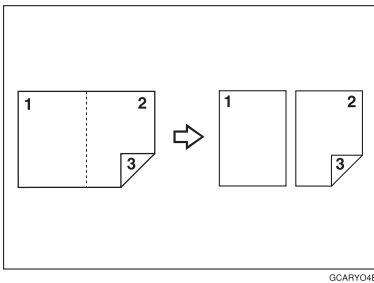
This function makes one single sided and one double sided copy from a three page pamphlet.

Note

❐ The following table summarizes the relationship between the size of originals and copy paper size for full-size copying (100%).

- Metric version

Original	Copy Paper
A3 ▯	A4 ▯ (2-sided)
B4 ▯	B5 ▯ (2-sided)
A4 ▯	A5 ▯ (2-sided)

68

• Inch version

Original	Copy Paper
$11" \times 17"$	$8^1/_2" \times 11"$ (2-sided)
$8^1/_2" \times 11"$	$5^1/_2" \times 8^1/_2"$ (2-sided)

A **Press the [Duplex/Combine] key.**

B **Select lengthwise copy paper.**

C **Press the [Multi→2 Sided] key.**
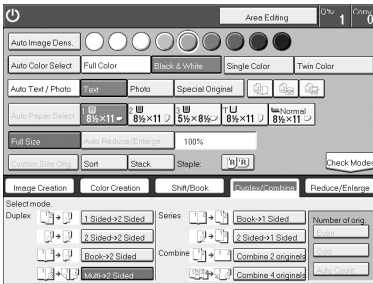
D **Set your originals in the document feeder, then press the [Start] key.**

Series Copies

Book → 1 Sided
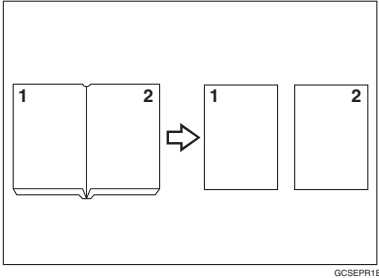
This function makes one-sided copies from two facing pages of bound (book) originals.

$\mathcal{P}$ Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

$\mathscr{D}$ Note

❒ The following table summarizes the relationship between the size of originals and copy paper size for full-size copying (100%).

• Metric version

Original	Copy Paper
A3 $\square$	A4 $\square$ × 2 sheets
B4 $\square$	B5 $\square$ × 2 sheets
A4 $\square$	A5 $\square$× 2 sheets

• Inch version

Original	Copy Paper
11" × 17" $\square$	$8^1/_2$" × 11" $\square$× 2 sheets
$8^1/_2$" × 11" $\square$	$5^1/_2$" × $8^1/_2$" $\square$× 2 sheets

70

A **Press the [Duplex/Combine] key.**
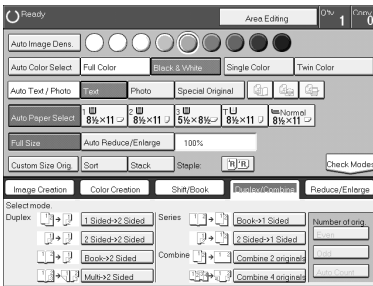
B **Select lengthwise ▯ copy paper.**

C **Press the [Book→1 Sided] key.**
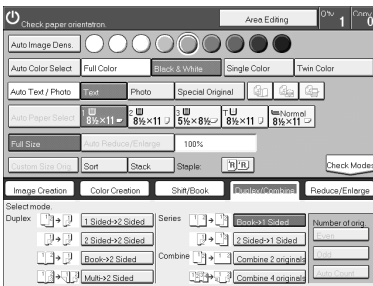
D **Set your originals, then press the 【Start】 key.**

2

2 Sided → 1 Sided

The optional document feeder is required to use this function.
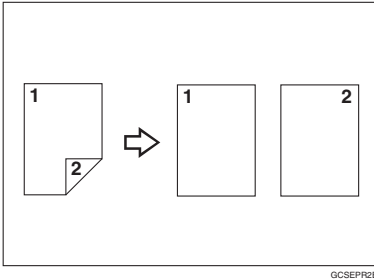
GCSEPR2E

℘Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

A **Press the [Duplex/Combine] key.**
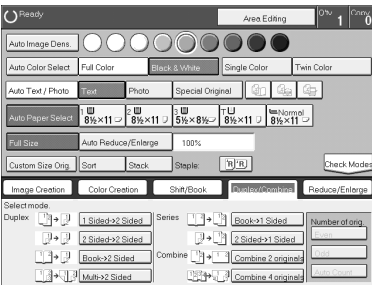
B **Select lengthwise ▯ copy paper.**

C **Press the [2 Sided→1 Sided] key.**
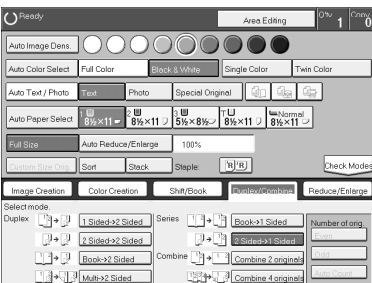
D **Set your originals in the document feeder, then press the 【Start】 key.**

72

Combine

Combine 2 Originals

The optional document feeder is required to use this function.
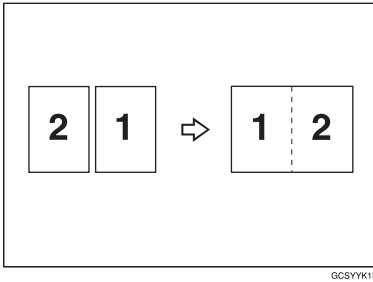
GCSYYK1E

This function automatically combines two single sided originals onto one copy.

✐ Note

❒ If the original size and direction is set differently, you cannot use the combine function.

❒ When you use the combine function, Auto Reduce/Enlarge is selected automatically.

♢Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

Setting originals (Originals set in the document feeder)

• Originals reading from left to right
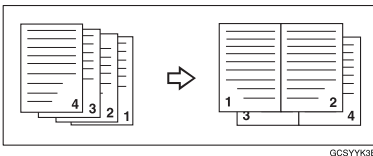
GCSYYK3E

• Originals reading from top to bottom

GCSYYK2E

73
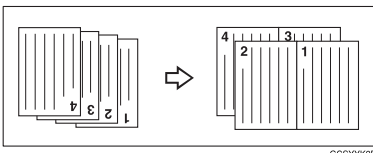
A **Press the [Duplex/Combine] key.**
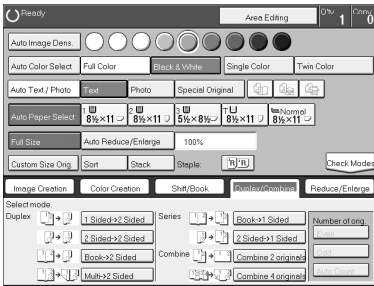
B **Select widthwise ⊓ copy paper.**

C **Press the [Combine 2 originals] key.**

D **Set your originals in the document feeder, then press the 【Start】 key.**

74
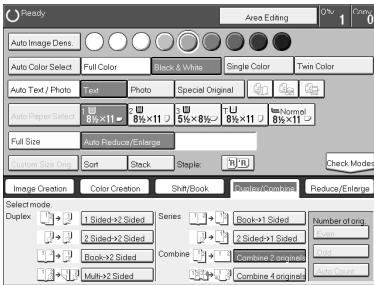
Combine 4 Originals

GCARY05E
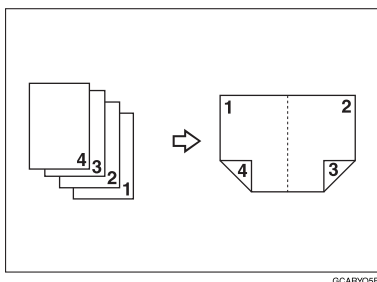
🔍**Reference**

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

A **Press the [Duplex/Combine] key.**
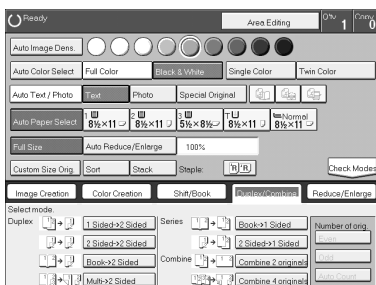
B **Select widthwise ▱ copy paper.**

C **Press the [Combine 4 originals] key.**

D **Set your originals in the document feeder, then press the 【Start】 key.**

75
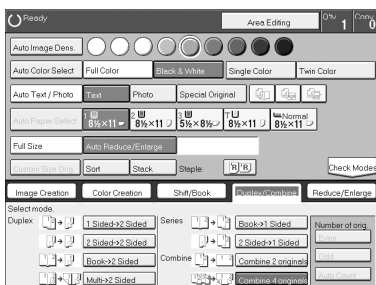
Shifting the Image

Shift
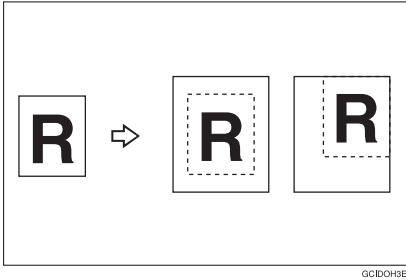
GCIDOH3E

You can move the image to a corner or edge as well as center it. This function is useful when the copy paper is larger than the original.

✐ Note

❒ You cannot use 12" × 18" size copy paper for this function.

A **Press the [Shift/Book] key.**

B **Press the [Shift] key.**
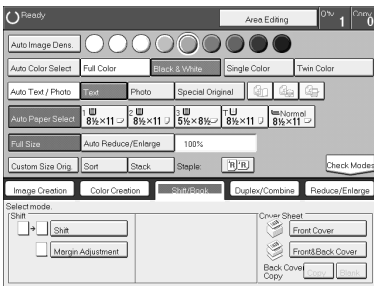
C **Select the direction in which you want to shift the image.**
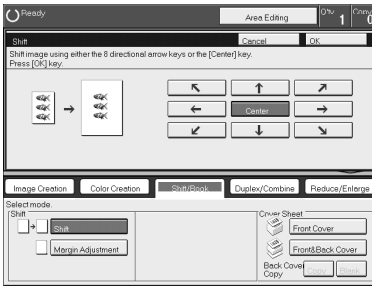
Note

❒ When you want to center the image, press the **[Center]** key.

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

E **Select the copy paper size.**

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

Margin Adjustment

GCTOJS1E
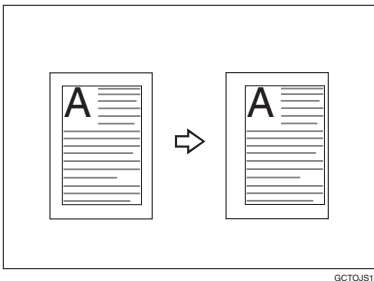
You can make a margin by shifting the image to the left or right. This function is useful when you want to bind copies.

Note

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

Metric Version	0 - 20mm (in 1mm steps)
Inch Version	0" - 0.8" (in 0.1" steps)

77

❒ The margin width default is as follows. You can change this default setting with the user tools. ⇒ P.179 *"General Features"*.

Metric Version	• Front: 0mm Left
	• Back: 0mm Right
Inch Version	• Front: 0" Left
	• Back: 0" Right

❒ If you set too wide a margin, areas you do not want to delete might be erased.

$\mathcal{P}$ Reference

Regarding functions that cannot be used together with this function, ⇒ P.179 *"General Features"*.

A **Press the [Shift/Book] key.**

B **Press the [Margin Adjustment] key.**
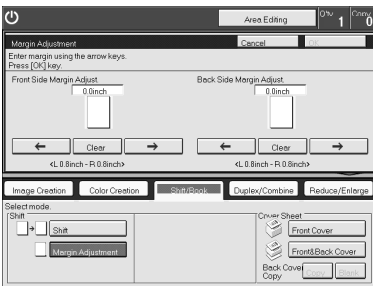
C **Enter the margins for the front side and back side of the copy paper.**

$\mathscr{Q}$ Note

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

❒ To make a left margin, press the **[→]** key until the number displayed reaches the required setting.

❒ To make a right margin, press the **[←]** key until the number displayed reaches the required setting.

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

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

Cover Sheet

Front Cover

The optional document feeder is required to use this function.
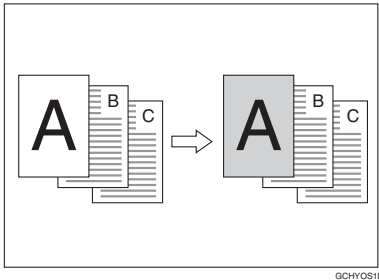
GCHYOS1E

📝 Note

❒ The cover sheets should be identical in size and direction with the copy paper.

❒ The cover sheets should be fed from the bypass tray.

❒ The covers are copied in Thick mode.

🔎 Reference

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

When you use front cover mode with 1 Sided → 1 Sided mode

A **Press the [Shift/Book] key.**
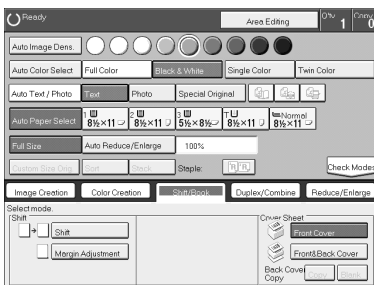
B **Press the [Front Cover] key.**

C **Set your originals in the document feeder, then press the 【Start】 key.**

When you use Front Cover mode with 2 Sided → 1 Sided or 2 Sided → 2 Sided mode

A Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. ⇒ P.72 *"2 Sided → 1 Sided"* or ⇒ P.66 *"2 Sided → 2 Sided"*.

B Follow steps **A** to **B** on ⇒ P.79 *"When you use front cover mode with 1 Sided → 1 Sided mode"*.

C Select **[Image]** or **[Blank]** key depending on the reverse side of first original has an image or not.
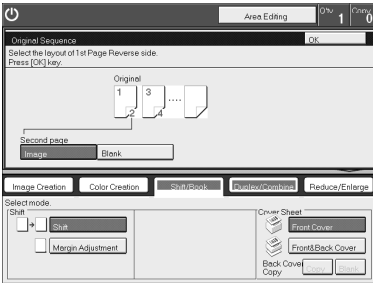
D Press the **[OK]** key.

E Set your originals in the document feeder, then press the **【Start】** key.

Front and Back Cover

The optional document feeder is required to use this function.

◆ **Back Cover: Copy**
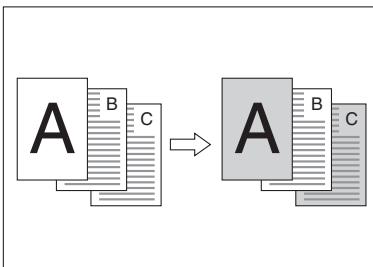
GCHYOS3E

❖ **Back Cover: Blank**

GCHYOS2E
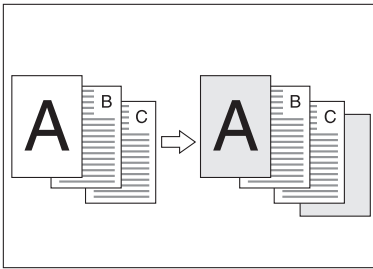
✐ **Note**

❒ You can specify whether to copy onto the back cover sheet. If you select **[Copy]**, the last pages will be copied onto the back cover sheet. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.

❒ The cover sheets should be identical in size and direction to the copy paper.

❒ The cover sheets should be fed from the bypass tray.

❒ The covers are copied in Thick mode.

❒ If Blank Cover mode is selected, the back cover will not be counted as a copy.

🔎 **Reference**

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

When you use Front & Back covers mode with 1 Sided → 1 Sided mode

A **Press the [Shift/Book] key.**
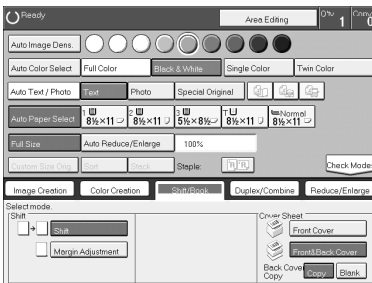
B **Press the [Front&Back Cover] key.**

C **Press the [Copy] or [Blank] key to choose whether to copy onto the back cover.**

D **Set your originals in the document feeder.**

E **Press the 【Start】 key.**

81

When you use Front & Back Covers mode with 2 Sided → 1 Sided or 2 Sided → 2 Sided mode

A Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. ⇒ P.72 "2 *Sided* → 1 *Sided*" or ⇒ P.66 "2 *Sided* → 2 *Sided*".

B Follow steps **A** to **C** in the previous procedure.

C Press the **[Image]** or **[Blank]** key depending on whether the reverse side of the first original has an image or not.
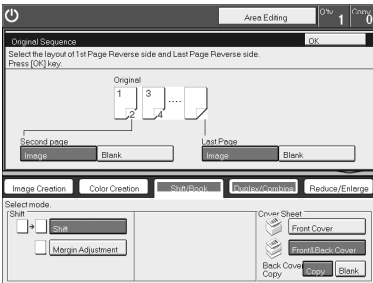
D Press the **[Image]** or **[Blank]** key depending on whether the reverse side of last original has an image or not.

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

F Follow steps **D** and **E** in the previous procedure.

82

Color Creation

Color Conversion

GCCLPRAE
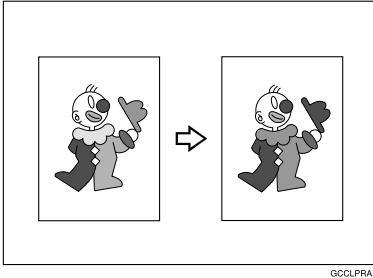
This function converts selected colors of an original into different colors on the copy.

✎ Note

❒ Up to 4 colors can be converted at one time.

❒ Colors you can convert: Yellow, Red, Magenta, Green, Cyan, Blue, Black, White.

❒ Colors that can be converted to: Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, White, Beige, Pink, Marine Blue, Purple and User colors.

❒ This function can be made more or less sensitive to the color to be converted. It can be adjusted within five levels from "Narrow" to "Wide". ⇒ P.108 *"Image Adjustment"*. For example, if red is selected as the color to be converted, "Narrow" will result in only red being converted, and "Wide" will result in other colors close to red being converted.

❒ This function can be used in Full Color mode.

A **Press the [Color Creation] key.**

B **Press the [Color Conversion] key.**
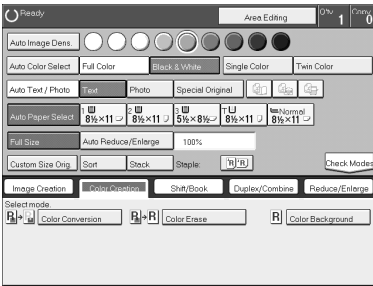
C **Select the original color (color to be converted).**
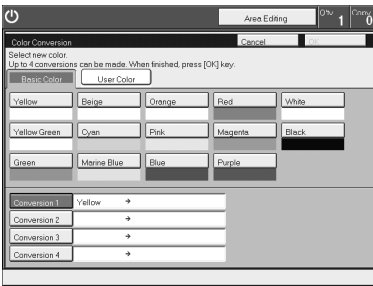
D **Select the new color (color to convert to).**
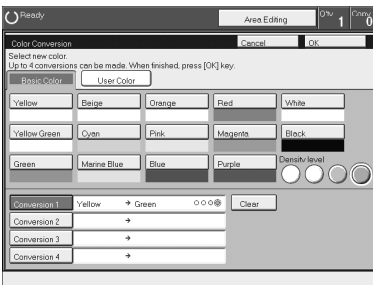
E **If you want to convert more than one color, repeat steps C and D.**

Note

❒ If you pick the wrong color, press the **[Clear]** key.

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

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

2

Color Erase

GCCLPR2E
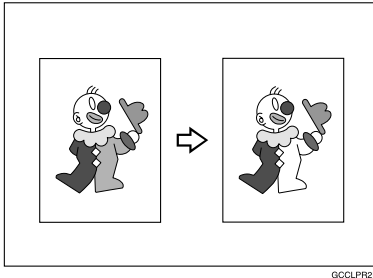
This function erases selected colors from the original image.

🖉 Note

❒ Up to 4 colors can be erased at one time.

❒ Colors that can be erased: Yellow, Red, Magenta, Green, Cyan, Blue and Black.

❒ This function can be made more or less sensitive to the color to be erased. It can be adjusted within five levels from "Narrow" to "Wide". ⇒ P.108 "*Image Adjustment*". For example, if red is selected as the color to be erased, "Narrow" will result in only red being erased, and "Wide" will result in other colors close to red being erased.

A Press the [Color Creation] key.

B Press the [Color Erase] key.
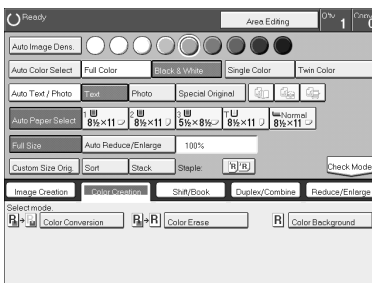
C **Select the color to be erased.**
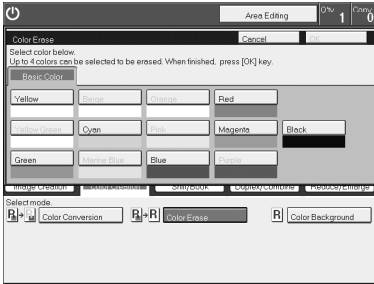
D **Press the [OK] key**

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

Color Background

GCCLPR3E
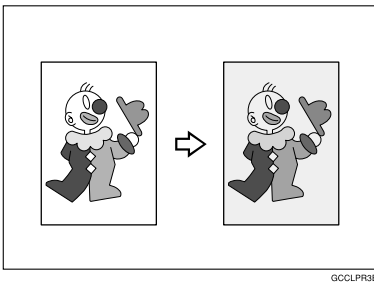
This function makes copies with the selected color background.

Note

❒ Colors that can be selected as a background color: Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, Beige, Pink, Marine Blue, Purple and User Colors.

❒ In this mode, color tones of photos or pictures might be changed depending on the color on the background.

A **Press the [Color Creation] key.**

86

B **Press the [Color Background] key.**
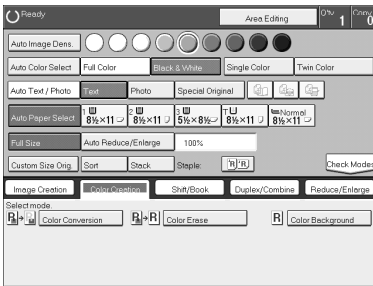
C **Select the color for the background.**
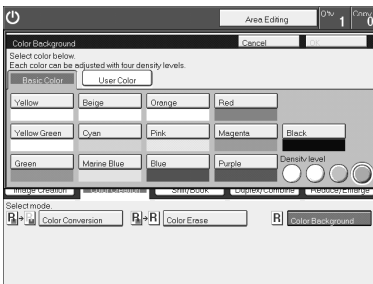
✐ Note

❒ You can select the color density level.

D **Press the [OK] key**

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

Image Creation

Mirror

GCMILL1E
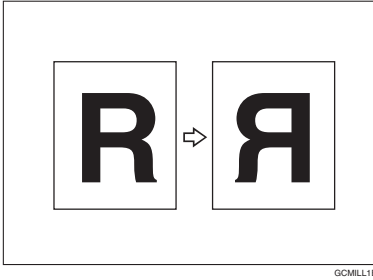
This function makes a mirror image copy of the original.

Note

❒ If set the original as below when setting on the exposure glass.

GCMILL2E
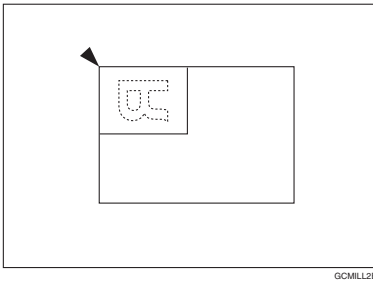
A Press the [Image Creation] key.
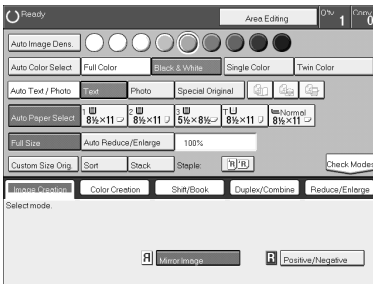
B Press the [Mirror Image] key.

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

Positive/Negative

GCHATN1E
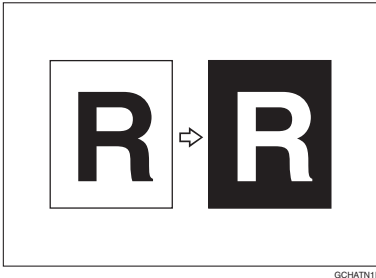
This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

A Press the **[Image Creation]** key.

B Press the **[Positive/Negative]** key.
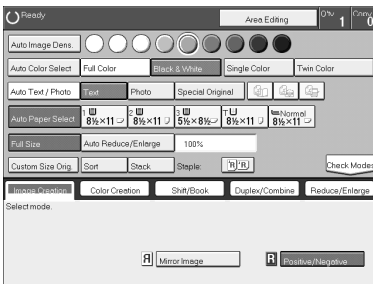
C Set your originals, then press the **【Start】** key.

Finishing

✍ **Note**

❒ To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

🔎 **Reference**

Regarding functions that cannot be used together with this function, ⇒ P.97 *"Combination Chart"*.

Sort

The optional 20-bin sorter stapler, 10-bin sorter stapler or 3-bin sotrer is required to use this function.
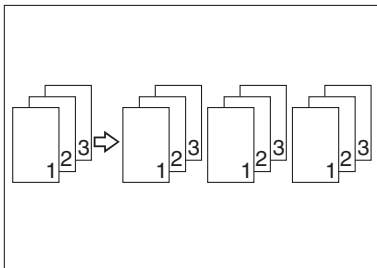
GCSORT1E

One copy of each original is delivered to each bin and copies are collated into sets.

2

Note

❒ It is recommended to set originals in the document feeder with this function.

❒ For sorting, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter stapler	
	Normal paper mode	**Thick mode**		**1st bin**	**2nd or 3rd bin**
Maximum paper size	⊏: A3, 12" × 18" ⊐: A4, $8^1/_2$" × 11"	⊏: A3, 12" × 18" ⊐: A4, $8^1/_2$" × 11"	⊏: A3, 11" × 17" ⊐: A4, $8^1/_2$" × 11"	⊏: A3, 12" × 18" ⊐: A4, $8^1/_2$" × 11"	⊏: A3, 12" × 18" ⊐: A4, $8^1/_2$" × 11"
Minimum paper size	⊏: B5, 8" × 11" ⊐: B5, $8^1/_2$" × 11"	⊏: B5, 8" × 11" ⊐: B5, $8^1/_2$" × 11"	⊏: B5, 8" × 11" ⊐: B5, $8^1/_2$" × 11"	⊏: A6, $5^1/_2$" × $8^1/_2$" ⊐: A5, $8^1/_2$" × 11"	⊏: A6, $5^1/_2$" × $8^1/_2$" ⊐: A5, $8^1/_2$" × 11"
Maximum paper capacity of bins ($80g/m^2$, 20 lb)	A4, $8^1/_2$" × 11" or smaller: 30 sheets B4, 8"×13" or larger: 25 sheets	A4, $8^1/_2$" × 11" or smaller: 15 sheets B4, 8"×13" or larger: 12 sheets	A4, $8^1/_2$" × 11" or smaller: 30 sheets B4, 8"×13" or larger: 25 sheets	A4, $8^1/_2$" × 11" or smaller: 500 sheets B4, 8"×13" or larger: 250 sheets	A4, $8^1/_2$" × 11" or smaller: 250 sheets B4, 8"×13" or larger: 125 sheets

❒ When you have the 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Sort mode.

❒ When you have the 10-bin sorter stapler, 12" × 18" size paper cannot be used.

❒ You cannot use OHP transparencies or custom size paper in Sort mode.

❒ You can make the machine select Sort mode automatically when you insert two or more originals in the document feeder and make two or more copies from each original. ⇒ P.184 *"Duplex/ADF/Sorter"*.
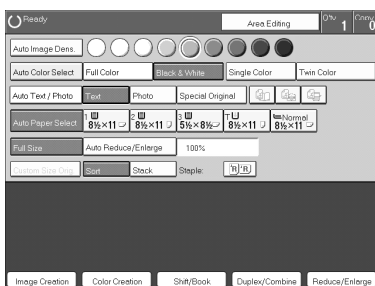
A **Press the [Sort] key.**

B **Set your originals in the document feeder.**

C **Press the 【Start】 key.**

Stack

The optional 20-bin sorter stapler, 10-bin sorter or 3-bin sorter is required to use this function.
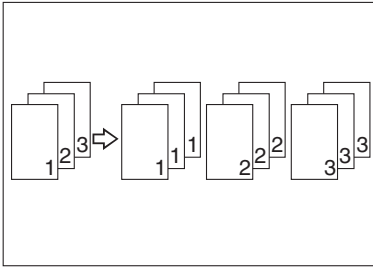
GCSORT2E

All copies of each original are delivered to the same bin.

📝 Note

❒ For stacking, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler	3-bin sorter stapler	
	Normal paper mode	Thick mode		1st bin	2nd or 3rd bin
Maximum paper size	⊡: A3, 12" × 18" ⊡: A4, $8^1/_2$" × 11"	⊡: A3, 12" × 18" ⊡: A4, $8^1/_2$" × 11"	⊡: A3, 11" × 17" ⊡: A4, $8^1/_2$" × 11"	⊡: A3, 12" × 18" ⊡: A4, $8^1/_2$" × 11"	⊡: A3, 12" × 18" ⊡: A4, $8^1/_2$" × 11"
Minimum paper size	⊡: B5, 8" × 11" ⊡: B5, $8^1/_2$" × 11"	⊡: B5, 8" × 11" ⊡: B5, $8^1/_2$" × 11"	⊡: B5, 8" × 11" ⊡: B5, $8^1/_2$" × 11"	⊡: A6, $5^1/_2$" × $8^1/_2$" ⊡: A5, $8^1/_2$" × 11"	⊡: A6, $5^1/_2$" × $8^1/_2$" ⊡: A5, $8^1/_2$" × 11"
Maximum paper capacity of bins ($80g/m^2$, 20 lb)	A4, $8^1/_2$" × 11" or smaller: 25 sheets B4, 8"×13" or larger: 20 sheets	A4, $8^1/_2$" × 11" or smaller: 12 sheets B4, 8"×13" or larger: 10 sheets	A4, $8^1/_2$" × 11" or smaller: 25 sheets B4, 8"×13" or larger: 20 sheets	A4, $8^1/_2$" × 11" or smaller: 500 sheets B4, 8"×13" or larger: 250 sheets	A4, $8^1/_2$" × 11" or smaller: 250 sheets B4, 8"×13" or larger: 125 sheets

❒ When you have the 3-bin sorter or 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Stack mode.

❒ When you have the 10-bin sorter stapler, 12" × 18" size paper cannot be used.

❒ You cannot use OHP transparencies or custom size paper in Stack mode.

A **Press the [Stack] key.**
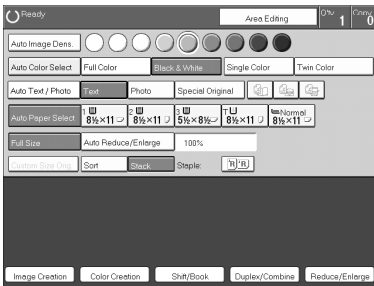
B **Set your originals in the document feeder.**

C **Press the 【Start】 key.**

Staple

The optional 20-bin sorter, 10-bin sorter stapler is required to use this function.
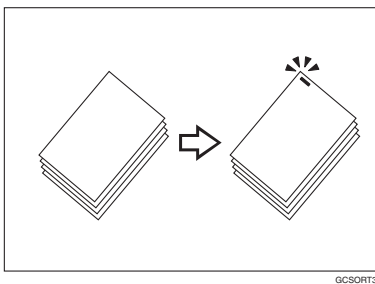
GCSORT3E

Each copy set can be stapled together.

✎ Note

❒ Since the image is rotated, if the direction of the original and paper direction differ, the staples might not be in the desired position.

❒ When you select Staple mode, Sort mode is automatically selected.

❒ You cannot use Staple mode with Stack mode.

❒ When you have the 10-bin sorter stapler, you cannot use thick paper fed from the bypass tray in Staple mode.

❒ You cannot use OHP transparencies or custom size paper in Staple mode.

❒ You cannot staple different widths of paper.

93

❒ The relationship between the orientation in which the original is set and the stapling position is shown below.

Orientation of original			Stapling position	
	Exposure glass	**Document feeder**	**20-bin sorter stapler**	**10-bin sorter stapler**
▯			 	
▯			 	

❒ For stapling, the following limitations apply:

	20-bin sorter stapler		10-bin sorter stapler
	Normal paper mode	**Thick paper mode**	
Maximum paper size	▯: A3, 11"×17" ▯: A4, $8^1/_2$"×11"	▯: A3, 11"×17" ▯: A4, $8^1/_2$"×11"	▯: A3, 11"×17" ▯: A4, $8^1/_2$"×11"
Minimum paper size	▯: B5, $8^1/_2$"×11" ▯: B5, $8^1/_2$"×11"	▯: B5, $8^1/_2$"×11" ▯: B5, $8^1/_2$"×11"	▯: B5, $8^1/_2$"×11" ▯: B5, $8^1/_2$"×11"
Stapler capacity ($80g/m^2$, 20 lb)	20 sheets	10 sheets	20 sheets

🔎**Reference**

If you want to add staples, ⇒ P.164 "🖈 *Adding Staples*".

When the stapler is jammed, ⇒ P.166 "🖈 *Removing Jammed Staples*".

Changing the staple position

If your machine is equipped with the 20-bin sorter stapler, you can select one of two stapling positions by changing the position of the stapler. Open the front cover of the sorter stapler and perform the actions illustrated below.

TRSP050E

TRSP060E
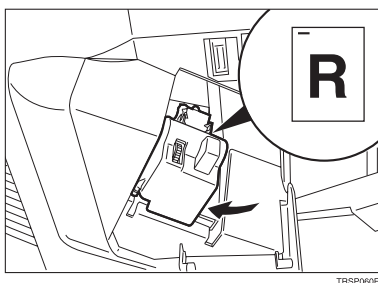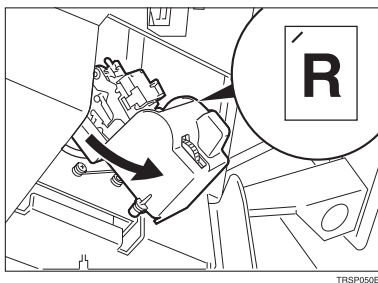
✐ Note

❒ After changing the position of the stapler should be clicked in position.

Having copies stapled automatically after copying

The optional document feeder is required to use this function.

A **Press the** `⟨R R⟩` **key.**

B **Set your originals in the document feeder.**

C Press the 【Start】 key.
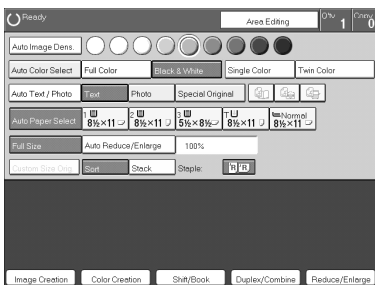
Stapling copies manually after copying

A After Sort mode copying is completed, press the ⎡R⎤⎡R⎤ key.
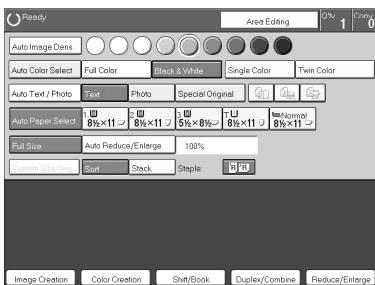
Combination Chart

☆ Those modes can be used together.

★ Those modes can be used together with some limitations.

→ The original mode is overridden and the newly selected mode is active.

× These modes cannot be used together.

*1 20-bin sorter stapler. ☆
10-bin sorter stapler. ×

*2 20-bin sorter stapler. →
10-bin sorter stapler. ×

Original Mode	Auto Image Density	Manual Image Density	Auto Color Select	Full Color	Black & White	Single Color	Twin Color	Auto Text/Photo	Text	Photo	Special Original	Photo Type Selection	Auto Paper Select	Copying from Paper Trays	Standard size paper	Custom size paper	Normal paper	Thick paper	OHP	OHP Slip Sheet	A3 Fullbleed Copying	Duplex Back	Auto Reduce/Enlarge	Custom Size Original	Sort	Stack	Auto Staple	Manual Staple
Auto Image Density	--	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Manual Image Density	☆	--	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Auto Color Select	×	☆	--	→	→	→	→	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	★	★	☆
Full Color	☆	☆	→	--	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	★	★	☆
Black & White	☆	☆	→	→	--	→	→	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Single Color	☆	☆	→	→	→	--	→	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Twin Color	☆	☆	→	→	→	→	--	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Auto Text/Photo	☆	☆	☆	☆	☆	☆	☆	--	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Text	☆	☆	☆	☆	☆	☆	☆	→	--	→	→	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Photo	☆	☆	☆	☆	☆	☆	☆	→	→	--	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Special Originals	☆	☆	☆	☆	☆	☆	☆	→	→	→	--	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

Image Density rows: Auto Image Density, Manual Image Density.
Color Mode rows: Auto Color Select, Full Color, Black & White, Single Color, Twin Color.
Original Image Type rows: Auto Text/Photo, Text, Photo, Special Originals.

Bypass Feed Copying spans: Standard size paper, Custom size paper, Normal paper, Thick paper, OHP, OHP Slip Sheet.

2

Compatibility table — Original Mode / Paper Selection vs. Newly Selected Mode

Legend: ☆ = combination possible; ★ = combination possible under conditions; × = combination not possible; → = switches to newly selected mode; -- = same mode; *1 = see note.

Columns (Newly Selected Mode), in order:
1. Auto Image Density
2. Manual Image Density
3. Auto Color Select
4. Full Color
5. Black & White
6. Single Color
7. Twin Color
8. Auto Text/Photo
9. Text
10. Photo
11. Special Original
12. Photo Type Selection
13. Auto Paper Select
14. Copying from Paper Trays
15. Standard size paper *(Bypass Feed Copying)*
16. Custom size paper *(Bypass Feed Copying)*
17. Normal paper *(Bypass Feed Copying)*
18. Thick paper *(Bypass Feed Copying)*
19. OHP *(Bypass Feed Copying)*
20. OHP Slip Sheet *(Bypass Feed Copying)*
21. A3 Fullbleed Copying
22. Duplex Back
23. Auto Reduce/Enlarge
24. Custom Size Original
25. Sort
26. Stack
27. Auto Staple
28. Manual Staple

Original Mode / Paper Selection	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Auto Paper Select	☆	☆	×	☆	×	×	×	☆	☆	☆	☆	☆	--	→	→	→	→	→	→	→	→	→	×	☆	☆	☆	☆	☆
Copying from Paper Trays	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	--	→	→	→	→	→	→	→	→	×	☆	☆	☆	☆	☆
Bypass Feed Copying / Standard size paper — Normal	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	--	→	--	→	→	→	→	→	☆	☆	*1	*1	*1	☆
— Thick	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	--	→	--	→	→	→	→	☆	☆	☆	*1	*1	*1	*1
— OHP	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	--	→	→	→	--	→	×	×	☆	☆	×	×	×	×
— OHP Slip Sheet	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	--	×	→	→	--	×	×	×	☆	☆	×	×	×	×
Bypass Feed Copying / Custom size paper — Normal	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	--	--	☆	→	×	→	×	☆	☆	×	×	×	×
— Thick	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	--	☆	--	→	×	→	×	☆	☆	×	×	×	×
A3 Fullbleed Copying	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	☆	→	☆	☆	☆	☆	--	☆	☆	☆	☆	☆	×	×
Duplex Back	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	×	×	☆	--	☆	☆	☆	☆	☆	☆
Auto Reduce/Enlarge	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	×	☆	☆	☆	☆	☆	☆	--	×	☆	☆	☆	☆
Custom Size Original	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	--	☆	☆	☆	☆
Finishing — Sort	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	★	★	×	☆	*1	×	--	☆	☆	☆	☆	☆	--	→	→	☆
Finishing — Stack	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	★	★	×	☆	*1	×	--	☆	☆	☆	☆	☆	→	--	→	×
Finishing — Staple	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	★	★	×	☆	*1	×	--	☆	☆	☆	☆	☆	→	→	--	--
Color Creation — Color Conversion	☆	☆	×	☆	×	×	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Creation — Color Erase	☆	☆	×	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Creation — Color Background	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Creation — Mirror Image	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Creation — Positive/Negative	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Reduce/Enlarge — Preset Reduce/Enlarge	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆
Reduce/Enlarge — Zoom	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆
Reduce/Enlarge — Directional Magnification (%)	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆
Reduce/Enlarge — Directional Size Magnification (mm)	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆

98

Newly Selected Mode

Original Mode		Auto Image Density	Manual Image Density	Auto Color Select	Full Color	Black & White	Single Color	Twin Color	Auto Text/Photo	Text	Photo	Special Original	Photo Type Selection	Auto Paper Select	Copying from Paper Trays	Standard size paper	Custom size paper	Normal paper	Thick paper	OHP	OHP Slip Sheet	A3 Fullbleed Copying	Duplex Back	Auto Reduce/Enlarge	Custom Size Original	Sort	Stack	Auto Staple	Manual Staple
Shift/Book	Margin Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	☆	☆	☆
	Centering/Cornering	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	☆	☆	☆
	Cover Sheet	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	✕	✕	✕	☆	✕	--	--	☆	☆	✕	*1	✕	*1	*1
Combine — Series	Book → 1 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	✕	☆	☆	☆	☆
	2 Side → 1 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	☆	☆	☆
Combine	Combine 2 originals	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	✕	☆	☆	☆	☆
	Combine 4 originals	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	☆	✕	☆	✕	✕	✕	☆	☆	✕	✕	☆	☆	☆	☆
Duplex	1 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	✕	✕	✕	☆	✕	☆	☆	✕	☆	☆	☆	☆
	2 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	✕	✕	✕	☆	✕	☆	☆	✕	☆	☆	☆	☆
	Book → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	✕	☆	✕	✕	✕	☆	✕	☆	☆	✕	☆	☆	☆	☆
	Multi → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	☆	✕	✕	✕	☆	✕	☆	☆	✕	☆	☆	☆	☆
	Program User Color	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Adjustment	Soft/Sharp	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Contrast	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Background Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Pastel	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	U.C.R. Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	A.C.S Sensitivity	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Auto Text/ Photo Sensitivity	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Color Adjustment	☆	☆	☆	☆	✕	✕	✕	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Color Balance Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Program	After recalling your settings	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Interrupt Copying	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	✕	✕	✕	✕

Note: The columns **Standard size paper**, **Custom size paper**, **Normal paper**, **Thick paper**, **OHP**, **OHP Slip Sheet** and **A3 Fullbleed Copying** fall under the **Bypass Feed Copying** section.

2

99

Newly Selected Mode

Original Mode	Color Conversion	Color Erase	Color Background	Mirror Image	Positive/Negative	Preset Reduce/Enlarge	Zoom	Directional Magnification (%)	Directional Size Magnification (mm)	Margin Adjustment	Centering/Cornering	Cover Sheet	Book → 1 Sided	2 Sided → 1 Sided	Combine 2 originals	Combine 4 originals	1 Sided → 2 Sided	2 Sided → 2 Sided	Book → 2 Sided	Multi → 2 Sided	Program User Color	Image Adjustment	Color Adjustment	Color Balance Adjustment	Program	Interrupt Copying
Image Density — Auto Image Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Density — Manual Image Density	☆	☆	☆	☆	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Mode — Auto Color Select	★	★	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Mode — Full Color	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Mode — Black & White	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆
Color Mode — Single Color	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆
Color Mode — Twin Color	★	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆
Original Image Type — Auto Text/Photo	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Original Image Type — Text	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Original Image Type — Photo	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Original Image Type — Special Originals	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆		☆	☆	☆	☆	☆	☆	☆	☆	☆
Paper Selection — Auto Paper Select	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	→	☆	→	→	☆	→	→	☆	☆	☆	☆	☆	☆
Paper Selection — Copying from Paper Trays	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Standard size paper — Normal	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	×	×	☆	☆	☆	☆	☆	☆
Standard size paper — Thick	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	×	×	×	×	☆	☆	☆	☆	☆	☆
Standard size paper — OHP	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	×	×	×	×	×	☆	☆	☆	☆	☆	☆
Standard size paper — OHP Slip Sheet	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	×	×	×	×	×	☆	☆	☆	☆	☆	☆
Custom size paper — Normal	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	☆	×	☆	×	☆	×	☆	×	☆	☆	☆	☆	☆	☆
Custom size paper — Thick	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	×	☆	×	☆	×	☆	×	☆	×	☆	☆	☆	☆	☆	☆
Paper Selection — A3 Fullbleed Copying	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	×	×	×	×	×	×	☆	☆	☆	☆	☆	☆
Duplex Back	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Auto Reduce/Enlarge	☆	☆	☆	☆	☆	→	→	→	☆	→	☆	☆	×	×	×	×	×	☆	×	☆	☆	☆	☆	☆	☆	☆
Custom Size Original	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	×	×	×	×	×	×	×	×	☆	☆	☆	☆	☆	☆
Finishing — Sort	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	*1	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Finishing — Stack	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Finishing — Staple	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	*1	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆

Original Mode	Color Conversion	Color Erase	Color Background	Mirror Image	Positive/Negative	Preset Reduce/Enlarge	Zoom	Directional Magnification (%)	Directional Size Magnification (mm)	Margin Adjustment	Centering/Cornering	Cover Sheet	Book → 1 Sided	2 Sided → 1 Sided	Combine 2 originals	Combine 4 originals	1 Sided → 2 Sided	2 Sided → 2 Sided	Book → 2 Sided	Multi → 2 Sided	Program User Color	Image Adjustment	Color Adjustment	Color Balance Adjustment	Program	Interrupt Copying
Color Creation — Color Conversion	--	☆	☆	☆	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Erase	☆	--	☆	☆	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Background	☆	☆	--	☆	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Creation — Mirror Image	☆	☆	☆	--	☆	☆	☆	☆	☆	☆	☆	☆	×	☆	×	×	☆	☆	×	×	☆	☆	☆	☆	☆	☆
Positive/Negative	★	★	★	☆	--	☆	☆	☆	☆	☆	☆	☆	×	☆	×	×	☆	☆	×	×	☆	☆	☆	☆	☆	☆
Reduce/Enlarge — Preset Reduce/Enlarge	☆	☆	☆	☆	☆	--	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Zoom	☆	☆	☆	☆	☆	→	--	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Directional Magnification (%)	☆	☆	☆	☆	☆	→	→	--	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Directional Size Magnification (mm)	☆	☆	☆	☆	☆	→	→	→	--	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Shift/Book — Margin Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Centering/Cornering	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	×	☆	×	×	☆	☆	×	×	☆	☆	☆	☆	☆	☆
Cover Sheet	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	×	☆	×	×	☆	☆	×	×	☆	☆	☆	☆	☆	☆
Duplex/Combine — Series — Book → 1 Sided	☆	☆	☆	×	×	☆	☆	☆	☆	☆	×	×	--	→	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆
Series — 2 Side → 1 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	--	→	→	→	→	→	→	☆	☆	☆	☆	☆	☆
Combine — Combine 2 originals	☆	☆	☆	×	×	☆	☆	☆	☆	☆	×	×	→	→	--	→	→	→	→	→	☆	☆	☆	☆	☆	☆
Combine — Combine 4 originals	☆	☆	☆	×	×	☆	☆	☆	☆	☆	×	×	→	→	→	--	→	→	→	→	☆	☆	☆	☆	☆	☆
Duplex — 1 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	--	→	→	→	☆	☆	☆	☆	☆	☆
Duplex — 2 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	→	→	→	→	--	→	→	☆	☆	☆	☆	☆	☆
Duplex — Book → 2 Sided	☆	☆	☆	×	×	☆	☆	☆	☆	☆	×	×	→	→	→	→	→	→	--	→	☆	☆	☆	☆	☆	☆
Duplex — Multi → 2 Sided	☆	☆	☆	×	×	☆	☆	☆	☆	☆	×	×	→	→	→	→	→	→	→	--	☆	☆	☆	☆	☆	☆
Program User Color	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆	☆
Image Adjustment — Soft/Sharp	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆
Contrast	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆
Background Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆
Pastel	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆
U.C.R. Adjustment	--	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆
A.C.S Sensitivity	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆
Auto Text/Photo Sensitivity	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆	☆
Color Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆	☆
Color Balance Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	--	☆	☆
Program — After recalling your settings	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	×	--	☆
Interrupt Copying	×	×	×	×	×	☆	☆	☆	☆	☆	×	☆	×	☆	×	×	☆	×	☆	×	×	×	×	×	×	--

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