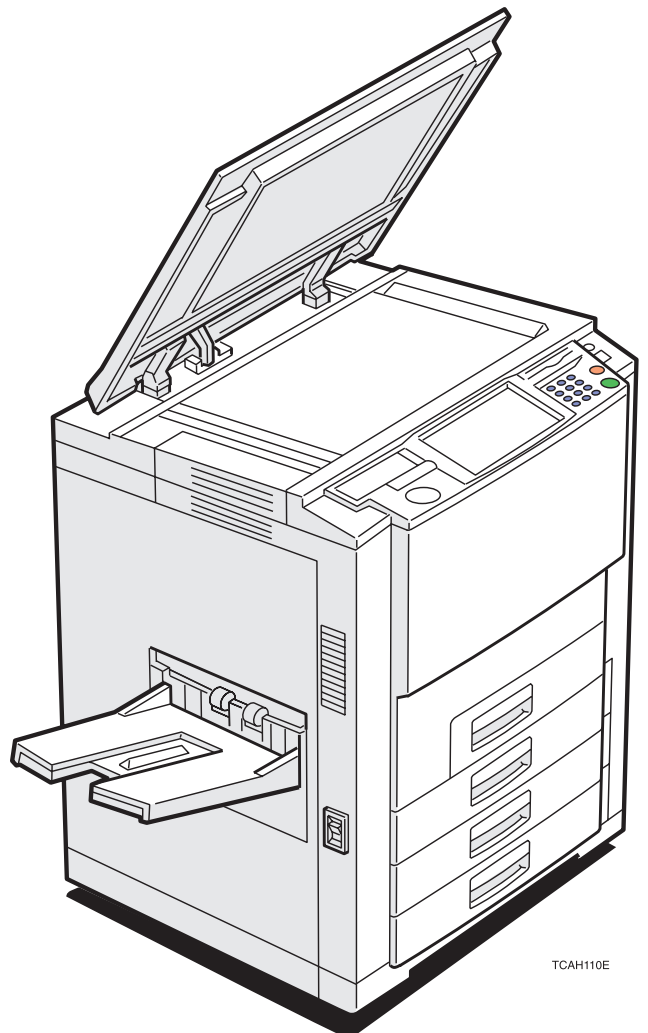


Operating Instructions



TCAH110E

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 may be slightly different from your machine.

Certain options may 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-milliwatt, 760-800 nanometer wavelength, GaAlAs 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 of 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.

Notes:

The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual.

Basic type : SDC410_CS210

Edit type : SDC410E_CS210e

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

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

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

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

Power Source

120V, 60Hz, 16A

Please be sure to connect the power cord to a power source as above. For details about power source, see page 202.

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

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

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

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

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

Safety Information

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

Safety during Operation

In this manual, the following important symbols are used:

 **WARNING:** *Ignoring this warning could cause serious injury or even death.*

 **CAUTION:** *Ignoring this caution could cause injury or damage to property.*

Examples of Indications




Symbols  mean a situation that requires you take care.




Symbols  mean "Hot surface".



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



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

⚠ WARNING:



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



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



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



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



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



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



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

⚠ CAUTION:

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



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



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



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



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



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



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



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



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



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



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

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.

*The statements above are notes for your safety.

 **Important**

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

 **Preparation**

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

 **Note**

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

 **Limitation**

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

 **Reference**

This symbol indicates a reference.

[]

Keys that appear on the machine's panel display.

[]

Keys built into the machine's operation panel.

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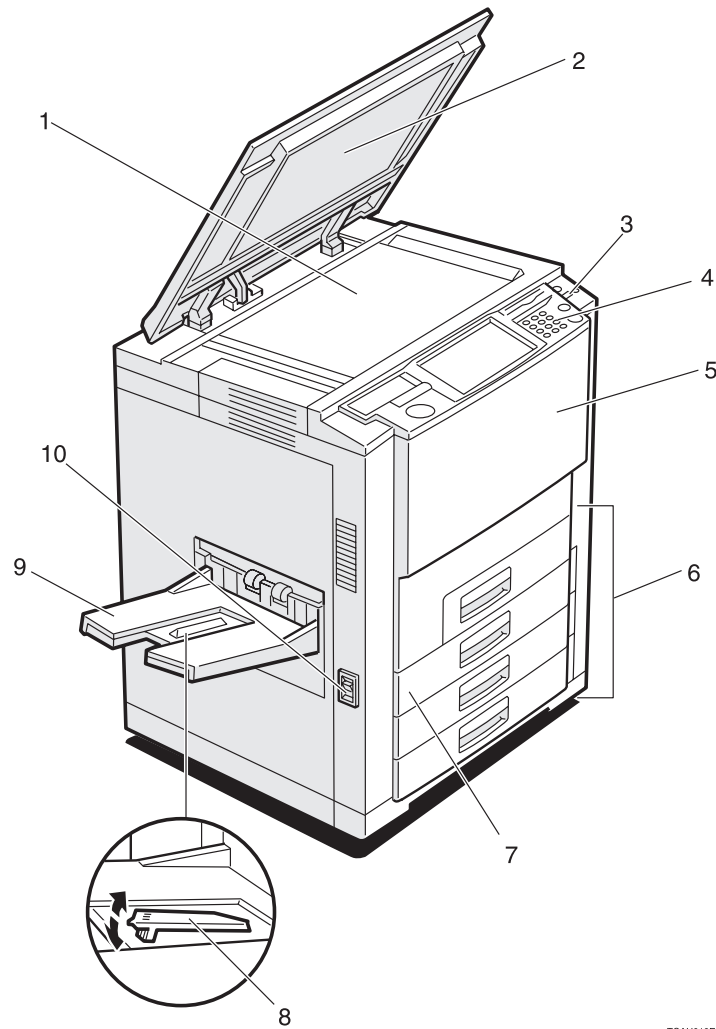
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Where it is & What it is

Where it is & what it is

Machine Exterior

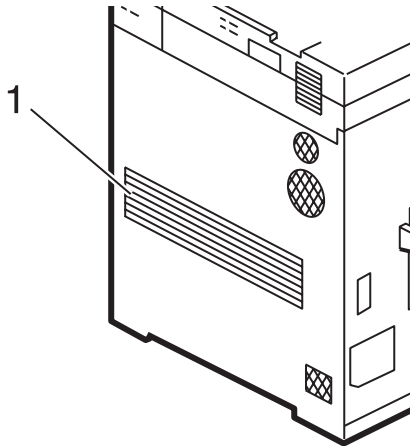


TCAH010E

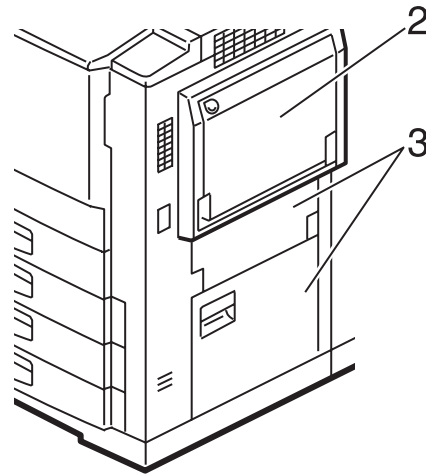
- | | |
|---|--|
| 1. Exposure glass (platen glass) | Position originals here face down for copying. |
| 2. Platen cover (option) | Lower this cover over originals placed on the exposure glass (platen glass) for copying. |
| 3. Operation switch | Press this switch to turn the power (on the On indicator lights up). To turn off the power off, press this switch again (the On indicator goes off). |
| 4. Operation panel | ☛ See page 5. |
| 5. Front cover | Open to access the inside of the machine. |
| 6. Paper tray | Set paper here. ☛ See page 172. |
| 7. Auto duplex tray | Use to make two-sided copies. |
| 8. Stopper | When you copy onto thin paper, raise this to prevent curling. |
| 9. Copy tray | Completed copies are delivered here. |
| 10. 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.



TCAH020E



TCAH030E

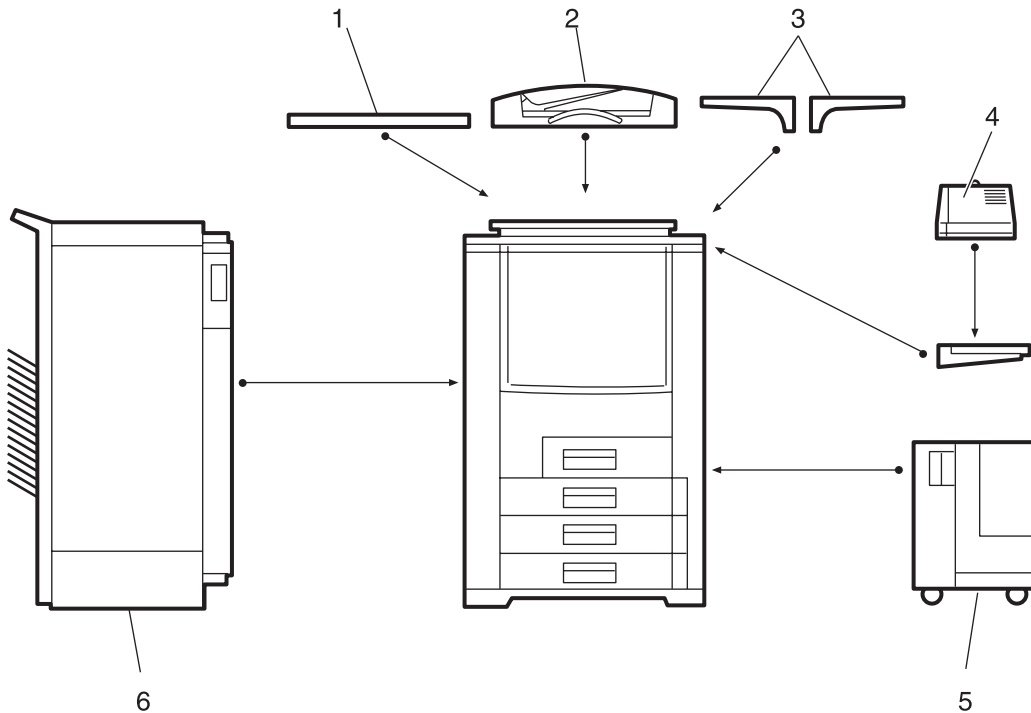
1. **Ventilation hole**
2. **Bypass tray**
3. **Right side cover
/Lower right cover**

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

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper, ➔ See page 48.

Open this cover to remove jammed paper.

This machine can be provided with the following options:



TCAP010E

1. Platen cover

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

2. Document feeder (ADF)

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

3. Original tray

Put your originals.

4. Film projector unit

Use to copy films. ➔ See page 207.

 **Note**

The holder is required for installation.

5. Large capacity tray (LCT)

Holds 1,500 sheets of paper.

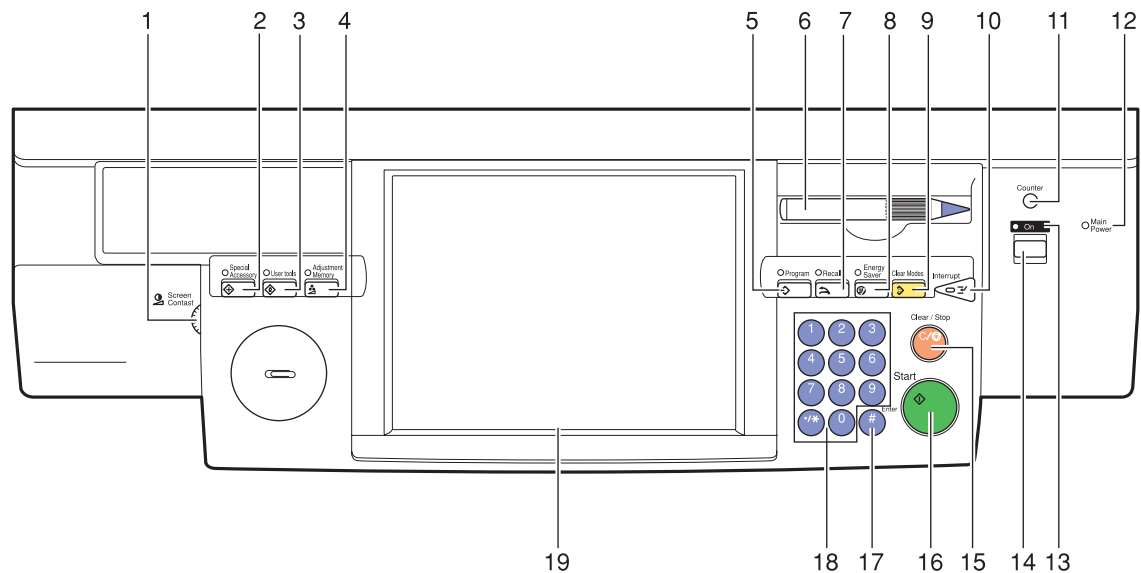
 **Note**

The adapter is required for installation.

6. 20-bin sorter stapler

Sorts, stacks, and staples copies.

Operation Panel



TCAS200E

1. Screen Contrast knob

You can change the brightness of the display.

2. [Special Accessory] key

Press to use the optional film projector unit.

☞ See page 207.

3. [User Tools] key

Press to change the default setting.

☞ See page 187.

4. [Adjustment/Memory] key

Press to adjust the image or color balance, or to make user colors. ☞ See page 123.

5. [Program] key

Press to select the program mode.

☞ See page 57.

6. Editor pen

Use to designate areas.

7. [Recall] key

Press to recall the previously selected copy jobs.

8. [Energy Saver] key

Press to enter/exit the Energy Saver mode.

☞ See page 55.

9. [Clear Modes] key

Press to clear the previously entered settings.

10. [Interrupt] key

Press to make interrupt copies.

☞ See page 55.

11. [Counter] key

Press to display the total number of copies made.

12. Main Power indicator

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

13. On indicator

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

14. Operation switch

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

15. [Clear/Stop] key

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

16. [Start] key

Press to start copying.

17. [#] key

Press to enter data in selected modes.

18. [Number] keys

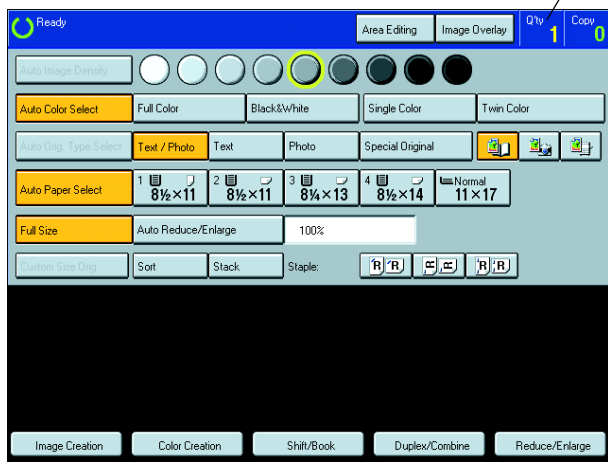
Use to enter the desired number of copies. They are also used to enter data.

19. Touch panel display

You can see the operation status and messages here.

Touch Panel Display

Initial display



Total number of copies to make

COPY COUNTER

Counts number of copies made so far.

- You can select whether the copy counter counts up (counter up) or counts down (counter down). If you want to change the setting, see page 191.

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

Reference

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

For how to use the touch panel display, see page 25.

What You can do with this Machine

What You can do with
this Machine

Differences between Edit Type and Basic Type

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

Functions		Edit type	Basic type
Auto Image Density		✓	✓
Auto Color Select		✓	✓
Full Color		✓	✓
Black & White		✓	✓
Single Color		✓	✓
Twin Color		✓	✓
Auto Original Type Select		✓	✓
Auto Paper Select		✓	✓
Reduce/ Enlarge	Preset R/E	✓	✓
	Zoom	✓	✓
	Size Magnification	✓	✓
	Directional Magnification	✓	✓
	Poster Mode	✓	✓
Shift/Book	Shift	✓	✓
	Margin Adjustment	✓	✓
	Erase	✓	✓
	Cover Sheet	✓	✓
Color Creation	Color Conversion	✓	✓
	Color Erase	✓	✓
	Color Background	✓	✓
	Type Mask	✓	✓
Image Creation	Outline Image	✓	✓
	Positive/Negative	✓	✓
	Shadow Image	✓	✓
	Mirror Image	✓	✓
	Slanted Image	✓	✓
	Repeat Image	✓	✓
Color Adjustment/ Memory	Program User Color	✓	✓
	Color Adjustment	✓	✓
	Color Balance Adjustment	✓	✓
	Color Balance Sample	✓	✓
	Color Balance Program	✓	✓
	Image Adjustment	✓	✓
Image Overlay		✓	-
Area Editing		✓	-
Interrupt Copying		✓	✓


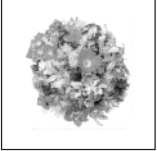
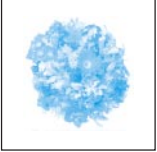

Differences between Edit Type and Basic Type







Functions	Edit type	Basic type
Recall	✓	✓
Auto Start	✓	✓
Program	✓	✓
Auto Reduce/Enlarge	✓	✓
Bypass Tray Copying	✓	✓
Duplex/Combine Copying	✓	✓
Default Setting	✓	✓
User Tools	✓	✓
Display Color	Full color	Full color

What You can do with
this Machine

What You can do with this Machine

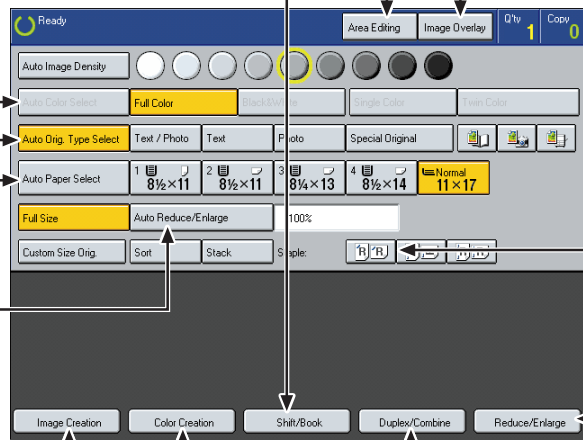
• Color Mode ⇒ Page 40





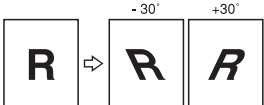
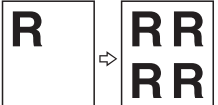
- Full Color Copy

- Black & White Copy

- Single Color Copy

- Twin Color Copy


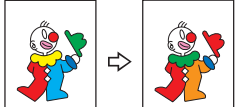
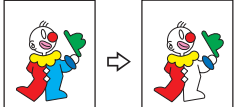
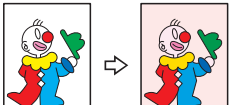

- Shift ⇒ Page 77

- Margin Adjustment ⇒ Page 78

- Cover Sheet ⇒ Page 82 *2

- Center Erase ⇒ Page 81

- Border Erase ⇒ Page 81

- Center/Border Erase ⇒ Page 81


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

- Auto Original Type Select ⇒ Page 44
- Auto Paper Select ⇒ Page 47
- Auto Reduce/Enlarge ⇒ Page 54



- Outline Image ⇒ Page 91

- Mirror Image ⇒ Page 96

- Shadow Image ⇒ Page 92

- Positive/Negative ⇒ Page 101

- Slanted Image ⇒ Page 95

- Repeat Image ⇒ Page 97


- Color Conversion ⇒ Page 85

- Color Erase ⇒ Page 87

- Color Background ⇒ Page 88

- Type Mask ⇒ Page 89


TCAX320N

• Area Editing ⇒ Page 139

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What You can do with this Machine

Function Summary

See page 39. → Auto Image Density

See page 40. → Auto Color Select

See page 44. → Auto Orig. Type Select

See page 47. → Auto Paper Select

See page 54. → Full Size

See page 139. → Area Editing

See page 109. → Image Overlay

See page 102. → Custom Size Orig

See page 91. → Image Creation

See page 85. → Color Creation

See page 77. → Shift/Book

See page 68. → Duplex/Combine

See page 59. → Reduce/Enlarge

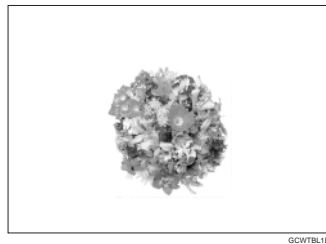
Selecting the Color

← See page 40.

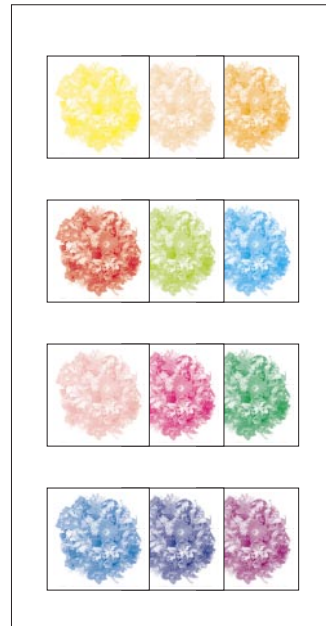
Full color



Black & White



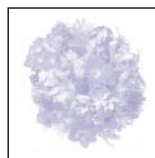
Single color



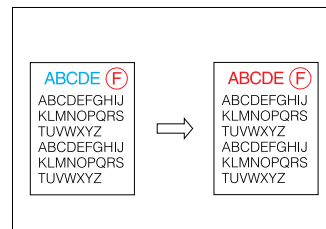
User color



Scanned color



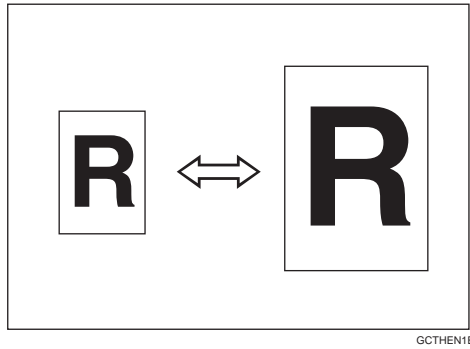
Twin color



Reducing and Enlarging

☛ See page 59.

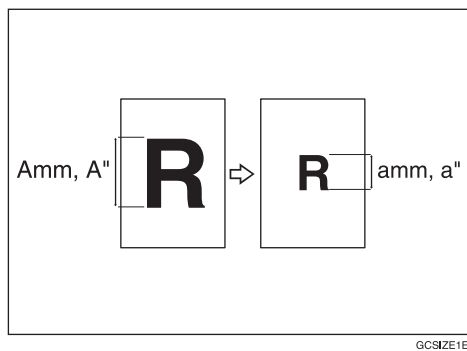
Preset R/E—Reducing and enlarging using preset ratios



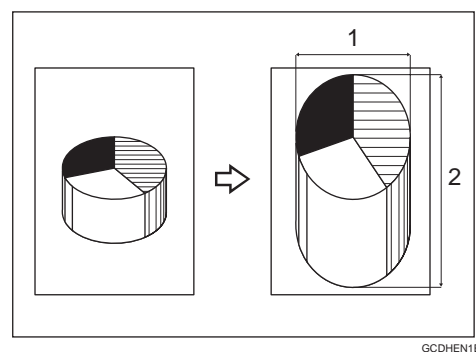
Zoom—Reducing and enlarging in 1% steps



Size Magnification (inch)—Fitting the original to a copy of a different size

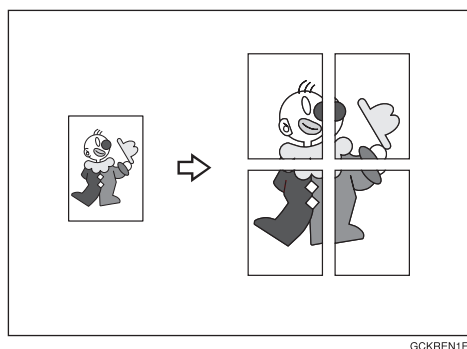


Directional Magnification (%)—Stretching and squeezing the image in 1% steps

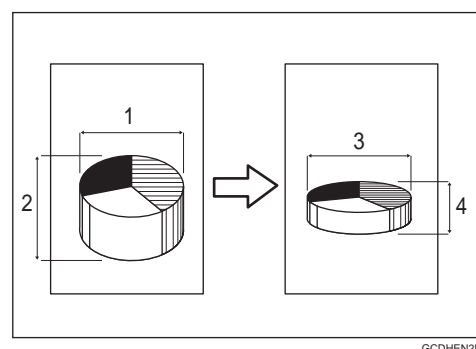


- 1: Horizontal %
- 2: Vertical %

Poster Mode—Enlarging the complete image onto several sheets



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



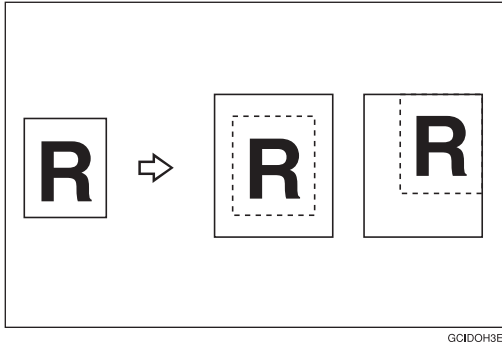
- 1: Horizontal original size
- 2: Vertical original size
- 3: Horizontal copy size
- 4: Vertical copy size

What You can do with this Machine

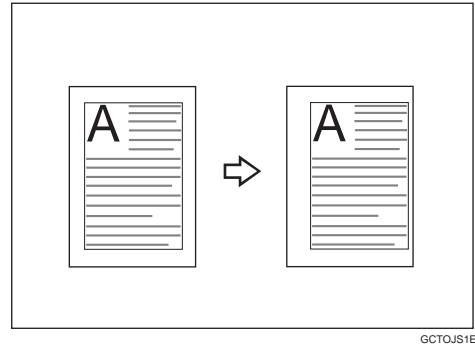
Shifting the Image

☛ See page 77.

Shift—Centering/Cornering the Image



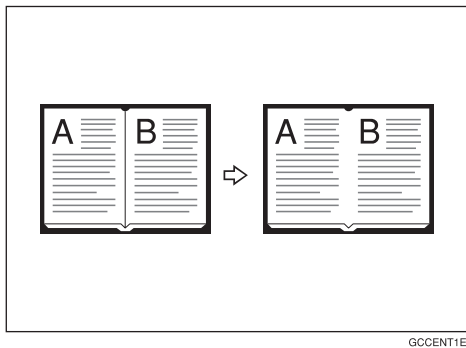
Margin Adjustment —Adding margins for binding



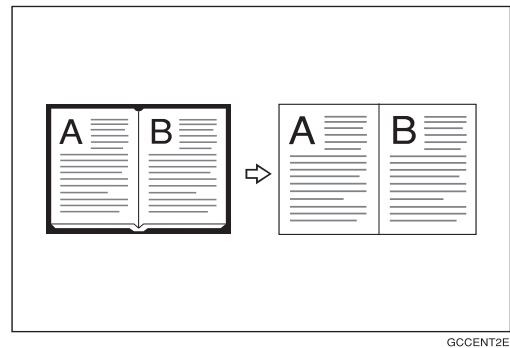
Erasing Parts of the Copy Image

☛ See page 81.

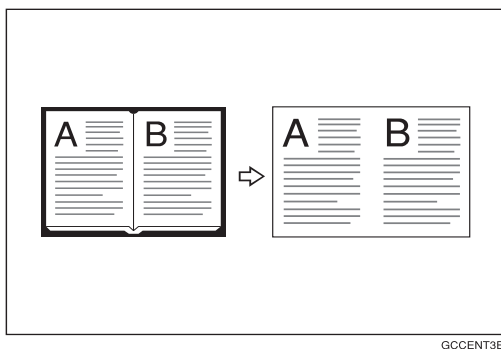
Center Erase—Erasing the center margin of the original image



Border Erase—Erasing the surrounding area of the original image



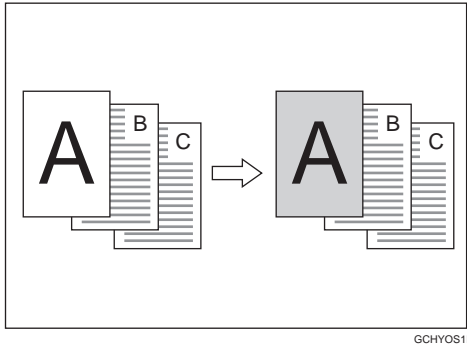
Center/Border Erase—Erasing the center margin and surrounding area of the original image



Adding the Cover

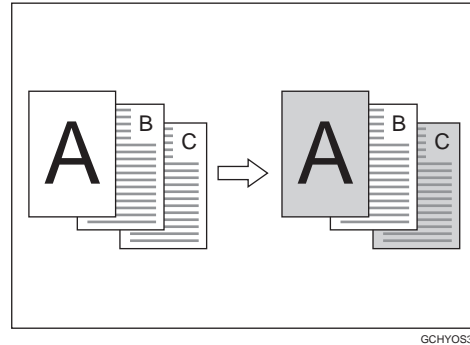
➔ See page 82.

Front Cover—Copying a front cover



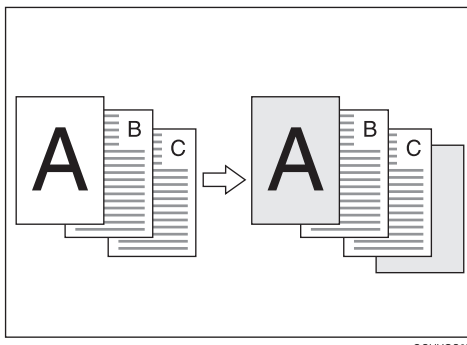
GCHYOS1E

Front & Back Cover—Copying front and back covers



GCHYOS3E

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



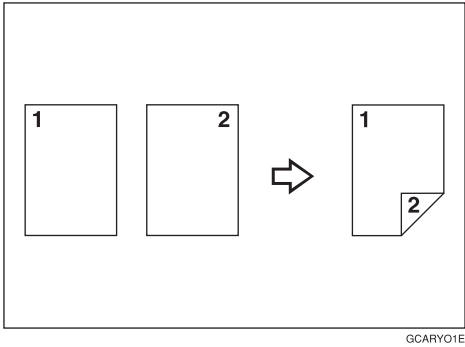
GCHYOS2E

What You can do with this Machine

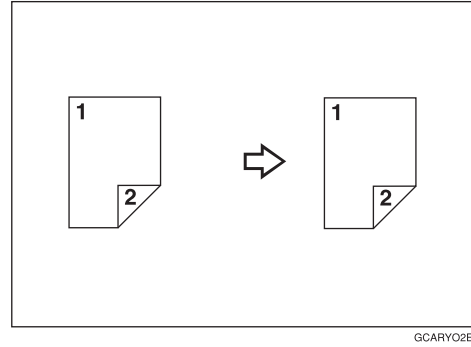
Making Duplex Copies

☞ See page 68.

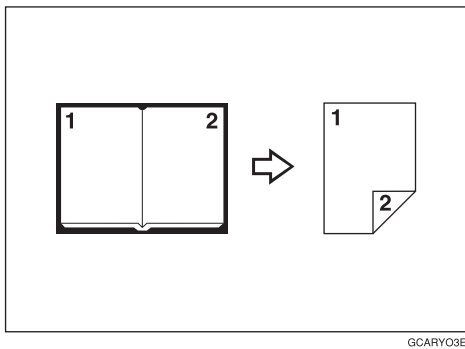
1 Sided → 2 Sided—Making two-sided copies from one-sided originals



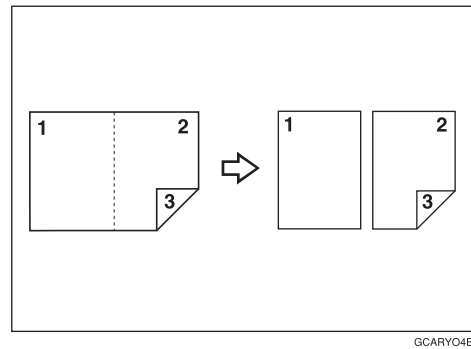
2 Sided → 2 Sided—Making two-sided copies from two-sided originals



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



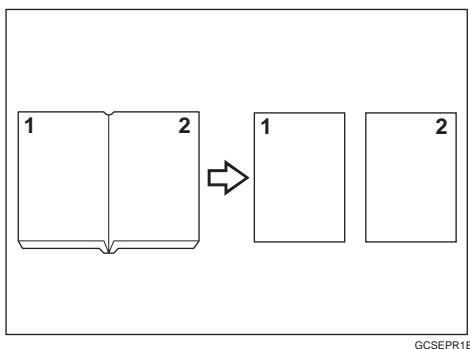
Multi → 2 Sided—Making two-sided copies from a book



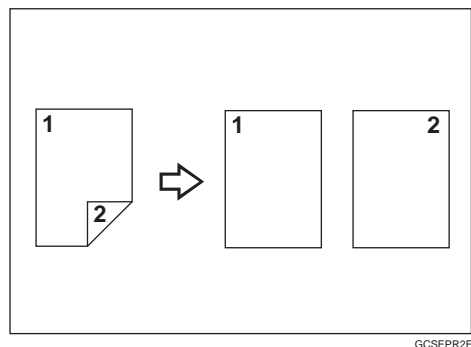
Making Series Copies

☞ See page 73.

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



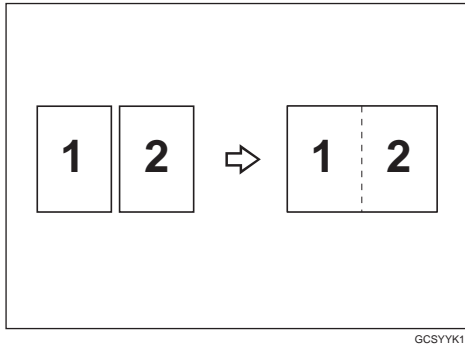
2 Sided → 1 Sided—From two-sided originals to 2 one-sided copies



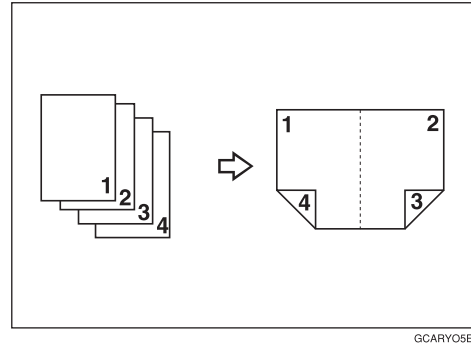
Making Combine Copies

☛ See page 75.

Combine 2 Originals—Combining two originals



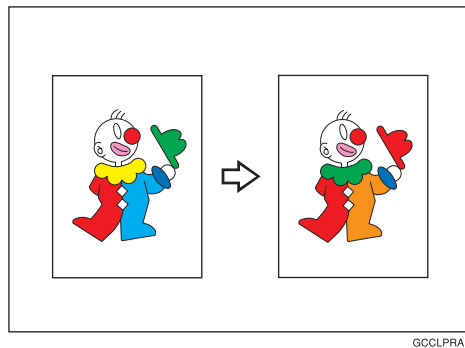
Combine 4 Originals—Combining four originals



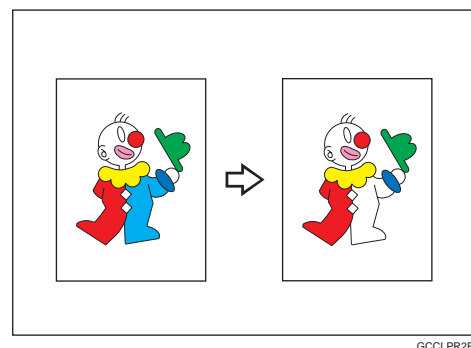
Color Creation

☛ See page 85.

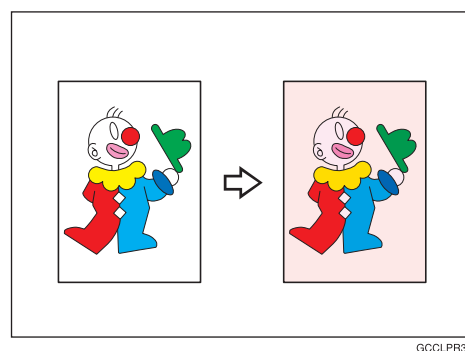
Color Conversion—Converting a selected color into a different color



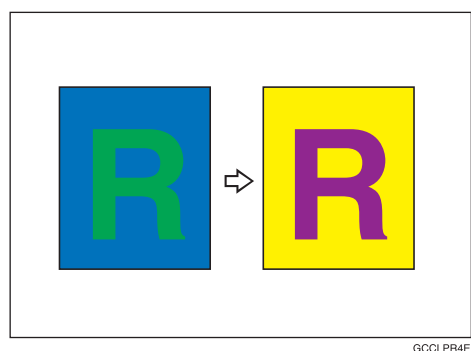
Color Erase—Erasing the selected color



Color Background—Making copies with a color background



Type Mask—Coloring text part and background part separately

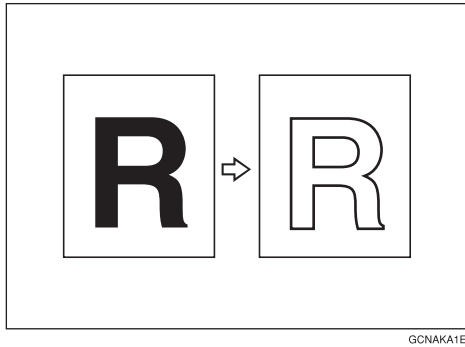


What You can do with this Machine

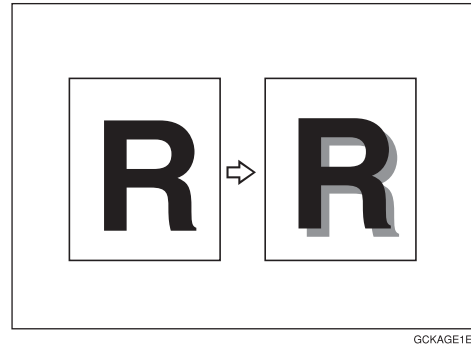
Image Creation

See page 91.

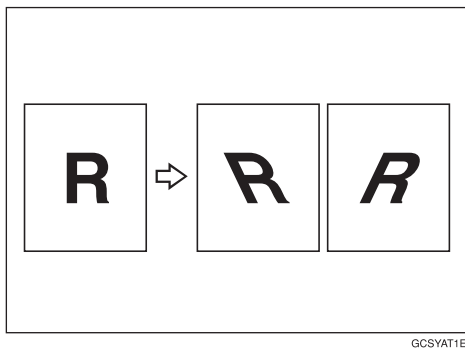
Outline Image—Copying only the outline of the image



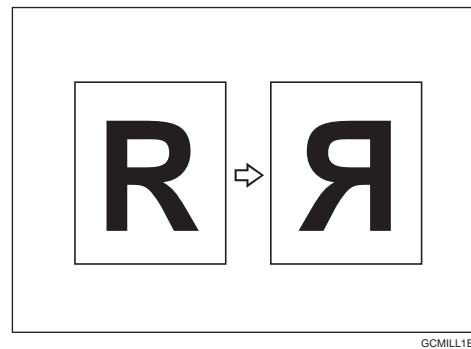
Shadow Image—Adding a shadow around the copy image elements



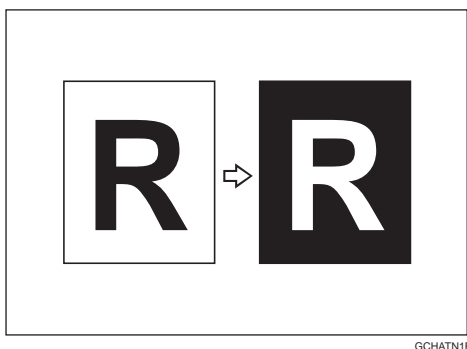
Slanted Image—Slanting the copy image



Mirror Image—Making a mirror image



Positive/Negative—Copying in complementary colors



Repeat Image—Copying a part of the original image repeatedly

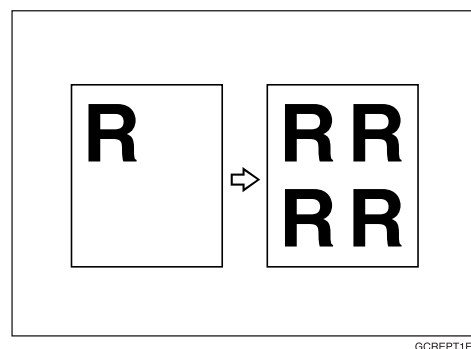
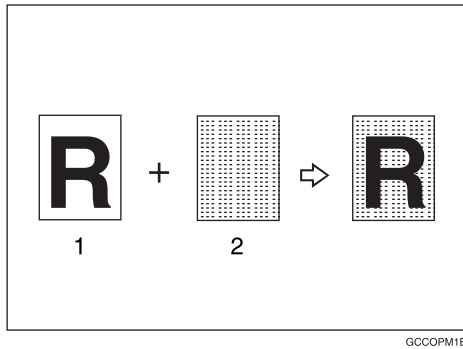


Image Overlay (Only for Edit Type)

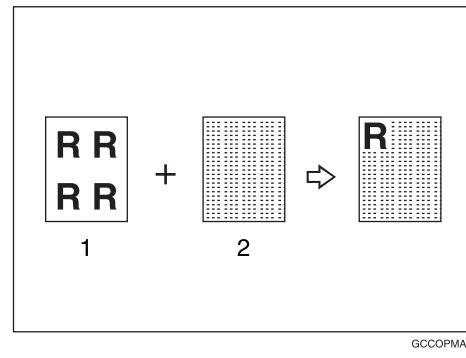
☞ See page 109.

Full Image Overlay—Overlaying the overlay image onto a background

Area Image Overlay—Overlaying a portion of the overlay image onto a background original



1: Foreground image original
2: Background image original



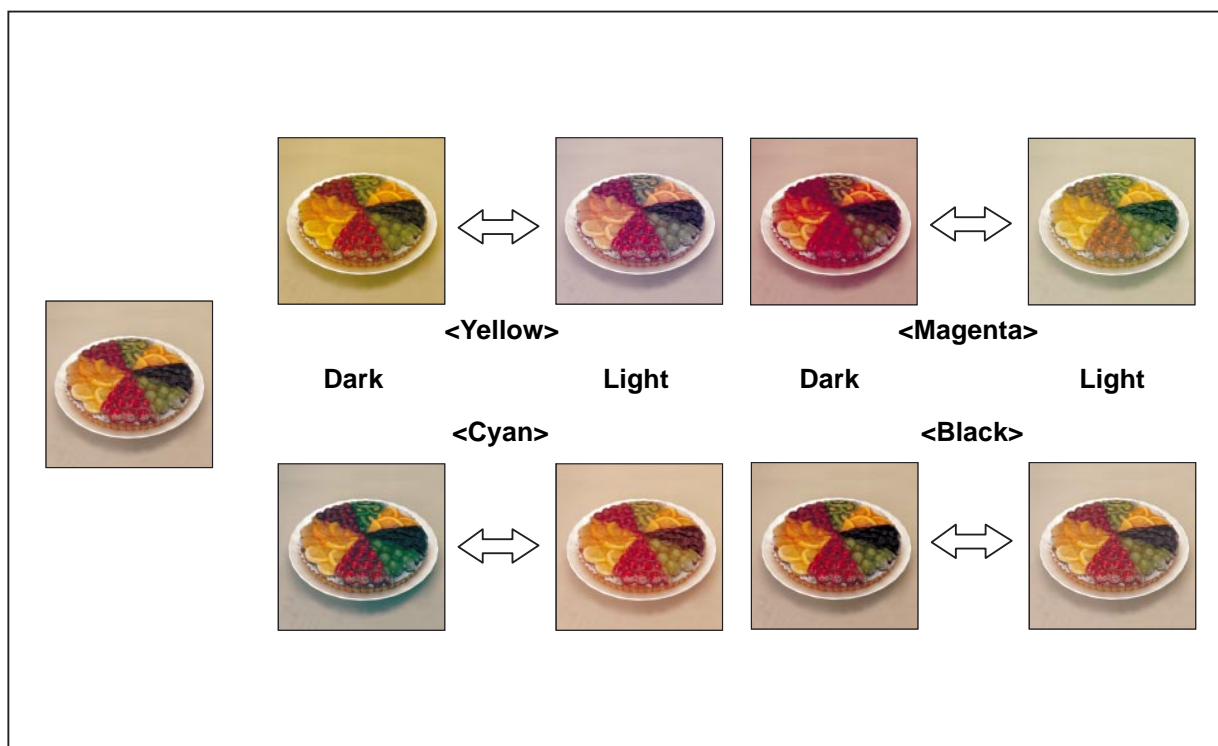
1: Foreground image original
2: Background image original

What You can do with this Machine

Color Balance—Adjusting and Storing the Color Balance

☞ See page 124.

Color Balance Adjustment—Adjusting the color balance

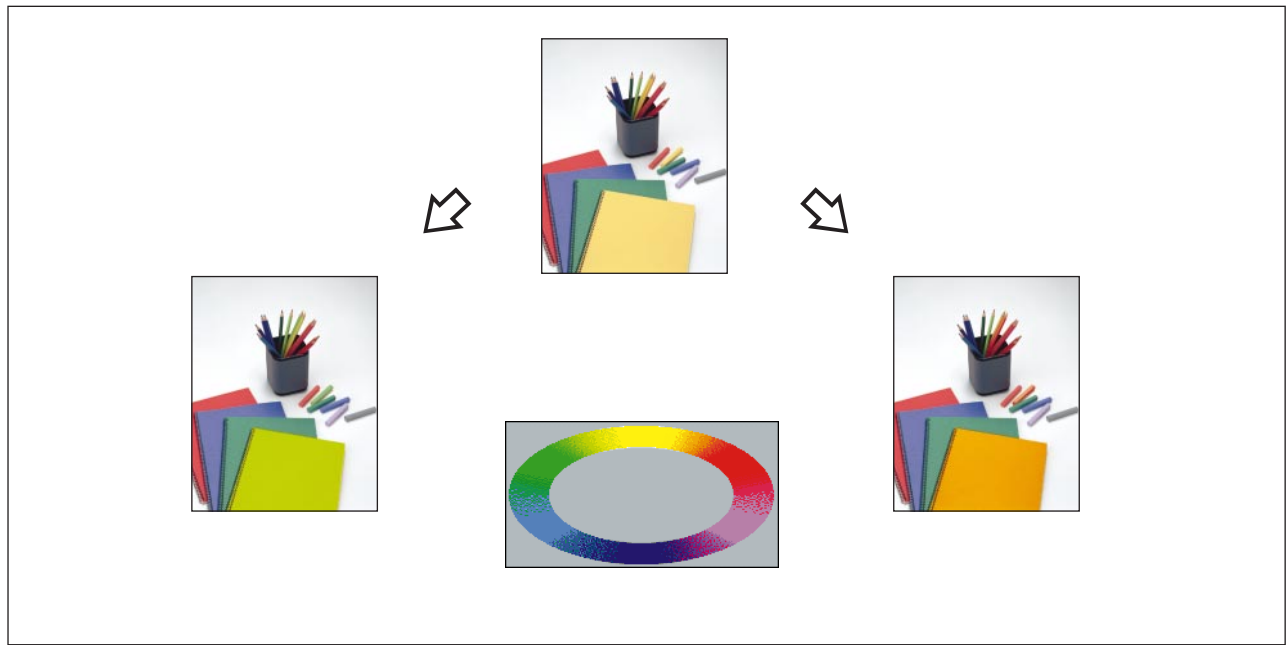


Color Balance Program—Storing and recalling the color balance

Color Balance Sample—Sampling the color balance

Color Adjustment—Adjusting a Single Color

➔ See page 131.

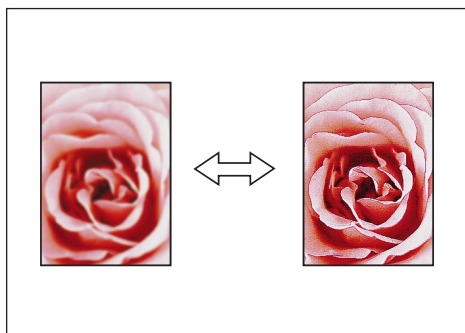


GCCLY1E

Image Adjustment

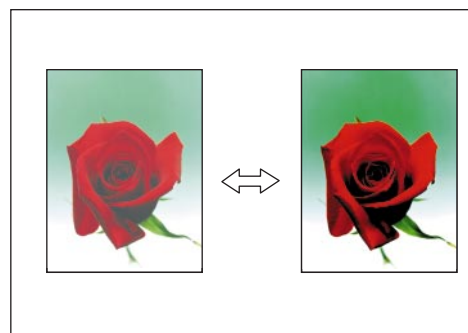
➔ See page 132.

Soft/Sharp



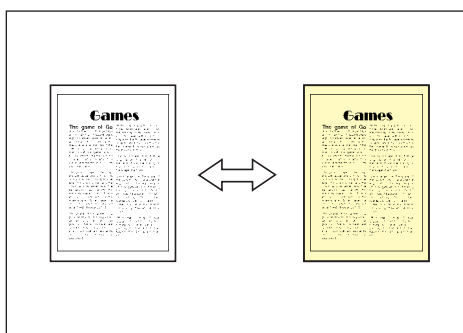
GCGAZ01E

Contrast



GCGAZ04E

Background Density



GCGAZ02E

Pastel



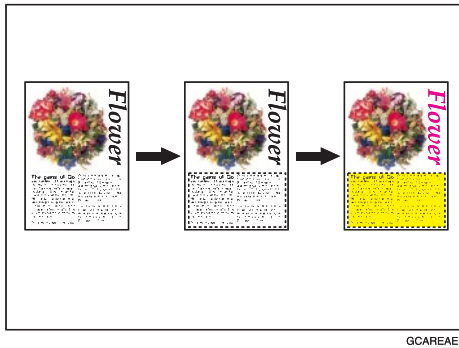
GCGAZ03E

Program User Color—Storing User Colors

☛ See page 135.

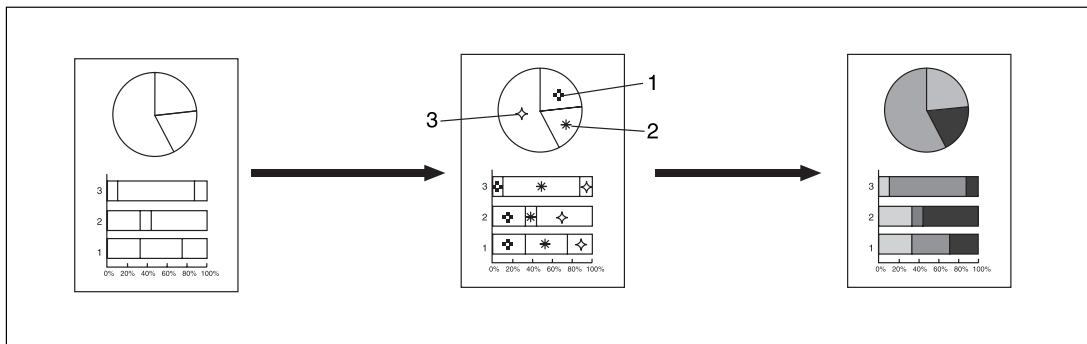
Area Editing (Only for Edit Type)

☛ See page 139.



GCAREAE

What You can do with this Machine

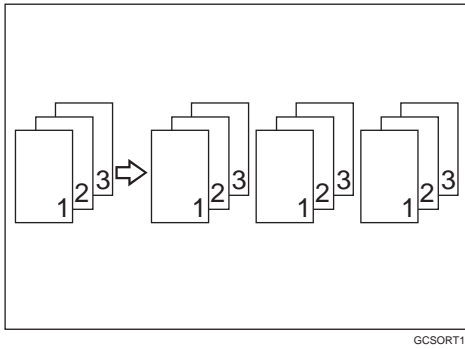


GCAREA1E

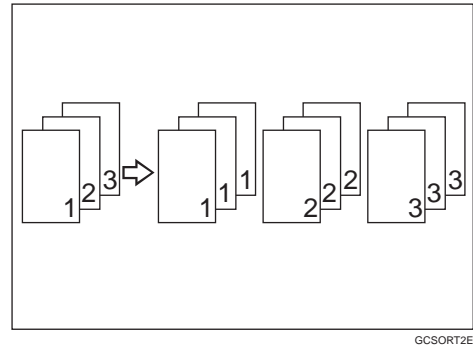
Finishing (Option)

☛ See page 102.

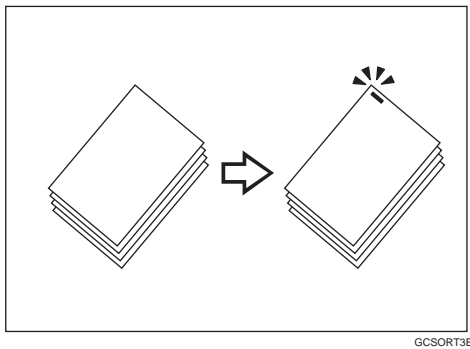
Sort—Sorting into sets (123, 123, 123)



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



Staple—Stapling copies



Using the Projector (Option)

☛ See page 207.

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.

Y 0% BK 0%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

Y 0% BK 30%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

Y 30% BK 0%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

Y 30% BK 30%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

Y 60% BK 0%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

Y 60% BK 30%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

Y100% BK 0%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

Y 100% BK 30%		M0%	M30%	M60%	M100%
	C 0%				
	C30%				
	C60%				
	C100%				

What You can do with this Machine

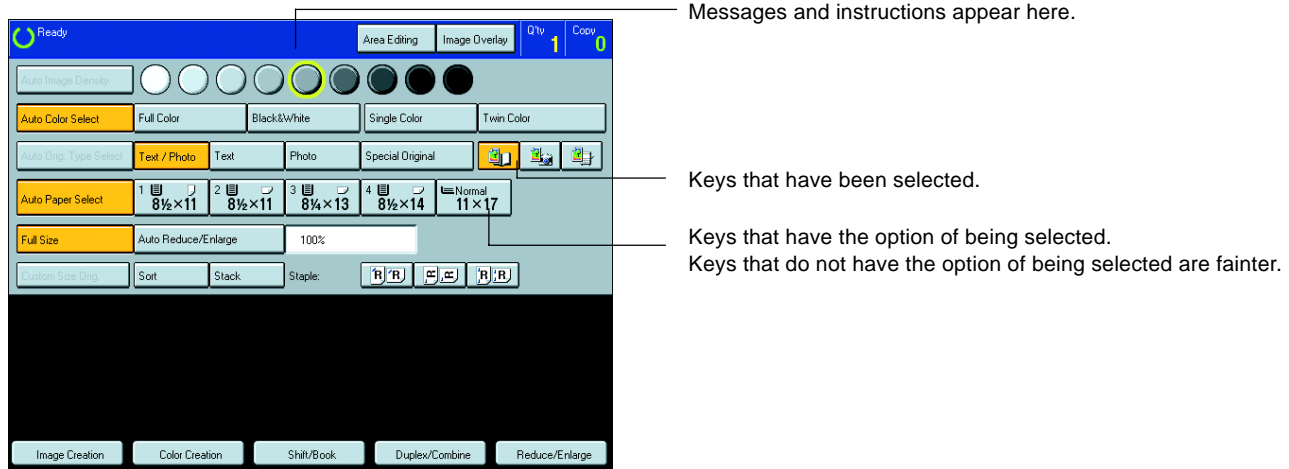
GCCLCTJ



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.



What You can do with
this Machine

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

Example:

Key on the display:



In the manual:

[Auto Paper Select] key

Note

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

Entering Numbers

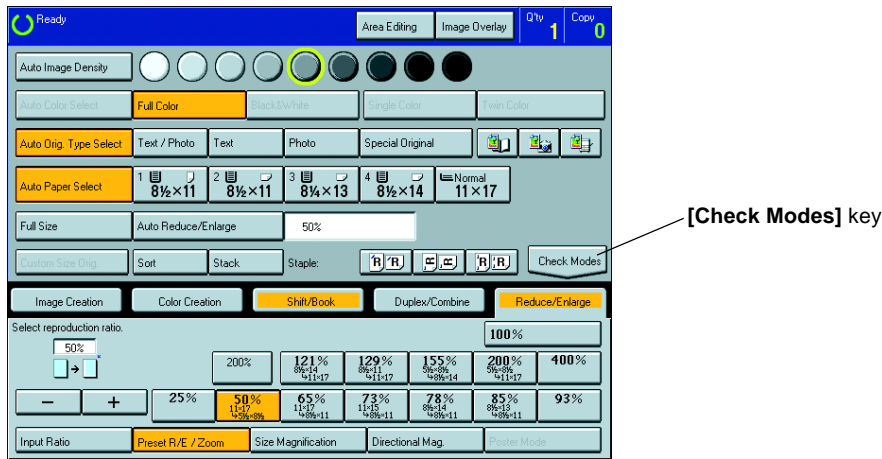
When the display prompts you to enter a number, type in the number with the **[Number]** keys and press the **[#]** key on the display to accept it.

Should you make a mistake:

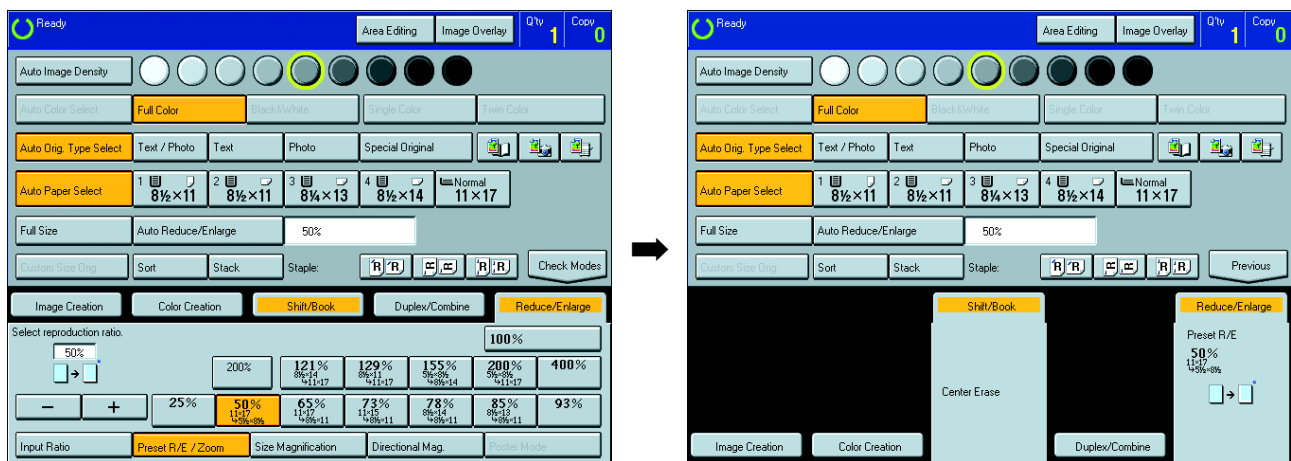
- If you have not pressed the **[#]** key yet, press the **[Clear]** key and then re-enter it. If there is not the **[Clear]** key on the display, press the **[Clear/Stop]** key.
- If you have already pressed the **[#]** key, press the item you wish to change on the display and re-enter the number with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

Checking the Functions You Have Selected

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



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





Basics

Starting the Machine

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

Note

- This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. About Energy Saver mode,  see page 55. About Auto Timer,  see page 191.

Power Switches

This machine has the operation switch and main power switch.

□ Operation switch (right side of the operation panel)

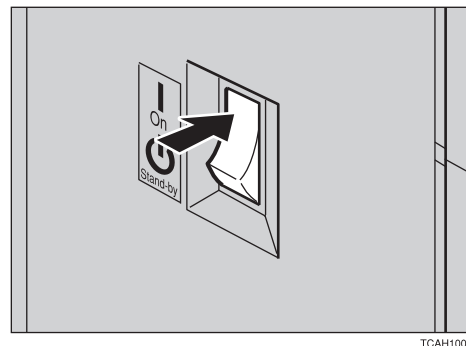
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

□ Main power switch (left side of the machine)

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

Starting the Machine

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

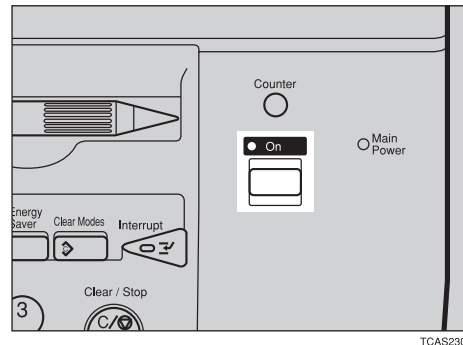


Turning on the Power

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

Note

- If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.
- During the warm-up period (about 9 minutes), you can use the Auto Start function. ➔ See page 56.



When the machine is set for user codes

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

Note

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

Reference

For setting user codes, ➔ see page 196.

When the Energy Saver indicator is lit

The machine is in Energy Saver mode.

- 1 Press any key.

The machine will return to the ready condition.

Note

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

Standard Size Originals

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

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

Metric version	A3☐, B4☐, A4☐☐, B5☐☐, A5☐☐, 8 1/2" × 13"☐
Inch version	11" × 17"☐, 10" × 14"☐, 8 1/2" × 13"☐, 8 1/2" × 11"☐☐, 5 1/2" × 8 1/2"☐☐

When you set originals in the document feeder

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

Recommended Originals


Reference

For originals that the document feeder can handle,  see page 241.

Non-recommended Originals for the Document Feeder

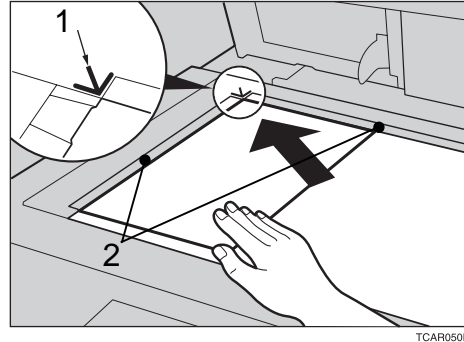
Note

The following types of originals are not recommended for use with the document feeder. Place them directly on the exposure glass (platen glass).

- Originals thicker than 128g/m², 34 lb
- Originals thinner than 40g/m², 11 lb
- For originals between 40 and 52g/m², 11 and 14 lb, the document feeder must be set to ADF Thin paper mode with the user tools.  See page 198.
- 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
- OHP transparencies
- Translucent paper
- Pasted originals
- Damp originals
- Sticky originals
- Wavy originals
- Originals that are not made from paper
- Originals written in pencil on both sides, or two-sided carbon originals
- Thermal fax paper, CRO (camera ready originals) or aluminum foil
- Books, pamphlets, and booklets

Setting Originals on the Exposure Glass (Platen Glass)

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



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

- 3** Lower the platen cover or the document feeder.

Setting a Stack of Originals in the Document Feeder

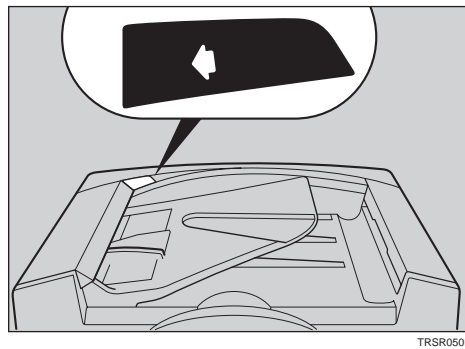
You can insert a stack of originals into the document feeder. These originals are individually fed onto and removed from the exposure glass (platen glass).

Note

- ❑ Some originals are unsuitable for the document feeder. ← See page 30.
- ❑ Do not press down or hold originals after inserting them.
- ❑ While originals are fed from the original table to the exposure glass (platen glass), do not pull them out.
- ❑ Do not lift the document feeder until the original has been completely fed out.

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

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

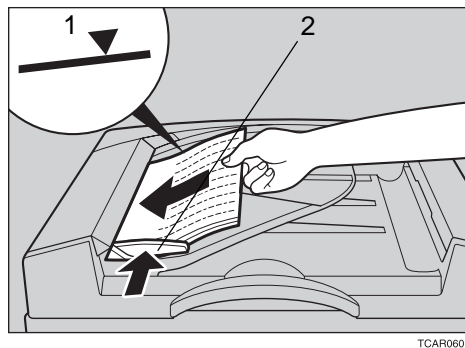


3 Adjust the guide to the original size.

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

Note

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



1: Limit mark
2: Original guide

Setting one Original at a Time in the Document Feeder

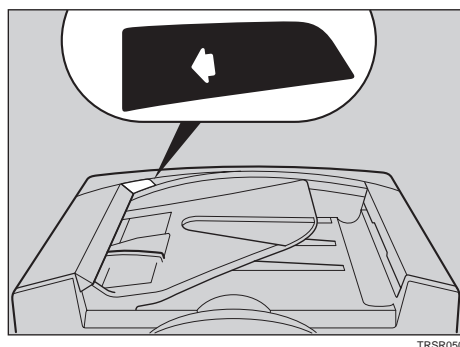
If you set one original at a time in the document feeder, the second and subsequent originals can be fed and copied automatically without pressing the **[Start]** key.

Note

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

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

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



3 Adjust the guide to the original size.

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

Note

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

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

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

Note


- You can adjust the time the machine waits before being ready for the next original with the user tools.
 - ➔ See page 191.



Setting Originals of Different Sizes in the Document Feeder

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

Preparation

To use this function, you have to select ADF Mixed Sizes mode with the user tools.  See page 198.

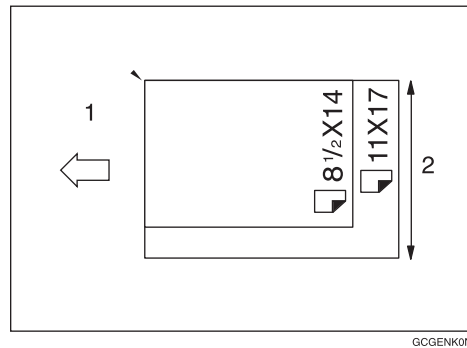
Limitation

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

Note

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

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



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

2 Adjust the guide to the widest original size.

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

Setting Non-standard Sized Originals

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

Limitation

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

Reference

For the standard sizes the machine can detect, see page 30.

Note

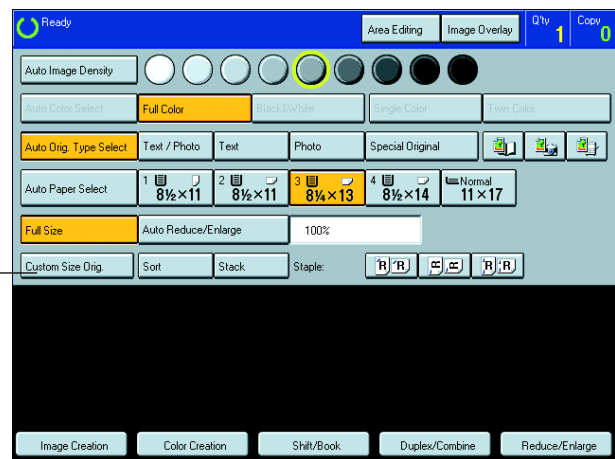
- The dimensions you can enter must be within the following ranges:

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

1 Select the copy paper size.

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

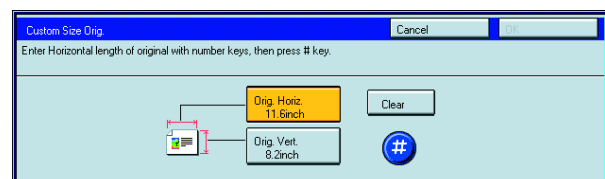
[Custom Size Orig.] key



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

Note

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



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

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

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


Removing the Platen Cover to Copy a Large Original

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

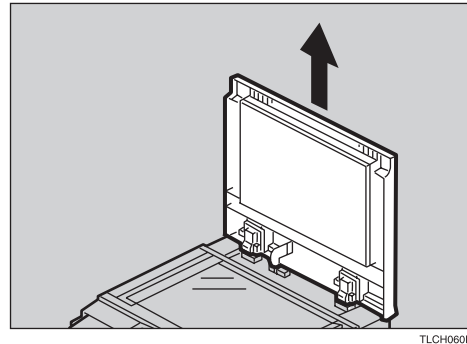
 **Note**

- ❑ You cannot remove the document feeder.

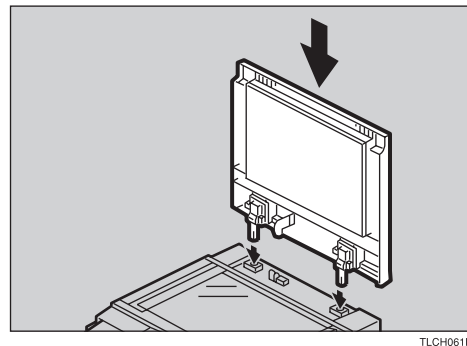
To remove the platen cover, lift it out.

 **Note**

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



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



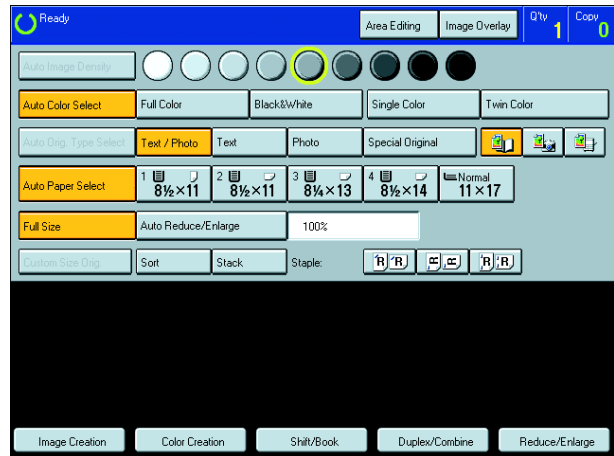
Copying

How to Make Copies

- 1** Set your original on the exposure glass (platen glass) or in the document feeder. ➔ See page 31, 32, or 33.
- 2** Confirm that the **[Auto Color Select]**, **[Text/Photo]**, **[Auto Paper Select]**, **[Full Size]** keys are selected. If not, press the keys.

Note

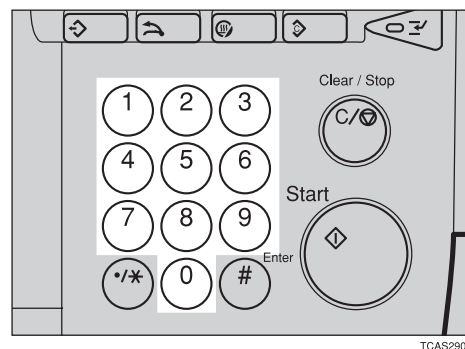
- Auto Color Select ➔ see page 40.
- Text/Photo ➔ see page 44.
- Auto Paper Select ➔ see page 47.



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

Note

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

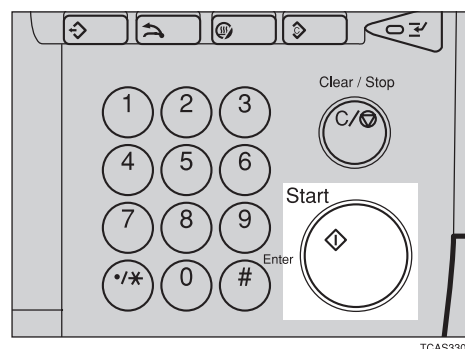


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- 4** Press the **[Start]** key.

Note

- To stop the machine during a multi-copy run, press the **[Clear/Stop]** key.
- To return the machine to the initial condition after copying, press the **[Clear Modes]** key.



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Adjusting Copy Image Density

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

Auto image density

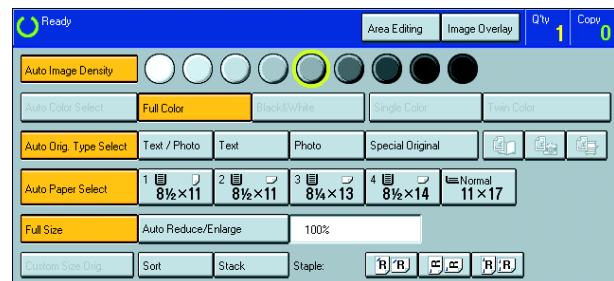
The machine automatically controls the image density.

Note

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

1 If Auto Color Select mode is selected, select other color modes to cancel it. See page 40.

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

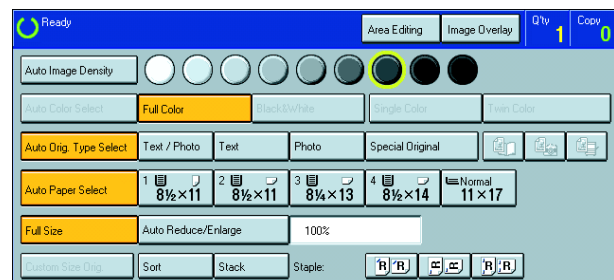


Manual image density

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

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

2 Press the desired color density level.



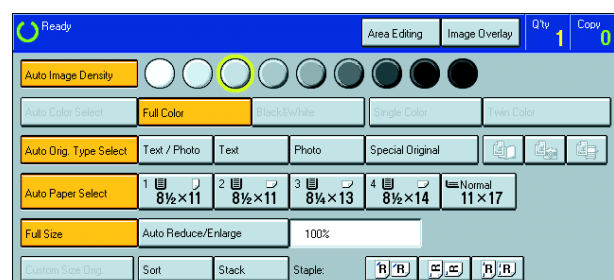
Combined auto and manual image density

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

1 If Auto Color Select mode is selected, select other color modes to cancel it. See page 40.

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

3 Press the desired color density level.



Selecting a Color Mode

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

Auto color select mode

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

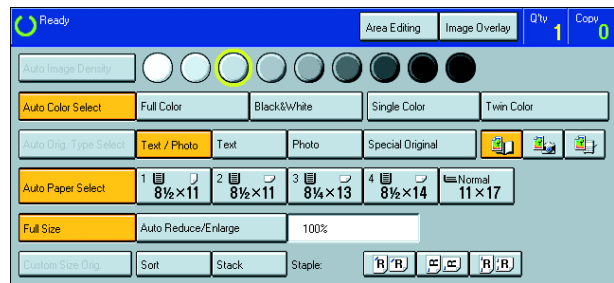
Note

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

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

Note

- ❑ If not, press the **[Auto Color Select]** key.



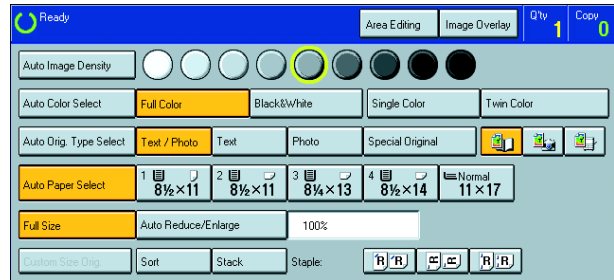
- 2 Set your originals, then press the **[Start]** key.

Full color copy mode

This function makes copies in full color.

- ❑ You can adjust the overall color tone of copies. ➔ See page 124.

- 1 Press the **[Full Color]** key.

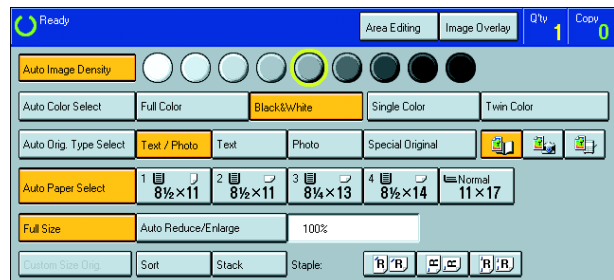


- 2 Set your originals, then press the **[Start]** key.

Black & White copy mode

This function makes copies in black.

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



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

Single color mode

This function makes copies in single colors.

Note

• 12 basic colors:

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

• 15 user colors:

Up to 15 colors can be manually mixed and stored in memory. ➔ See page 137.

• 1 scanned color (Only for Edit type):

You can scan in a color from an original. ➔ See page 42.

Reference

For copy samples, ➔ see page 12.

-Basic color

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

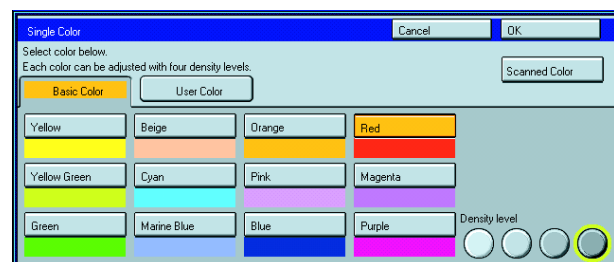
2 Select the color.

Note

You can select the color density level.

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

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



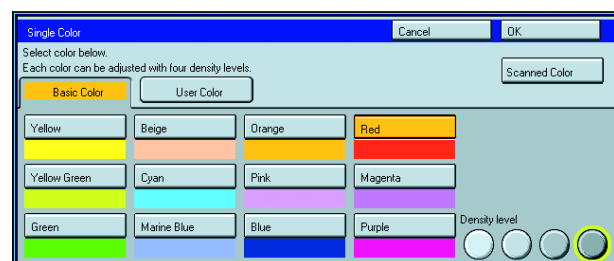
-User colors

Note

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

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

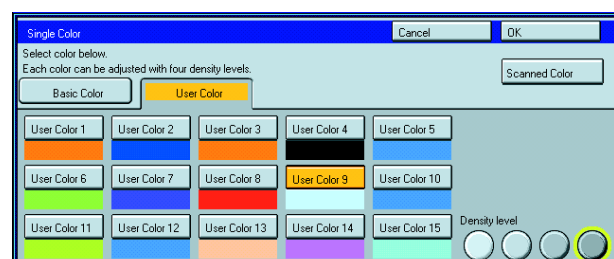
2 Press the [**User Color**] key.



3 Select the color.

Note

You can select the color density level.



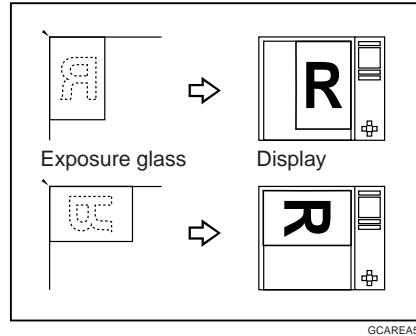
4 Press the **[OK]** key.

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

-Scanned color (Only for Edit type)

Note

- When Single Color copying, Scanned colors might come out lighter.
- "Scanned color" means that the color is specified from the original image directly.

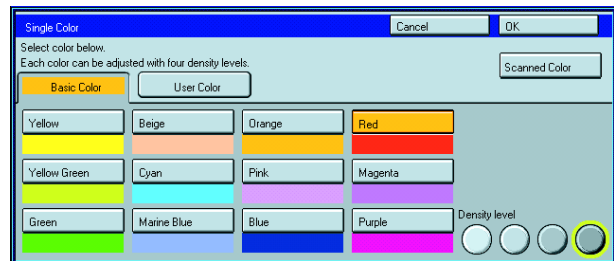


1 Press the **[Single Color]** key.

2 Set your original, then press the **[Scanned Color]** key.

Note

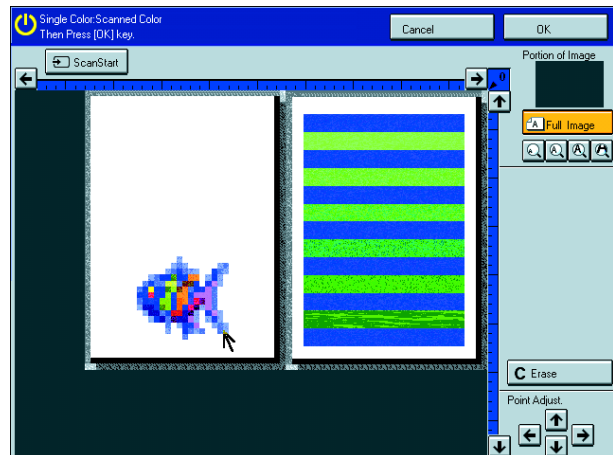
- The image of the original is displayed.



3 Press the color on the image you wish to scan in with the editor pen.

Note

- Point to an area of color with a radius of at least 5 mm.
- To cancel the pointing, press the **[Erase]** key.
- For details of this display, see page 142.



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

Note


- The color you have chosen is scanned in.

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

Twin color mode

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

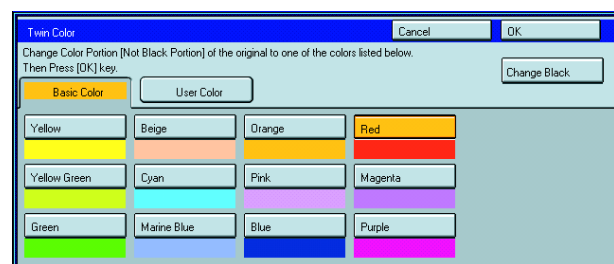
Reference

For copy samples,  see page 12.

Note

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

- 1** Press the **[Twin Color]** key.
- 2** Select the color you want to copy in for the color parts of the original.



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

Note

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

- 4** Select the color you want to copy in for the black parts of the original.
- 5** Press the **[OK]** key.
- 6** Set your originals, then press the **[Start]** key.

Selecting the Original Image Type

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

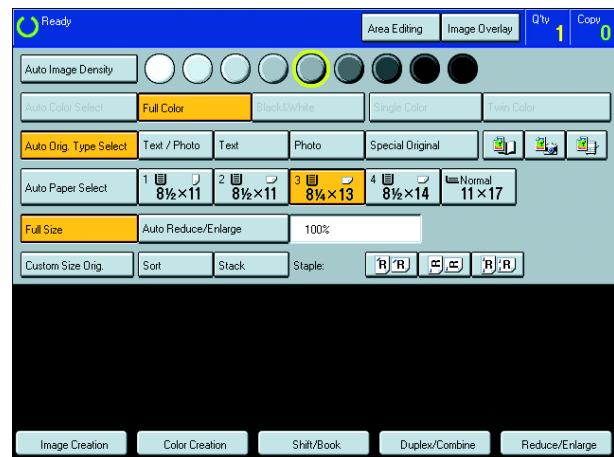
Note

You can adjust the readability of black lettering in colored areas, see page 131.

Auto original type select mode

This mode is selected automatically when the Full Color is selected and optimizes the likeness of copies to originals.

1 Press the **[Auto Original Type Select]** key.



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

Text/Photo mode

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

Note

There are 3 types of Photo mode:

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

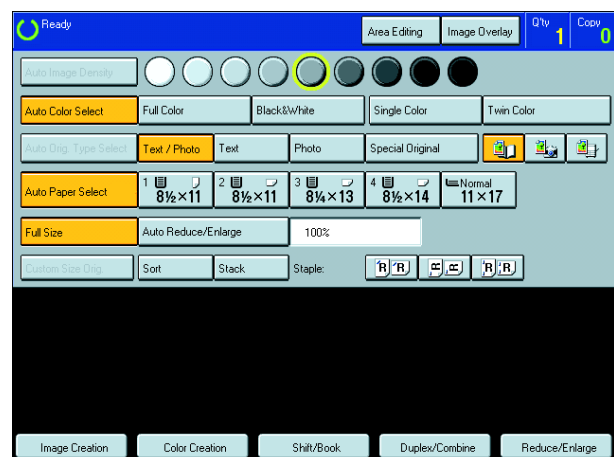
[Glossy Photo]: Use when copying developed photographs.

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

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

Note

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



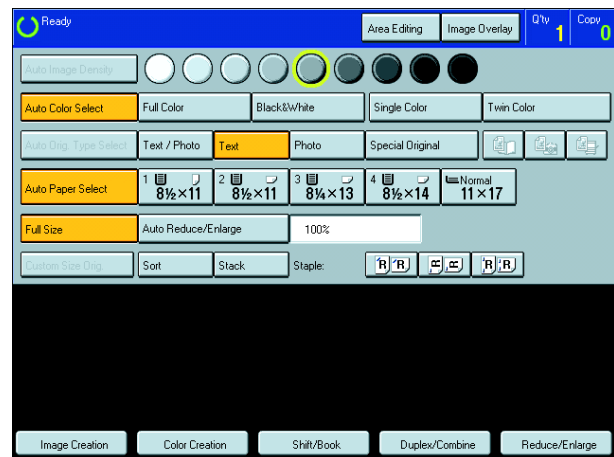
2 Select your desired photo mode.

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

Text mode

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

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




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


Photo mode


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

Note

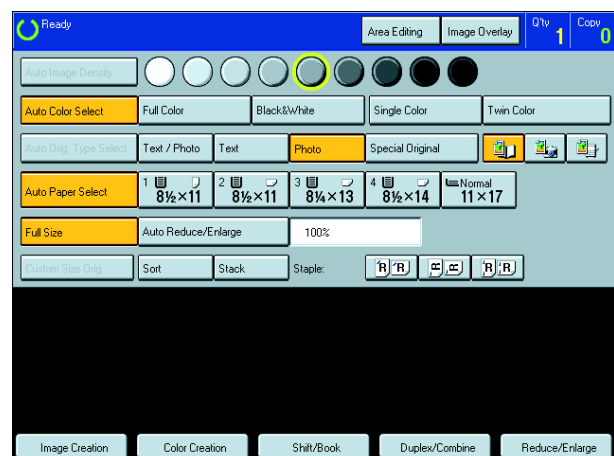
There are 3 types of Photo mode:

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

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

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

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



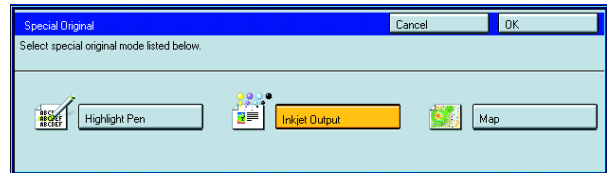
2 Select your desired photo mode.

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

Special original mode

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

- 1** Press the **[Special Original]** key.
- 2** Select your desired original type from the **[Highlight Pen]**, **[Inkjet Output]**, and **[Map]** key.
- 3** Set your originals, then press the **[Start]** key.



Selecting the Copy Paper Size

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

Auto paper select

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

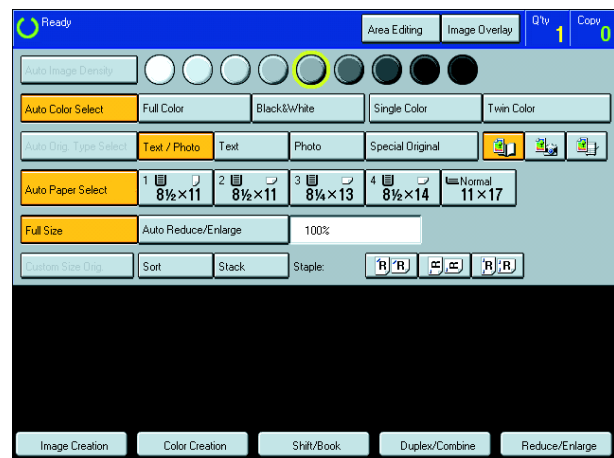
Reference

For functions that cannot be used together with this function, see page 106.

Note

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

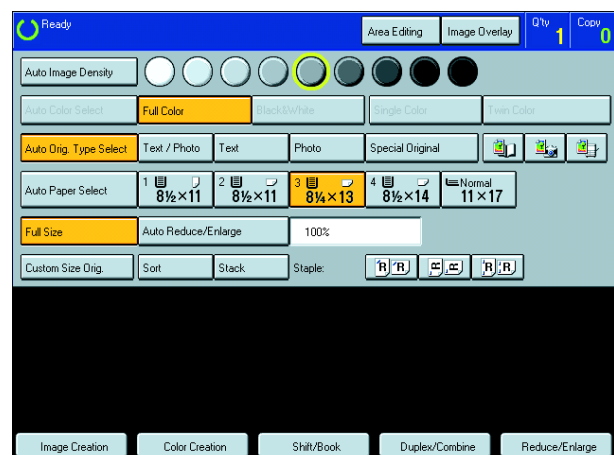
1 Make sure that the **[Auto Paper Select]** key is selected.



Manual paper select

You can select the copy paper manually.

1 Select the copy paper.

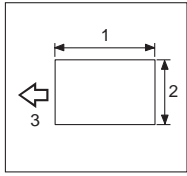


Copying from the Bypass Tray

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

 **Note**

The following limitations apply:

Acceptable paper types	Normal paper (64 ~ 105g/m ² , 17 ~ 28 lb) Thick paper (105 ~ 157g/m ² , 28 ~ 42 lb) Extra thick paper (157 ~ 256g/m ² , 42 ~ 68 lb) Post cards OHP transparencies Adhesive labels Translucent paper	
	Standard size	Metric version: <input type="checkbox"/> : A3, B4, A4, B5, A5, B6, 11" × 17", 12" × 18", 13" × 19" <input type="checkbox"/> : A4, B5, A5, B6, A6, 11" × 8 1/2"
		Inch version: <input type="checkbox"/> : 8 1/2" × 11", 8 1/2" × 5 1/2", 10" × 14", 11" × 17", 12" × 18", 13" × 19", A3 <input type="checkbox"/> : 8 1/2" × 11", 8 1/2" × 5 1/2", A4
	Non-standard size  <p>1:Horizontal 2:Vertical 3:Feed direction</p>	Metric version: Vertical: 100 ~ 330mm (in 1mm steps) Horizontal: 140 ~ 483mm (in 1mm steps)
		Inch version: Vertical: 3.9" ~ 13" (in 0.1" steps) Horizontal: 5.5" ~ 19" (in 0.1" steps)
Number of sheets that can be set at one time	Normal paper, OHP transparencies: 50 sheets Thick paper, Extra thick paper, Post cards: 20 sheets Adhesive labels: 1 sheet Translucent paper: 50 sheets	

Select one of the following settings or keys:

[Normal Paper] : normal paper

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

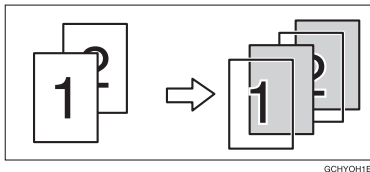
[Extra Thick] : Heavier than 157g/m², 42 lb

[OHP] : OHP transparencies

[Duplex Back] : Copying onto the reverse side of paper that has been already copied onto.  See page 52.

[Custom Size] : Select this after the paper type for non-standard sized paper.  See page 50.

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



When you set several sheets at a time, fan them to get air between them before loading.

If the copy paper is curled, gently roll it to remove the curl.

When you copy onto OHP transparencies, insert them with the copy side up.

Do not stack copy paper above the limit mark.

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

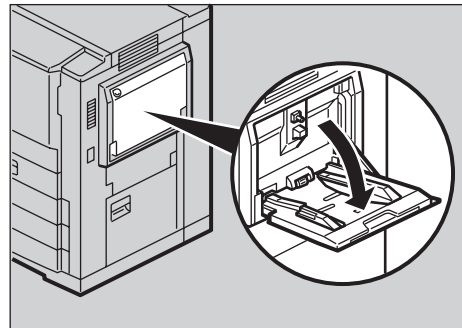
When the optional sorter stapler is installed, copies made onto thick or OHP transparencies are not delivered in the proof tray but in the first bin instead.

Copying onto standard size paper with the bypass tray

Note

- When you copy onto the reverse side of paper that has been already copied onto, see page 52.

1 Open the bypass tray.

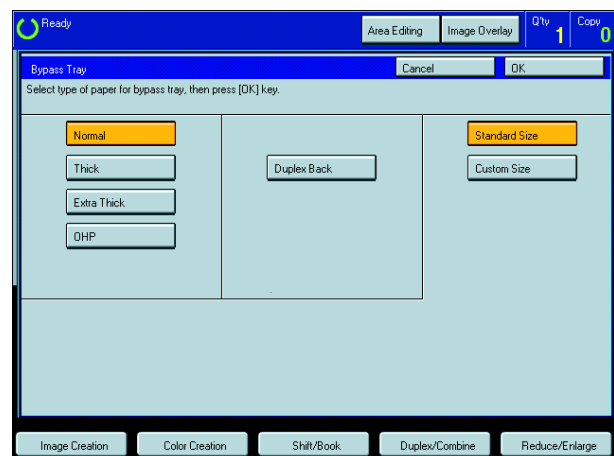


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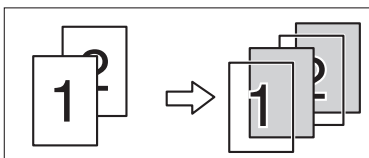
2 Press the [Normal Paper], [Thick], [Extra Thick], or [OHP] key.

Note

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



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



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3 Press the [OK] key.

4 Adjust the paper guides to the paper size.

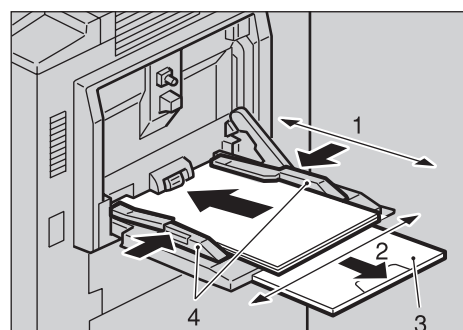
Note

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

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

Note

- The paper size is displayed.



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

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

Copying onto non-standard size paper with the bypass tray

Preparation

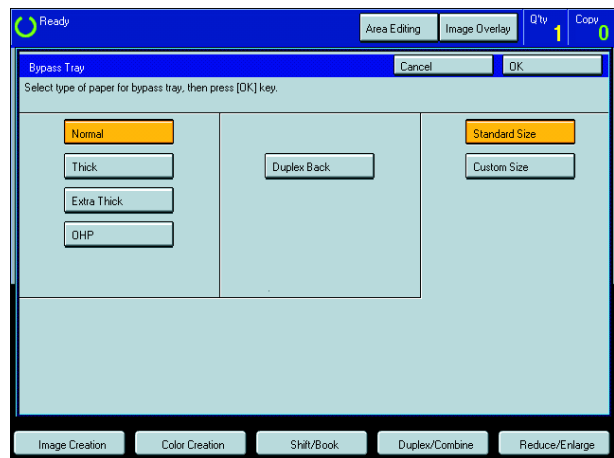
You can register non-standard paper sizes you use often in keys **[Custom1]**, **[Custom2]**, and **[Custom3]** with the user tools. See page 193.

Note

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

1 Open the bypass tray.

2 Press the **[Normal Paper]**, **[Thick]**, **[Extra Thick]**, or **[OHP]** key.

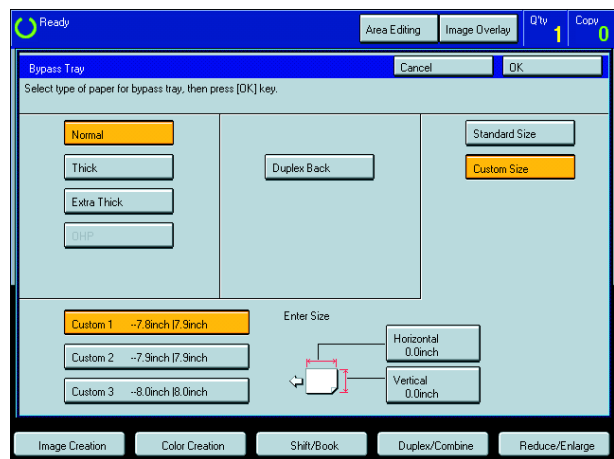


3 Press the **[Custom Size]** key.

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

Note

- If you select **[Custom1]**, **[Custom2]**, or **[Custom3]**, go to step 7.



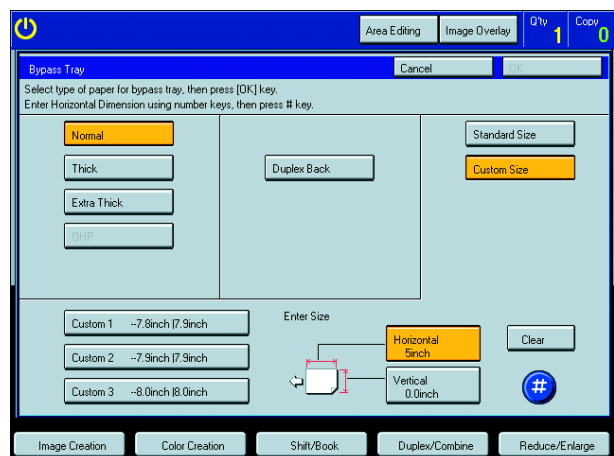
5 If you select **[Enter Size]** in step 4, enter the horizontal paper size with the **[Number]** keys, then press the **[#]** key.

Note

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

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

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



8 Adjust the paper guides to the paper size.

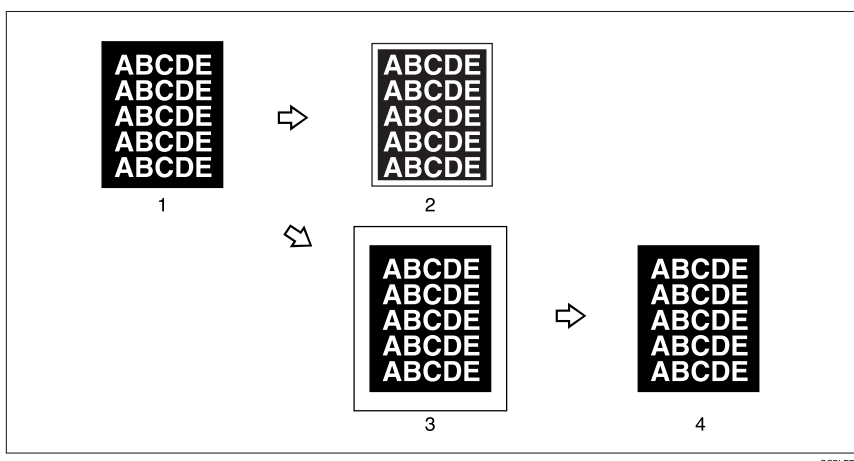
Note

- 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.

9 Insert the paper into the bypass tray.

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

Making A3, 11" × 17" full bleed copies



- 1: A3, 11" × 17" size Original**
- 2: In standard copy mode, margins appear on copies**
- 3: 12" × 18" or 13" × 19" Full Bleed Copy**
- 4: Cut around the margins to produce a full image**

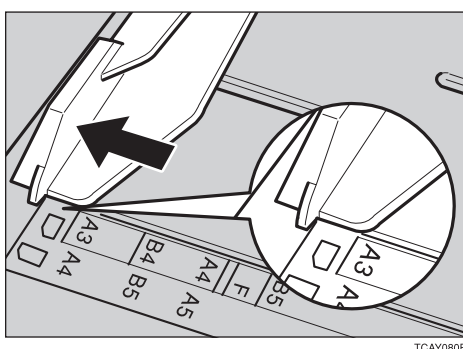
If you adjust the paper guides of the bypass tray more than A3 (11") size, A3 11" × 17" full bleed copying mode is automatically selected.

In this mode, you can make A3, 11" × 17" full bleed copies with 12" × 18" or 13" × 19" paper. This is useful to make A3, 11" × 17" size copies with colored background (e.g. catalogues).

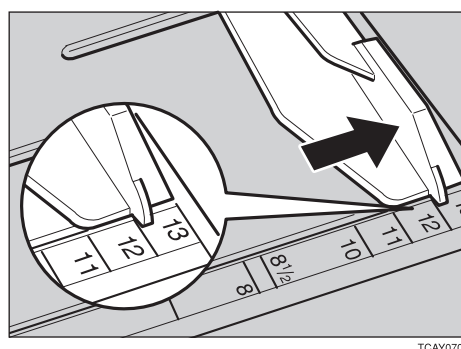
Note

- This function can be used with 12" × 18" or 13" × 19" paper.
- When A3, 11" × 17" full bleed copying mode is selected, the paper direction is automatically changed to widthwise .
- If you want to select this mode, expand the paper guides as shown in the illustration.

<Left guide>



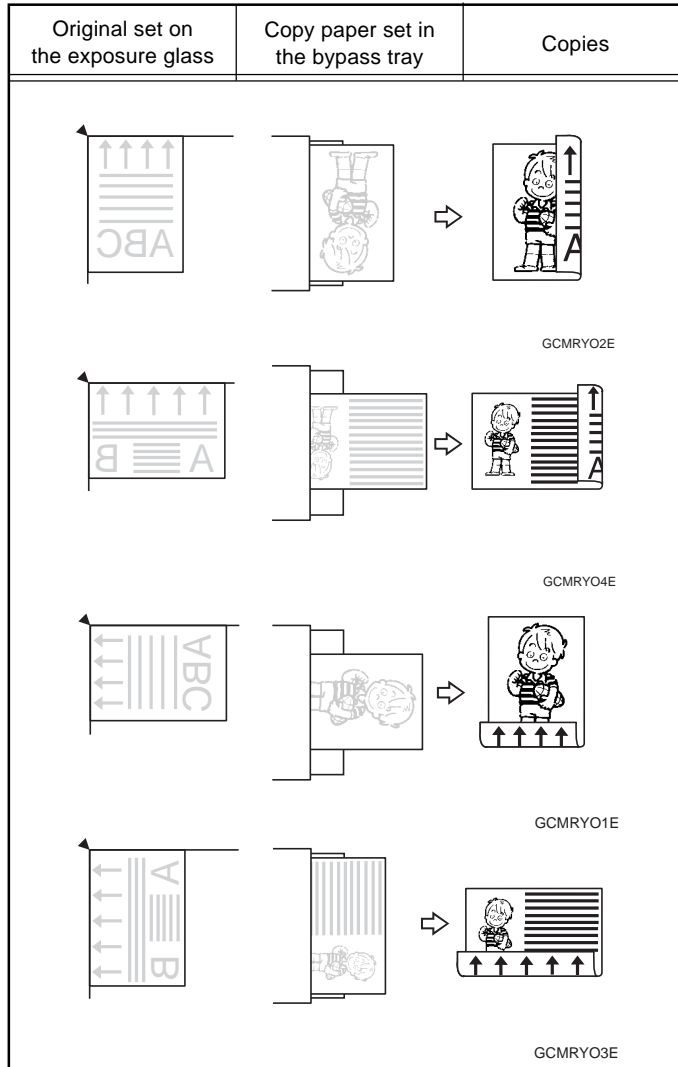
<Right guide>



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

Note

- If you wish to copy 2 sided onto normal paper, use the Duplex feature. ➔ See page 68.
- Make sure that you set your original and the copy paper in the correct direction to achieve the results you require.



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

1 Open the bypass tray.

2 Insert the paper into the bypass tray.

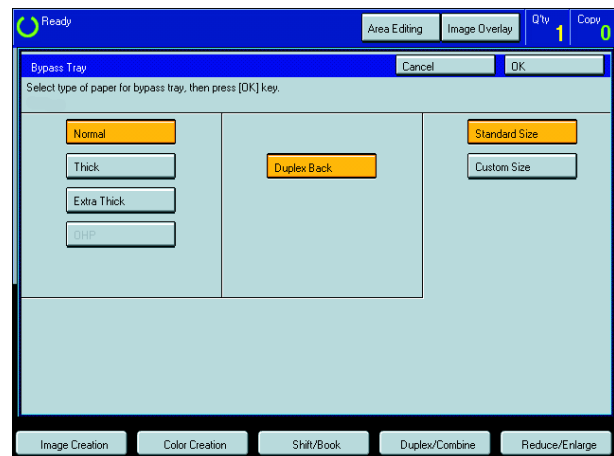
 **Note**

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

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

 **Note**

- When you copy onto non-standard size paper, press the **[Custom Size Orig.]** key and select or enter the size. For details, see page 50.



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

5 Adjust the paper guides to the paper size.

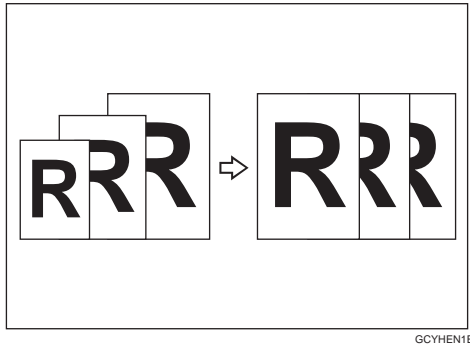
 **Note**

- 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.

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

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

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



Reference

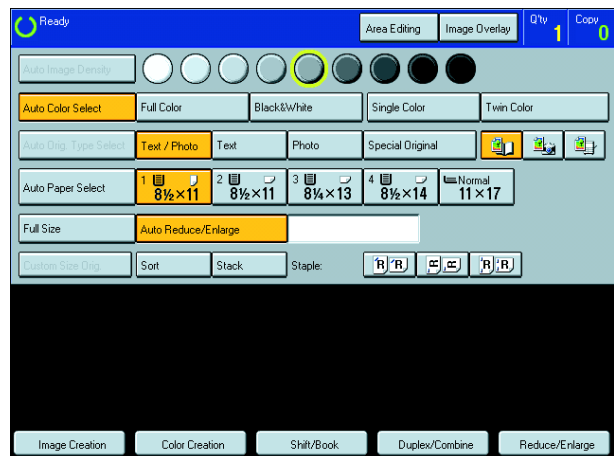
For functions that cannot be used together with this function, see page 106.

Example:

Metric version: original: A3, copy paper: A4

Inch version: original: 11" × 17", copy paper: 8½" × 11"

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



2 Set your original on the exposure glass (platen glass) or in the document feeder. See page 31, 32 or 33.

3 Choose your copy paper size (e.g. A4, 8½" × 11").

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

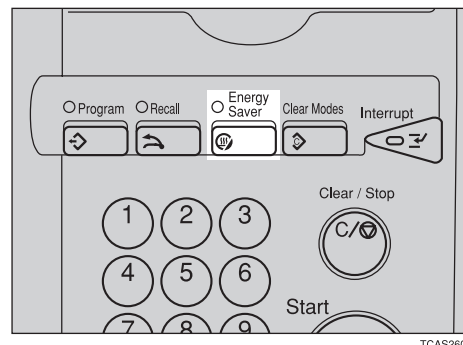
Energy Saver Mode—Saving Energy

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

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

Note

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



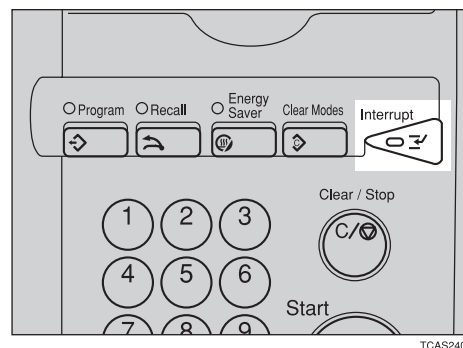
Interrupt Copying—Temporarily Stopping one Job to Copy Something Else

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

Reference

For functions that cannot be used together with this function, see page 106.

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



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

3 Make your copies.

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

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

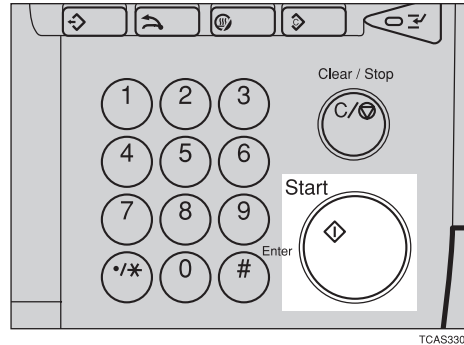
Auto Start—Entering Copy Job Settings during the Warm-up Period

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

- 1 Set your copy settings during the warm-up period.
- 2 Press the **[Start]** key.

 **Note**

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

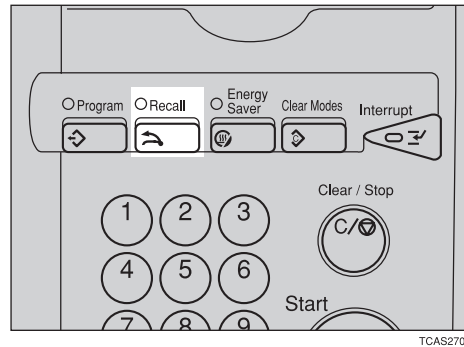


Recall—Recalling the Previous Job Settings

This machine automatically stores the previous job settings. If you want to copy with the same settings as the previous job, press the **[Recall]** key. You can also change the recalled job settings.

 **Note**

- When the recalled job setting is for area editing or image overlay, you cannot change it.



Program—Storing and Recalling Your Copy Settings in Memory

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

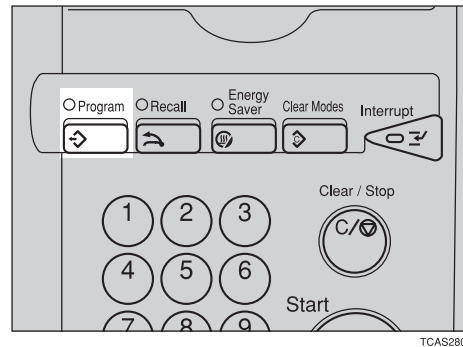
Note

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

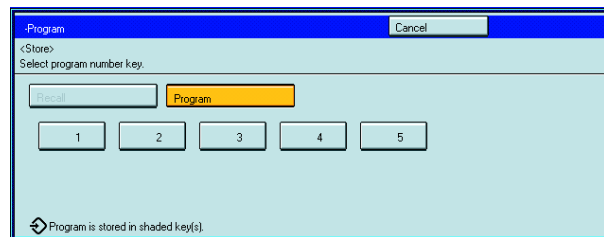
Storing Your Settings

1 Set the copy settings you want to put into memory.

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



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



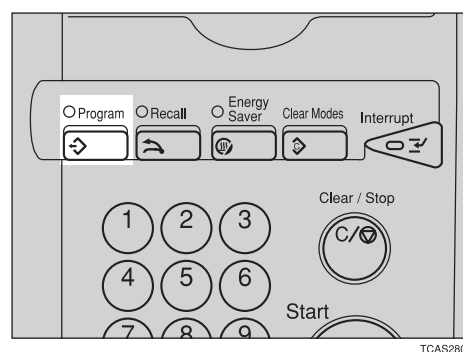
4 Select the program number you want to store the settings in.

Note

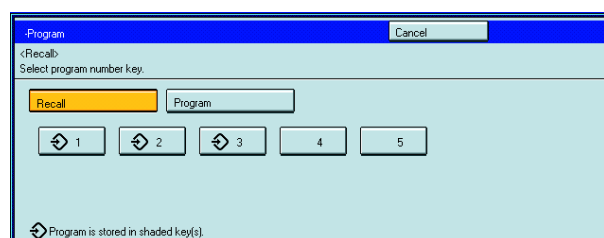
- If this program number is already being used, the machine asks whether you wish to overwrite it or not. Press the **[Yes]** or **[No]** key.

Recalling Your Settings

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



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



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

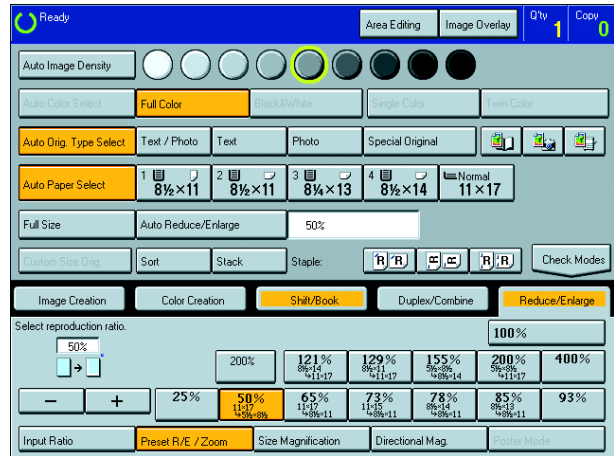
Note

- Only programs with ↔ contain a program.

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

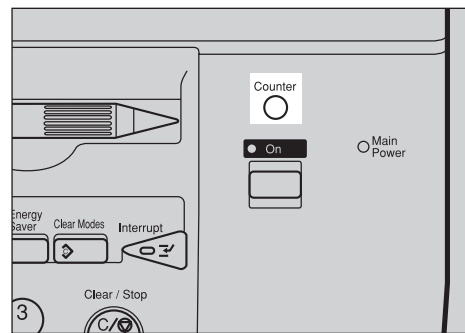
Check Modes—Checking the Selected Copy Jobs

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



Counter—Checking the Total Number of Copies Made

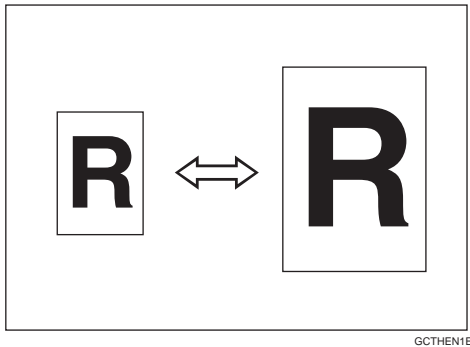
By pressing the **[Counter]** key, you can check the total number of copies made.



TCAS220E

Reduce/Enlarge—Reducing and Enlarging

Preset R/E—Reducing and Enlarging Using Preset Ratios



Reference

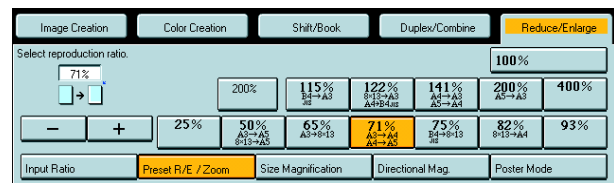
For functions that cannot be used together with this function, see page 106.

Note

- ☐ You can add up to two preset ratios with the user tools. See page 195.
- ☐ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ☐ To return to 100%, press the **[100%]** key.

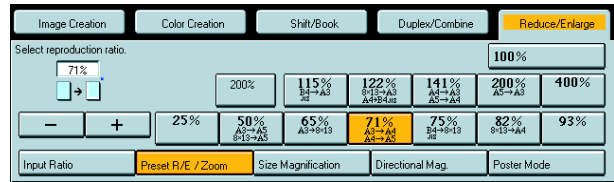
Reducing

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

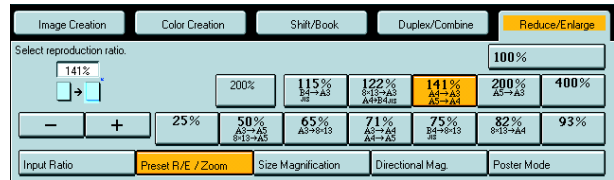


Enlarging

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

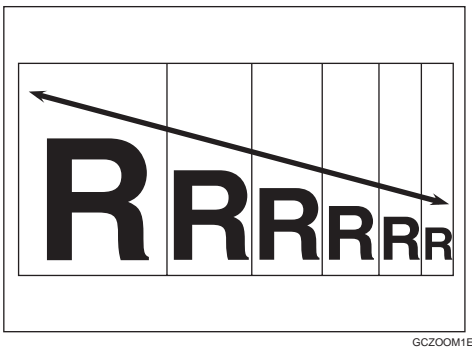


- 3 Select the ratio you require.



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

Zoom—Reducing and Enlarging in 1% Steps



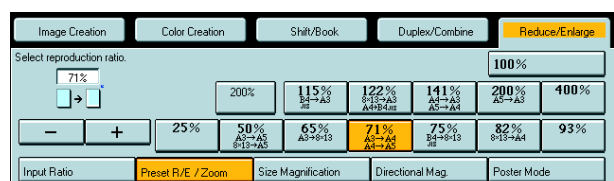
You can change the reproduction ratio from 25% to 400% in 1% steps.

Note

- You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.
- To return to 100%, press the **[100%]** key.
- You can select a preset ratio which is near the desired ratio, then press the **[Zoom]** key and adjust the ratio with the **[+]** or **[-]** key.
- There are two ways to set the ratios.

Using the [-] and [+] keys

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



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

Note

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

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

Using the [Number] keys

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

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

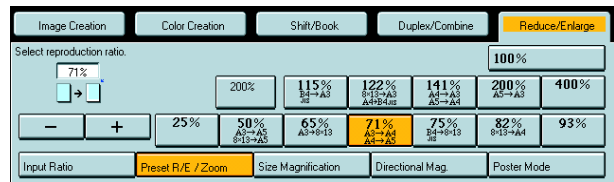
3 Enter the reproduction ratio with the **[Number]** keys.

Note

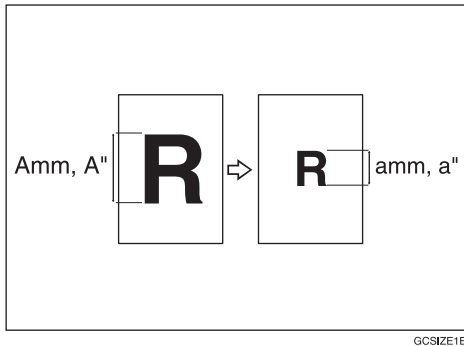
- To change the ratio entered, press the **[Clear]** key and enter a new ratio.

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

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



Size Magnification—Fitting the Original to a Copy of a Different Size



The suitable reproduction ratio will be automatically selected when you enter the length of the original and the length of the copy image you want.

Note

- 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.
- You can select a ratio from between 25% to 400%.

- 1** Press the **[Reduce/Enlarge]** key.
- 2** Press the **[Size Magnification]** key.
- 3** Enter the original size with the **[Number]** keys, then press the **[#]** key.

Note

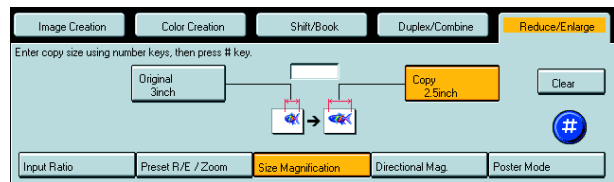
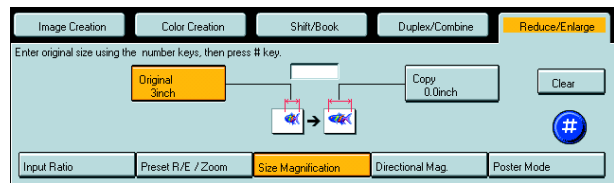
- Up to 999mm (metric version), 99.99" (inch version) can be entered.

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

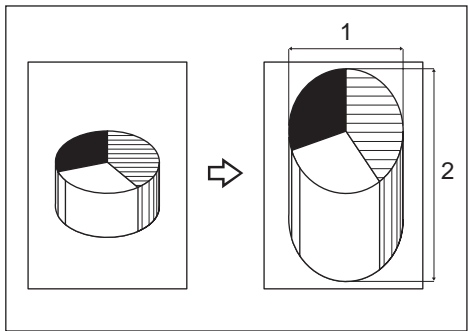
Note

- To change the ratio entered, press the **[Original]** key or the **[Copy]** key then enter a new ratio.

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



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



- 1: Horizontal %**
2: Vertical %

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

Note

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

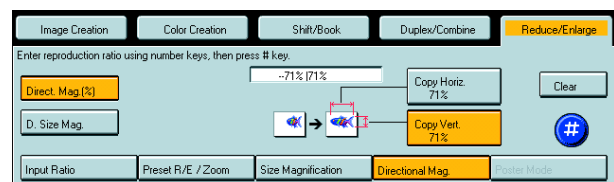
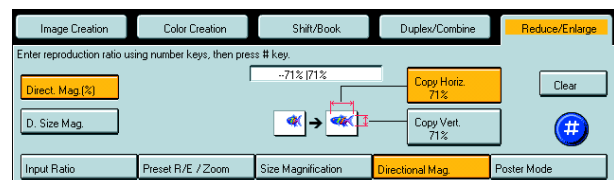
- 1** Press the **[Reduce/Enlarge]** key.
- 2** Press the **[Directional Mag.]** key.
- 3** Make sure that the **[Direct. Mag (%)]** key is selected.
- 4** Enter the horizontal ratio with the **[Number]** keys, then press the **[#]** key.

Note

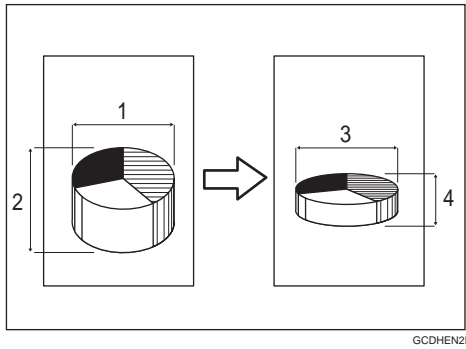
- To change the ratio entered, press the **[Clear]** key and enter a new ratio.

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

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



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



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

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

Note

- You can enter sizes within the following ranges:

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

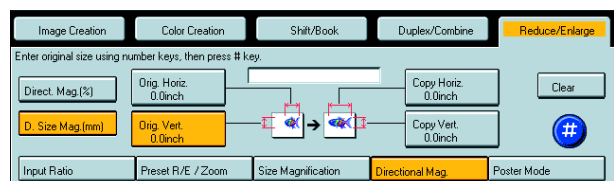
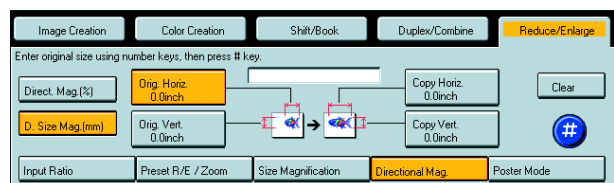
- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins might appear on copies.

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

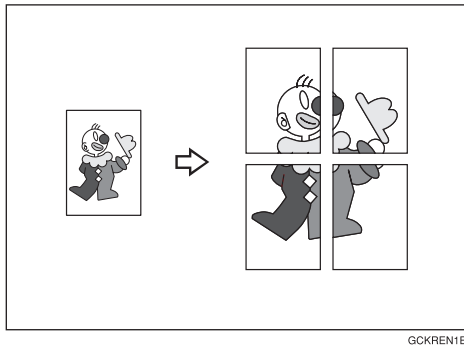
Note

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

- 5 Enter the horizontal copy paper size with the **[Number]** keys, then press the **[#]** key.
- 6 Enter the vertical original size with the **[Number]** keys, then press the **[#]** key.
- 7 Enter the vertical copy paper size with the **[Number]** keys, then press the **[#]** key.
- 8 Set your originals, then press the **[Start]** key.



Poster Mode—Enlarging the Complete Image onto Several Sheets

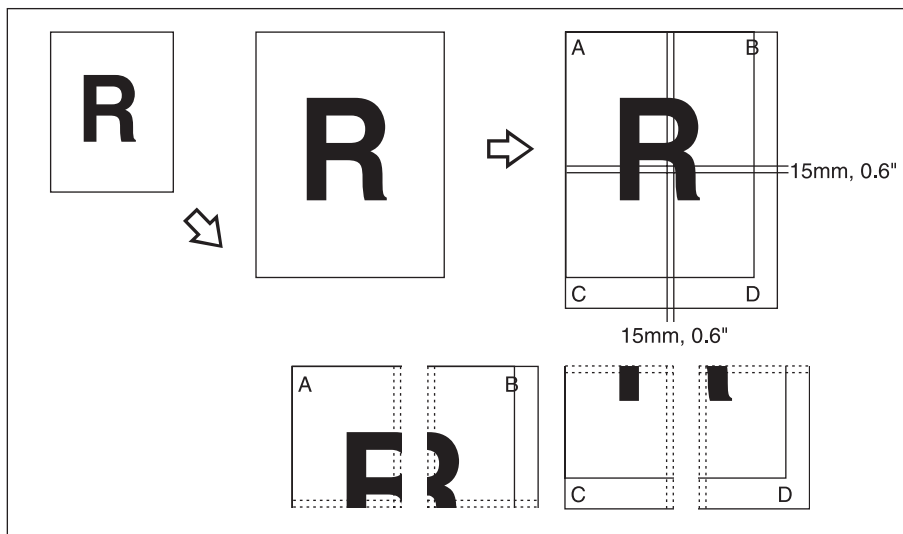


GCKREN1E

You can enlarge the complete image of originals onto several sheets. This function is convenient for making posters.

Note

- In this function, the copies are delivered with margins around the copy image (about 15mm, 0.6"). If you want to paste the sheets to make a poster (one large sheet), cut the margins out.



GCKREN2E

- You can specify different ratios or numbers of pages in the horizontal and vertical directions.

Limitation

- If the **[Auto Paper Select]** key is selected, you cannot use this function.
- You cannot use the document feeder for Poster Mode. Set your originals on the exposure glass.
- When you use the non-standard size originals for Poster Mode, blank pages will be fed out.

Using the [Number of Pages] key

By entering the desired number of pages, the machine automatically calculates the suitable enlargement ratio for copying.

1 Select the copy paper size.

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

3 Press the **[Poster Mode]** key.

Note

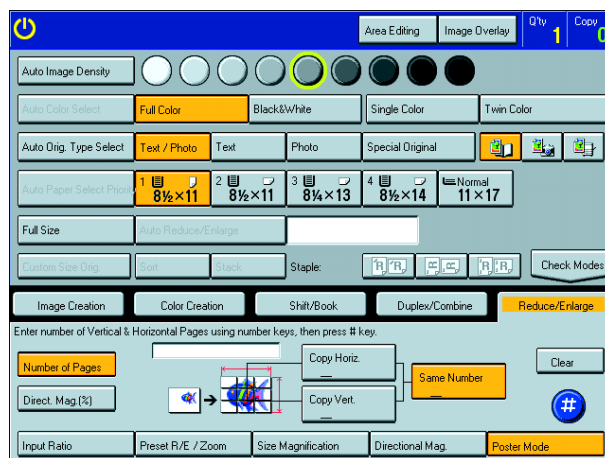
- If you are using Auto Color Select mode and then choose Poster Mode, the machine switches automatically to Full Color mode.

4 Make sure that the **[Number of Pages]** key is selected.

5 Enter the number of pages.

Note

- Up to 20 pages can be entered.
- You can specify different ratios or numbers of pages in the horizontal and vertical directions.
- If the number of pages coincides with an enlargement of more than 400%, blank pages will be fed out.



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

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

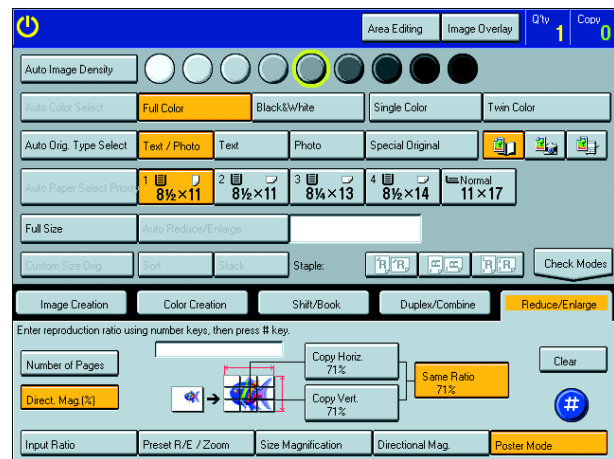
Using the [Direct. Mag. (%)] key

By entering the desired enlargement ratio, the machine automatically calculates the necessary number of copy pages.

- 1 Select the copy paper size.
- 2 Press the **[Reduce/Enlarge]** key.
- 3 Press the **[Poster Mode]** key.
- 4 Press the **[Direct. Mag. (%)]** key.
- 5 Enter the ratio.

Note

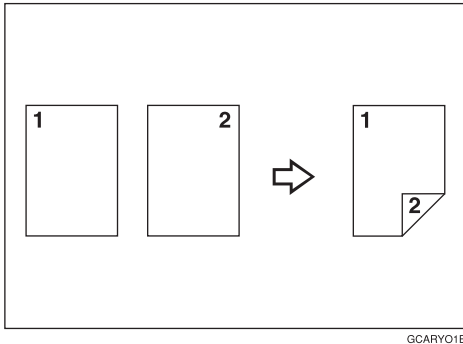
- You can specify different ratios or numbers or pages in the horizontal and vertical directions.



- 6 Press the **[#]** key.
- 7 Set your originals, then press the **[Start]** key.

Duplex—Making 2 Sided Copies

1 Sided → 2 Sided—Making Two-sided Copies from One-sided Originals



This function makes 2 one-sided originals onto two-sided copy.

Limitation

- You cannot use the following copy paper in this function:
 - Paper smaller than A5, 5 1/2" × 8 1/2"
 - Translucent paper
 - Adhesive labels
 - OHP transparencies

Note

- The following paper limitations apply:

Metric version

	Single color	Full color
Paper weight	64 - 105g/m ²	
Copy Number Input	smaller than B4: 50 sheets	A3 - A5: 20 sheets
	A3: 30 sheets	

Inch version

	Single color	Full color
Paper weight	17 - 28 lb	
Copy Number Input	smaller than 8 1/2" × 14": 50 sheets	11" × 17" - 5 1/2" × 8 1/2": 20 sheets
	11" × 17": 30 sheets	

Note

- The image on the back-side of copies is shifted by just the binding margin.
- You can change the width and position of the binding area.
- You can change the default binding margin and width.

Reference

For functions that cannot be used together with this function, see page 106.

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

Originals	Orientation	Result*1

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

1 Press the [Duplex/Combine] key.



2 Press the [1 Sided → 2 Sided] key.



Copying

3 Press the **[Even]** key or the **[Odd]** key according to the number of your originals.

Note

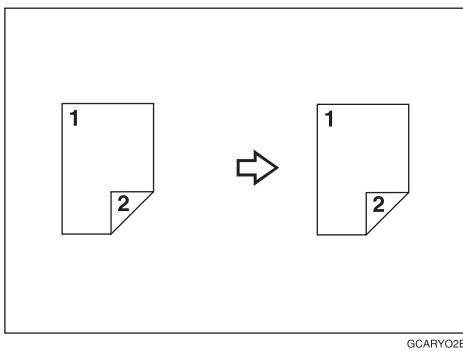
- When you set the odd originals, back side of the last page is blank.
- If you don't know the total number of originals, press the **[Auto Count]** key, then press the **[Start Count]** key.

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

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

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

2 Sided → 2 Sided—Making Two-sided Copies from Two-sided Originals



This function makes two-sided originals onto 2-sided copy.

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

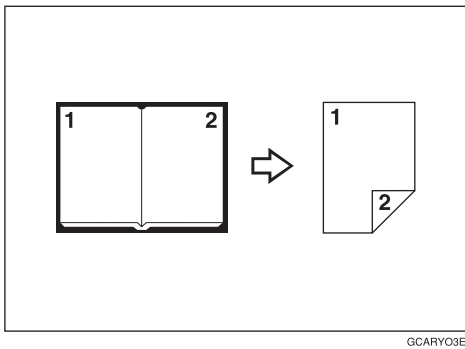


2 Press the **[2 Sided → 2 Sided]** key.



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

Book → 2 Sided—Making Two-Sided Copies from Facing Pages of a Bound Original



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.
- Refer to the following table when you select original and copy paper sizes with 100% ratio:

Metric version

Original	Copy Paper
A3 <input type="checkbox"/>	A4 <input type="checkbox"/> (2-sided)
B4 <input type="checkbox"/>	B5 <input type="checkbox"/> (2-sided)
A4 <input type="checkbox"/>	A5 <input type="checkbox"/> (2-sided)

Inch version

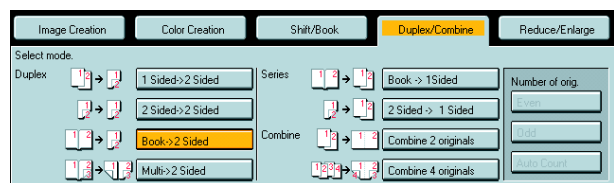
Original	Copy Paper
11" × 17" <input type="checkbox"/>	8 1/2" × 11" <input type="checkbox"/> (2-sided)
8 1/2" × 11" <input type="checkbox"/>	5 1/2" × 8 1/2" <input type="checkbox"/> (2-sided)

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



2 Select the lengthwise copy paper.

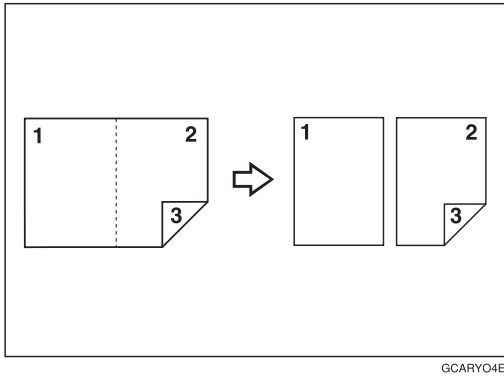
3 Press the **[Book → 2 Sided]** key.



4 Set your original on the exposure glass, then press the **[Start]** key.

Copying

Multi → 2 Sided—Making Two-sided Copies from a Book



GCARYO4E

This function copies three sides of a pamphlet to one single-sided copy and one double-sided copy.

Note

Refer to the following table when you select original and copy paper sizes with 100% ratio:

Metric version

Original	Copy Paper
A3 <input type="checkbox"/>	A4 <input type="checkbox"/> (2-sided)
B4 <input type="checkbox"/>	B5 <input type="checkbox"/> (2-sided)
A4 <input type="checkbox"/>	A5 <input type="checkbox"/> (2-sided)

Inch version

Original	Copy Paper
11" × 17" <input type="checkbox"/>	8 1/2" × 11" <input type="checkbox"/> (2-sided)
8 1/2" × 11" <input type="checkbox"/>	5 1/2" × 8 1/2" <input type="checkbox"/> (2-sided)

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



2 Select the lengthwise copy paper.

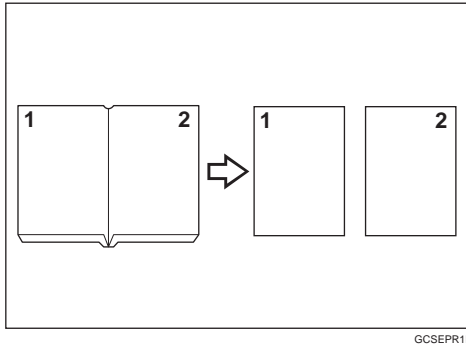
3 Press the **[Multi → 2 Sided]** key.



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

Series Copies—Making Single Copies

Book → 1 Sided—From Book Originals to 2 One-sided Copies



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

Reference

For functions that cannot be used together with this function, see page 106.

Note

Refer to the following table when you select original and copy paper sizes with 100% ratio:

Metric version

Original	Copy Paper
A3	A4 × 2 sheets
B4	B5 × 2 sheets
A4	A5 × 2 sheets

Inch version

Original	Copy Paper
11" × 17"	8 1/2" × 11" × 2 sheets
8 1/2" × 11"	5 1/2" × 8 1/2" × 2 sheets

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



2 Select the lengthwise copy paper.

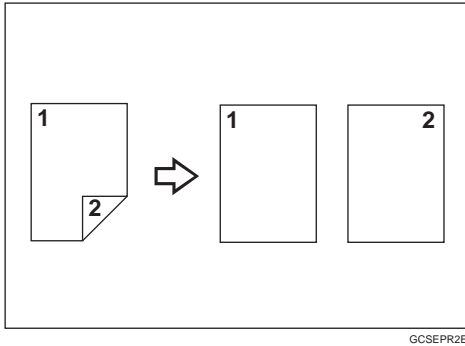
3 Press the **[Book → 1 Sided]** key.



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

2 Sided → 1 Sided—From Two-sided Originals to 2 One-sided Copies

The optional document feeder is required to use this function.



Reference

For functions that cannot be used together with this function, see page 106.

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



2 Select the lengthwise copy paper.

3 Press the **[2 Sided → 1 Sided]** key.

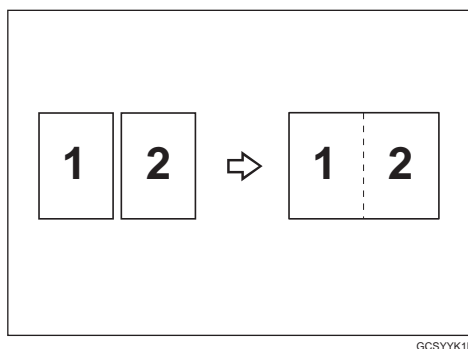


4 Set your originals in the document feeder, then press the **[Start]** key.

Combine

Combine 2 Originals—Combining 2 Originals

The optional document feeder is required to use this function.



GCSYK1E

This function automatically combines 2 one-sided originals onto one copy.

Note

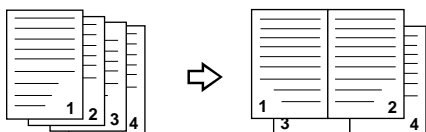
- ❑ The machine cannot copy originals different in size and direction.

Reference

For functions that cannot be used together with this function, see page 106.

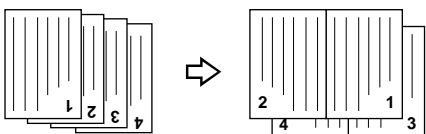
Setting Originals (Originals set in the document feeder)

- Originals reading from left to right



Combine5

- Originals reading from top to bottom



Combine6

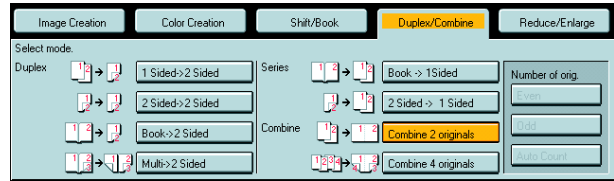
- 1 Press the **[Duplex/Combine]** key.



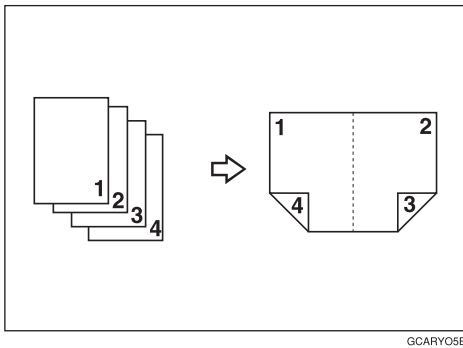
- 2 Select the widthwise copy paper.

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

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



Combine 4 Originals—Combining 4 Originals



GCARYOSE

Reference

For functions that cannot be used together with this function, see page 106.

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



2 Select the widthwise copy paper.

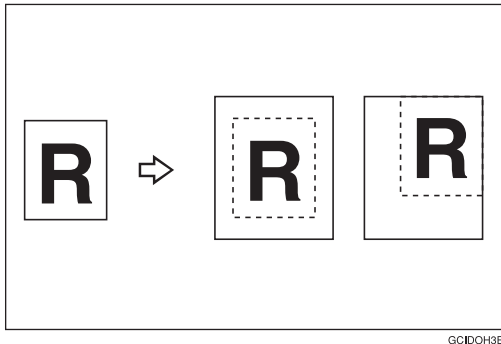
3 Press the **[Combine 4 originals]** key.



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

Shift—Shifting the Image

Shift—Centering/Cornering the Image



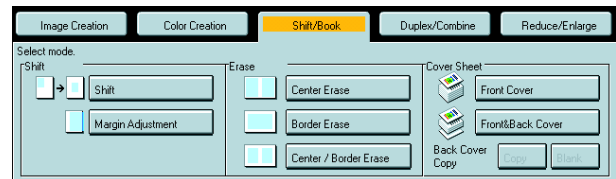
You can move the image to a corner or edge as well as center it. This function is useful when the copy paper is larger than the original.

Note

- You cannot use 12" × 18", 13" × 19" size copy paper for this function.

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

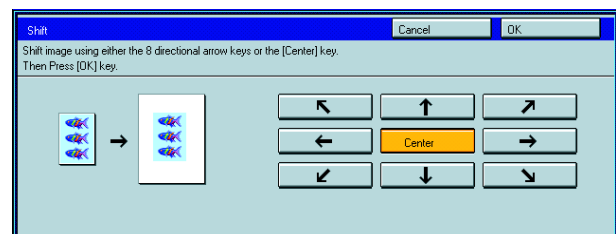
2 Press the **[Shift]** key.



3 Select the direction in which you want to shift the image.

Note

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

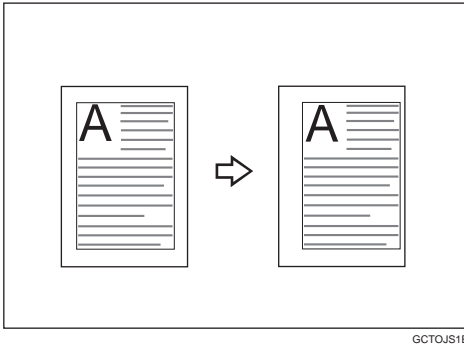


4 Press the **[OK]** key.

5 Select the copy paper size.

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

Margin Adjustment—Adding Margins for Binding



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"mm (in 0.1" steps)

The margin width default is as follows. You can change this default setting with the user tools. See page 195.

Metric Version	<ul style="list-style-type: none"> • Front: 0mm Left • Back: 0mm Right
Inch Version	<ul style="list-style-type: none"> • Front: 0" Left • Back: 0" Right

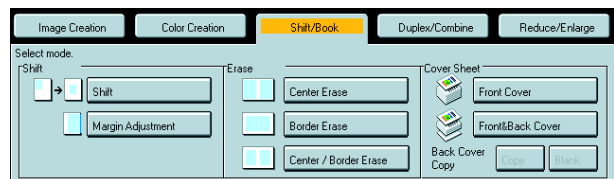
If you set too wide a margin, areas you do not want to delete might be erased.

Reference

For functions that cannot be used together with this function, see page 106.

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

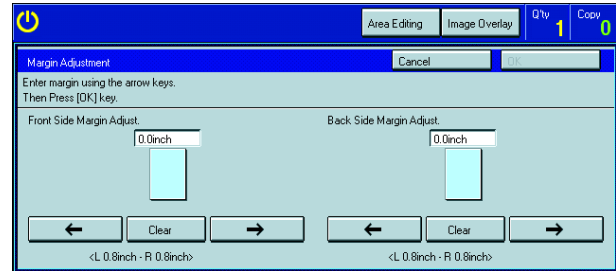
2 Press the **[Margin Adjustment]** key.



3 Set the margins on the front side and back side of copy paper.

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.

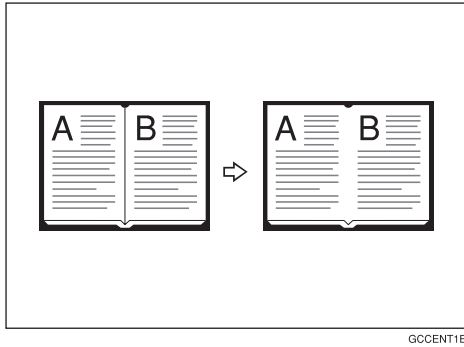


4 Press the **[OK]** key.

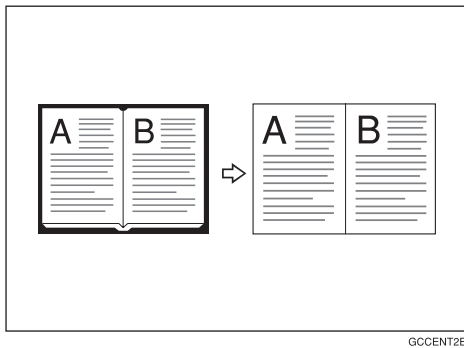
5 Set your originals, then press the **[Start]** key.

Erase—Erasing Parts of the Copy Image

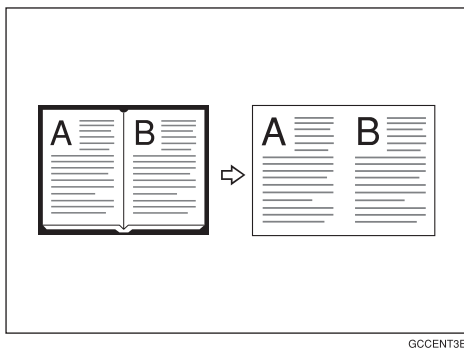
Center Erase—Erasing the Center Margin of the Original Image




Border Erase—Erasing the Surrounding Area of the Original Image



Center/Border Erase—Erasing the Center Margin and Surrounding Area of the Original Image

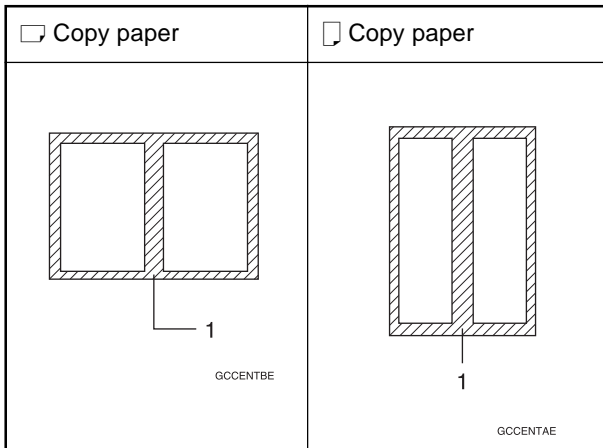


Reference

For functions that cannot be used together with these functions,  see page 106.

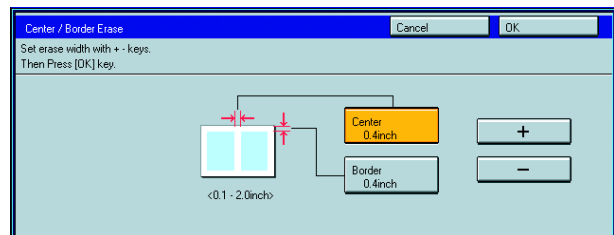
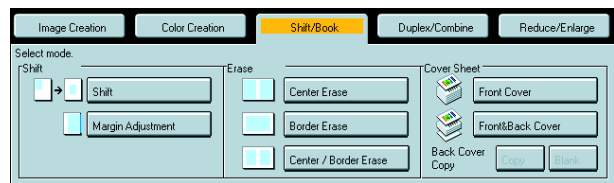
Note

- The position of the margin to be erased is determined according to the original size and reproduction ratio.



1:Erased part

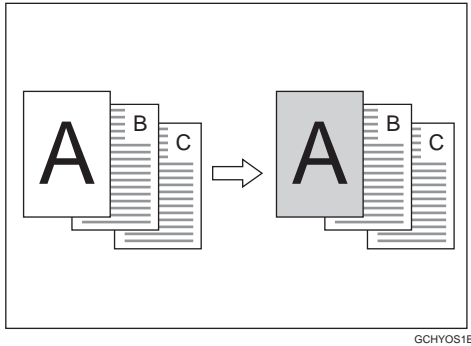
- Press the **[Shift/Book]** key.
- Press the **[Center Erase]**, **[Border Erase]**, or **[Center/Border Erase]** key.
- Adjust the width of the margin to be erased by pressing the **[+]** or **[-]** key.
 - You can adjust the width in the range of 3 ~ 50mm, 0.1" ~ 2.0".
- Press the **[OK]** key.
- Set your originals, then press the **[Start]** key.



Cover Sheet—Adding or Inserting Sheets

Front Cover—Copying a Front Cover

The optional document feeder is required to use this function.



Note

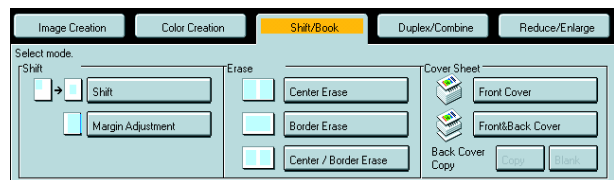
- The cover sheets should be identical in size and direction with the copy paper.
- The cover sheets should be fed from the bypass tray.
- The covers are copied in Thick mode.

Reference

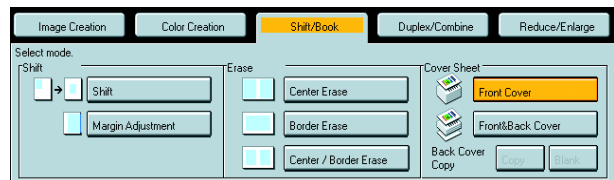
For functions that cannot be used together with this function, see page 106.

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

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



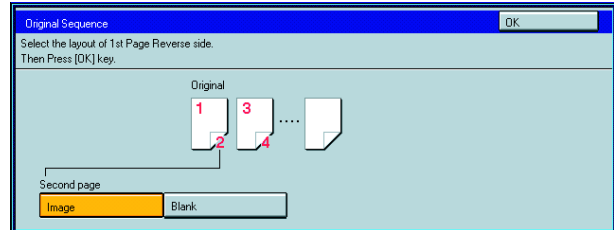
2 Press the **[Front Cover]** key.



3 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

- 1** Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. See page 70 or 74.
- 2** Follow the steps 1 to 2 on page 82.
- 3** Select **[Image]** or **[Blank]** key depending on the reverse side of first original has an image or not.

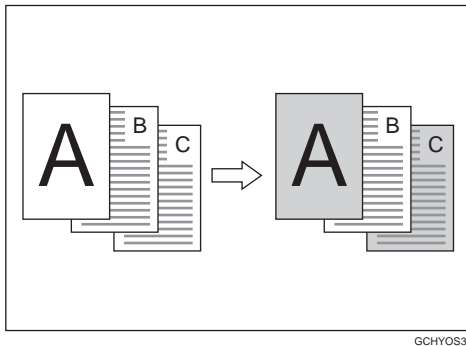


- 4** Press the **[OK]** key.
- 5** Set your originals in the document feeder, then press the **[Start]** key.

Front & Back Cover—Copying or Adding Front and Back Covers

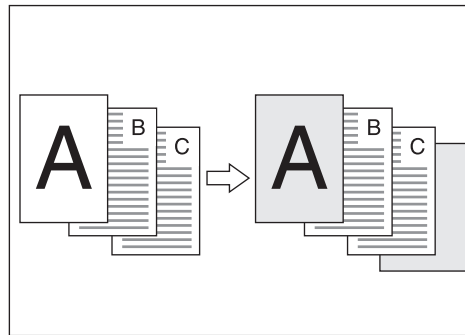
The optional document feeder is required to use this function.

<Back Cover: Copy>



GCHYOS3E

<Back Cover: Blank>



GCHYOS2E

Note

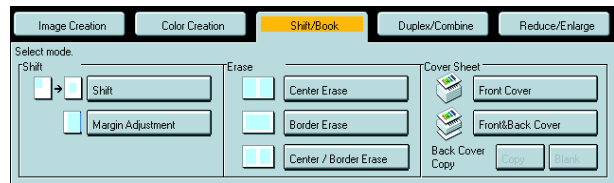
- You can specify whether to make a copy on a front cover sheet. If you select **[Copy]**, the last pages will be copied on the back cover sheets. If you select **[Blank]**, a cover sheet will just be inserted after the last copy.
- The cover sheets should be identical in size and direction to the copy 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

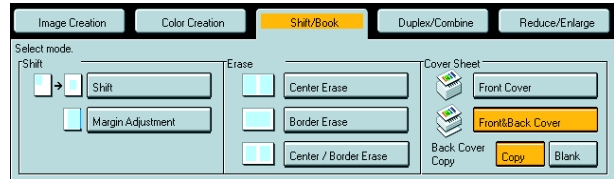
For functions that cannot be used together with this function, see page 106.

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

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



2 Press the **[Front & Back Cover]** key.



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

4 Set your originals in the document feeder.

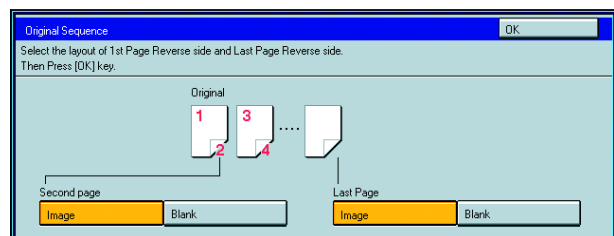
5 Press the **[Start]** key.

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

1 Enter 2 Sided→1 Sided or 2 Sided→2 Sided mode. See page 70 or 74.

2 Follow the steps 1 to 3 on above.

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



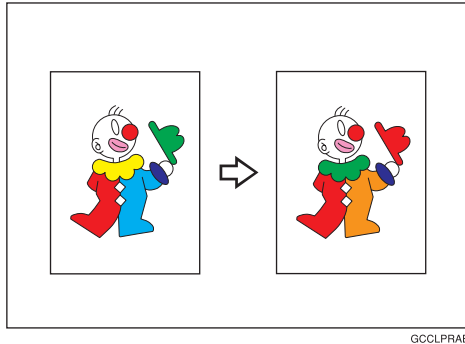
4 Select **[Image]** or **[Blank]** key depending on the reverse side of last original has an image or not.

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

6 Follow the steps 4 and 5.

Color Creation

Color Conversion—Converting a Selected Color into a Different Color



This function converts a selected color of an original into a different color on the copy.

Reference

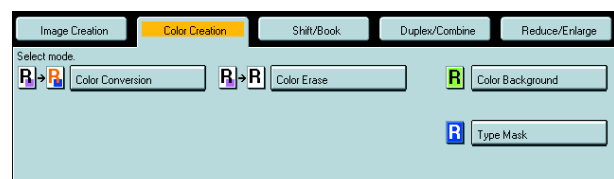
For copy samples, see page 17.

Note

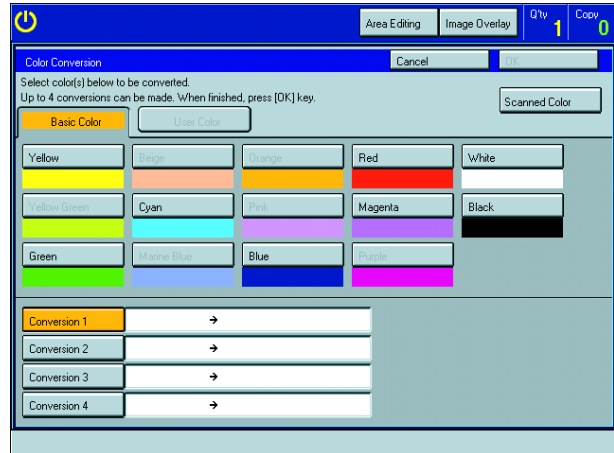
- Up to 4 colors can be converted at one time.
- Colors you can convert to:
 - Yellow, Red, Magenta, Green, Cyan, Blue, Black, White, and Scanned Color (only one Scanned Color can be selected at a time)
- Colors that can be used after conversion:
 - Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, White, Beige, Pink, Marine Blue, Purple, User colors, and Scanned Color
- 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”. See page 197.
 - 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.
- When using Color Conversion and Color Erase together, you can only choose Scanned Color for one of these functions only.

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

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



3 Select the original color (color to be converted).



4 Select the new color (color to convert to).

5 If you want to convert more than one color, repeat steps 3 and 4.

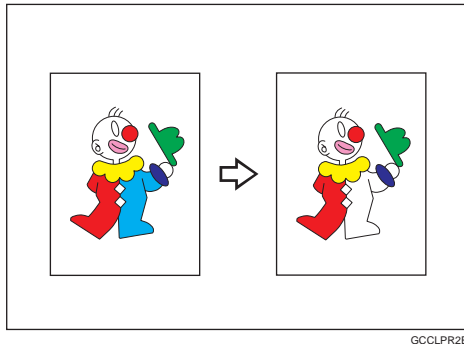
 **Note**

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

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

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

Color Erase—Erasing the Selected Color



This function erases a selected color from the original image.

Reference

For copy samples, see page 17.

Note

- Up to 4 colors can be erased at one time.
- Colors that can be erased:
 - Yellow, Red, Magenta, Green, Cyan, Blue, Black, and Scanned Color (only one Scanned Color can be selected at a time)
- 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”. See page 197.
 - 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.
- When using Color Erase and Color Conversion together, you can only choose Scanned Color for one of these functions only.

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

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



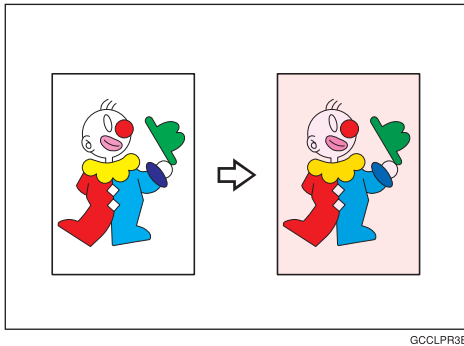
3 Select the color to be erased.



4 Press the **[OK]** key

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

Color Background—Making Copy with Color Background



This function makes copies with a selected color background.

Reference

For copy samples, see page 17.

Note

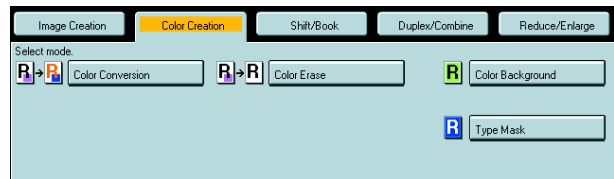
- Colors that can be selected as a background color:

Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, Beige, Pink, Marine Blue, Purple, Scanned Color, and User Colors

- In this mode, color tones of photo or picture in originals might be changed due to the color on the background.

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

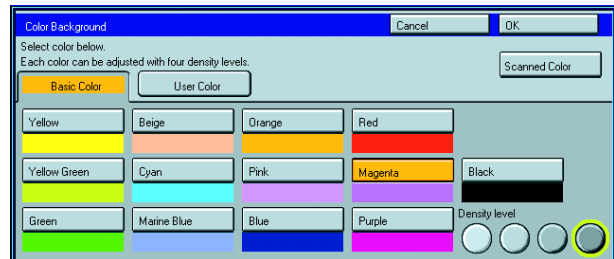
2 Press the **[Color Background]** key.



3 Select the color for background.

Note

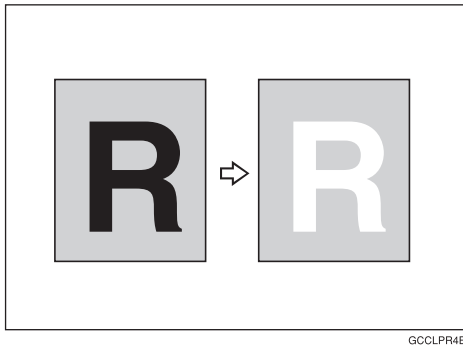
- You can select the color density level.



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

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

Type Mask—Coloring Text Part and Background Part Separately



This function copies coloring text part and background part separately.

Reference

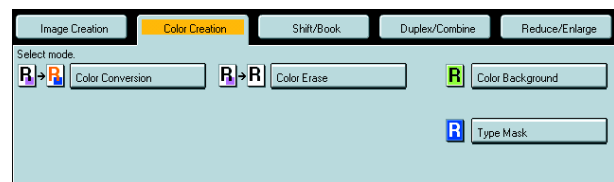
For copy samples, see 17.

Note

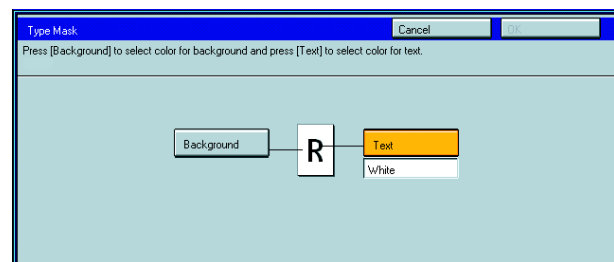
- When the machine is not able to differentiate between the color of text/images and the background, the background is copied using the specified text color.
- Colors that can be selected as a Text (image) and background color:
Yellow, Magenta, Cyan, Green, Red, Blue, Yellow Green, Orange, Marine Blue, Beige, Pink, Purple, Black, White, Scanned Color, and User Colors

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

2 Press the [**Type Mask**] key.



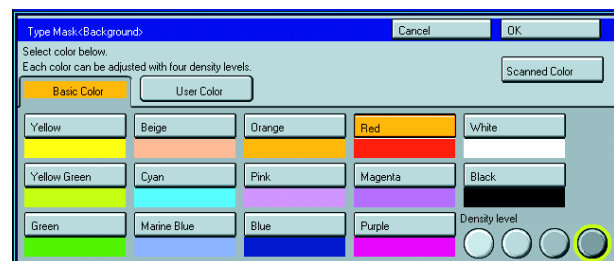
3 Press the [**Background**] key.



4 Select the color for the background, then press the [**OK**] key.

Note

- You can select the color density level.



Color Creation

5 Press the **[Text]** key and select the color for the Text.

 **Note**

- You can select the color density level.

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

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

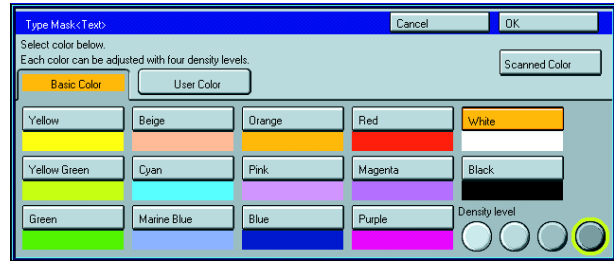
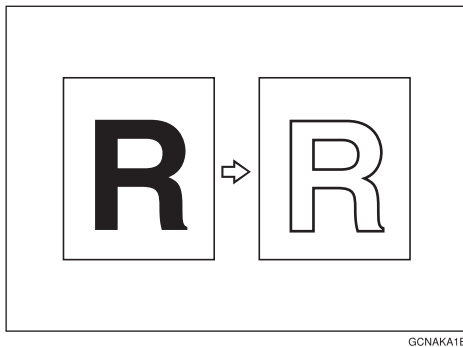


Image Creation

Outline Image—Copying only the Outline of the Image



This function copies only the outline of the image.

Note

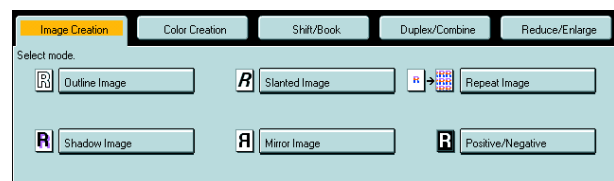
This function is copied in Auto Image Density and Text/Photo mode.

Colors that can be selected as an outline color:

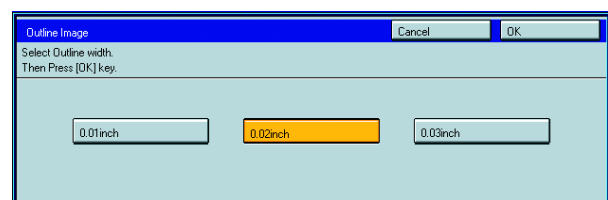
Yellow, Orange, Red, Magenta, Green, Cyan, Blue, Yellow Green, Black, Beige, Pink, Marine Blue, Purple, Scanned Color, and User Colors.

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

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



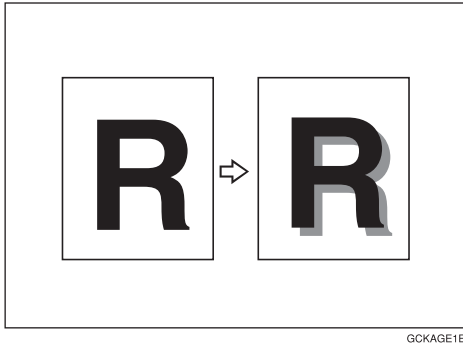
3 Select the width of the outline.



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

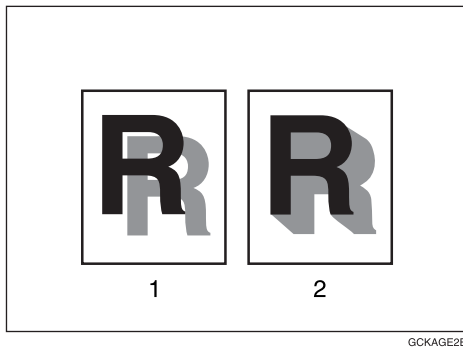
5 Set your originals, then press the **[Start]** key.

Shadow Image—Adding a Shadow around the Copy Image Elements



This function adds a shadow around the edges of copy image elements.

- You can select block shadow or offset shadow.



- 1: Offset**
- 2: Block**

- The orientation of the original decides the position of the shadow as follows:

Originals	Set on the exposure glass	Set in the document feeder	Copies
			<p style="text-align: right; font-size: x-small;">GCKAGE3E</p>
			<p style="text-align: right; font-size: x-small;">GCKAGE4E</p>

Note

- You can select the color of shadow as follows:
 - Same Color: A shadow of the same color as the original is added.
 - Select Color: You can select the color of the shadow.

☐ Shadow widths:

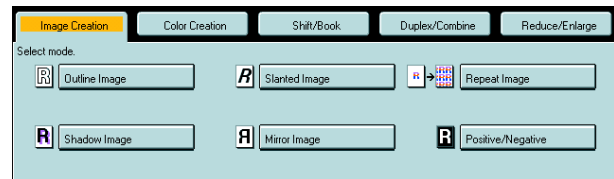
Metric version: 1mm, 2mm, 3mm, 4mm

Inch version: 0.04", 0.08", 0.12", 0.16"

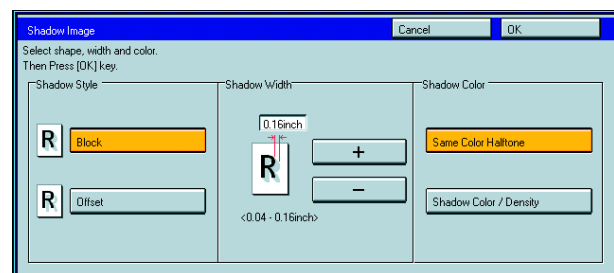
Same color shadow

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

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



3 Press the **[Block]** or **[Offset]** key.



4 Adjust the width by pressing the **[+]** or **[-]** key.

5 Make sure the **[Same Color Halftone]** key is selected.

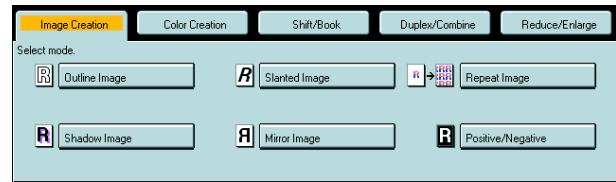
6 Press the **[OK]** key.

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

Select color shadow

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

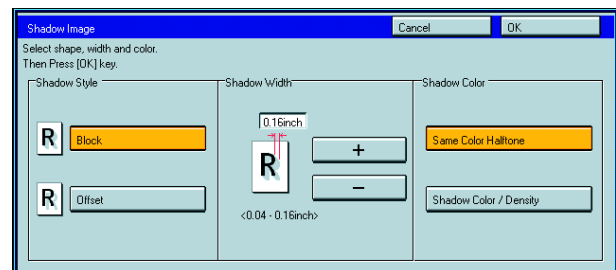
2 Press the **[Shadow Image]** key.



3 Press the **[Block]** or **[Offset]** key.

4 Adjust the width by pressing the **[+]** or **[-]** key.

5 Press the **[Shadow Color/Density]** key.



6 Select the color, then press the **[OK]** key.

Note

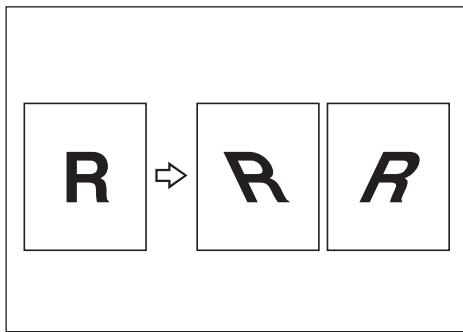
- You can select the color density level.



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

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

Slanted Image—Slanting the Copy Image

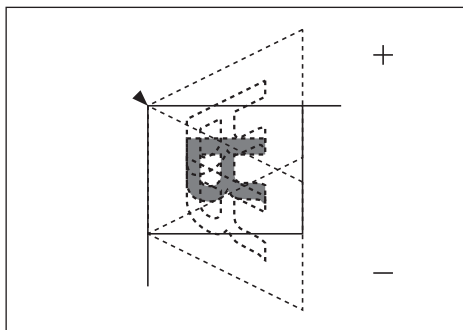


GCSYAT1E

This function slants the copy image at a selected angle.

Note

- The slant direction is decided as shown in the illustration.

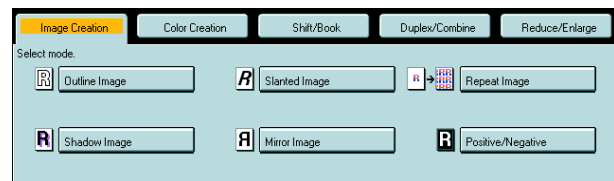


GCSYAT2E

- You can select the angle from -45° to $+45^\circ$.
- Depending on the angle, some parts of the image may be lost.

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

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



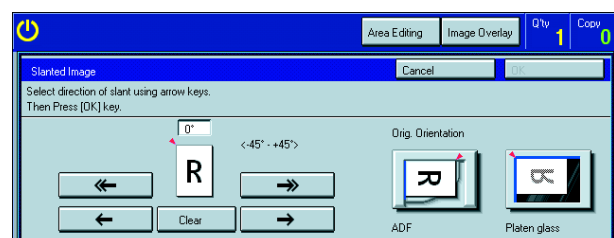
3 Adjust the angle by pressing the arrow keys.

Note

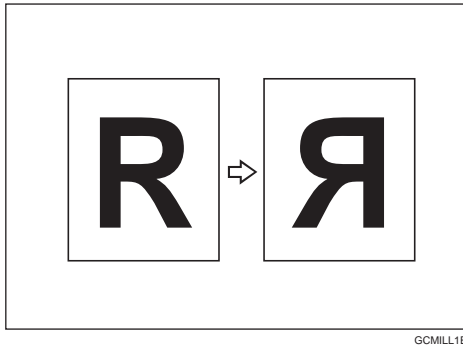
- By pressing the **[<<-]** or **[>>->]** key, the number of the angle can be adjusted by in steps of 5° .
- By pressing the **[<-]** or **[>->]** key, the number of the angle can be adjusted by in steps of 1° .
- To cancel the angle, press the **[Clear]** key.

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

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



Mirror Image—Making a Mirror Image

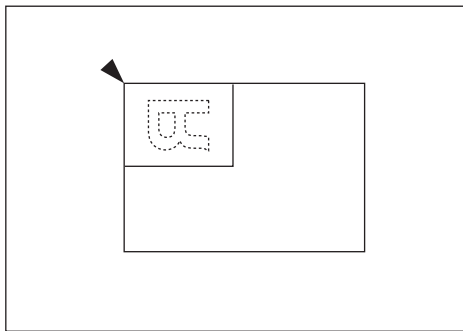


GCMILL1E

This function makes a mirror image copy of the original.

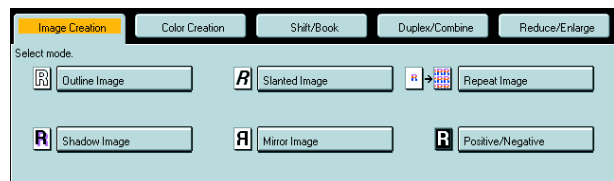
Note

- Set the original as below when setting on the exposure glass (platen glass).

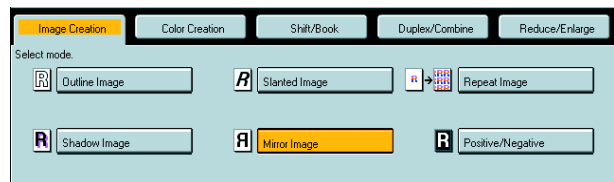


GCMILL2E

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

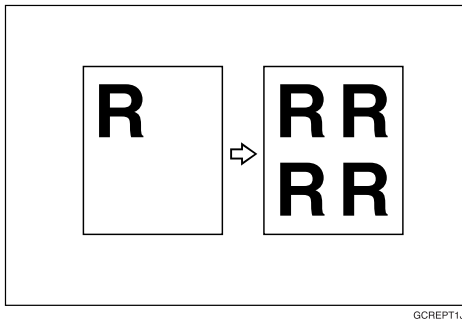


2 Press the **[Mirror Image]** key.




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

Repeat Image—Copying a Part of an Original Image Repeatedly



This function copies a part of the original image repeatedly.

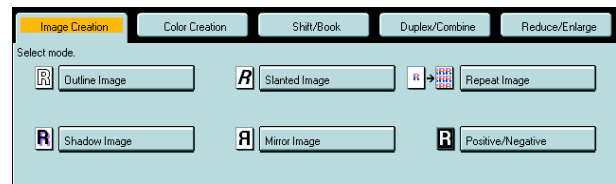
Note

- When this function is used, the leading edge margin of 10mm, 0.4" is set on the copy paper.
- There are three ways to specify the image of the original to be repeated as follows:
 - Size Input: This function allows you to reproduce the top band of an original repeatedly down the entire copy. You specify the width of the band (the vertical length of image) and it is repeated as many times as will fit on the copy.
 - Number of Images: This function also allows you to reproduce the top band of an original repeatedly down the entire copy, but here you specify the number of image repetitions you want and the copier will determine the width of the top band.
 - Editor Area: This function allows you to select an area of the original and reproduce it repeatedly down the copy. The repetitions are made one below the other, and are all aligned to the right. (Only for Edit type)
- For an explanation of entering numbers,  see page 25.
- The number of repeated images that can be fit on a single sheet of copy paper is calculated automatically based upon the copy paper size, copy paper direction and enlargement/reduction ratio.
- Depending on the copy paper size, copy paper direction and enlargement/reduction ratio, parts of repeated images may be cut off.
- When using the Length key or the Editor Area key, parts of some repeated images may be cut off depending on the values you enter.

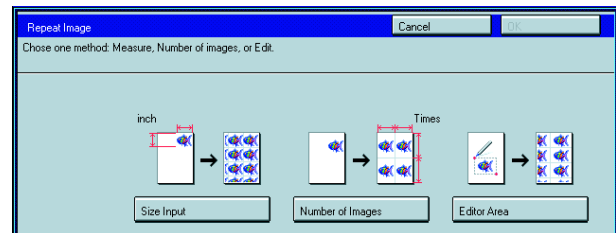
When using the [Size Input] key

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

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



3 Press the **[Size Input]** key.



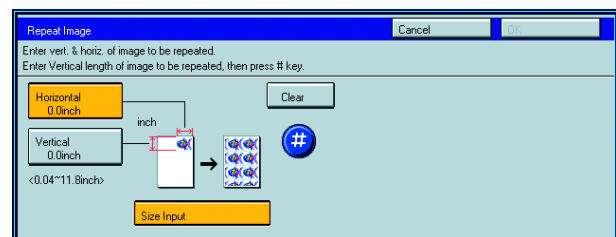
4 Enter the horizontal and vertical length with the **[Number]** keys then press the **[#]** key.

Note

- The length that you can enter is 1 ~ 300mm, 0.1" ~ 11.7". When you enter less than 5mm, 0.2", however, the image might not be repeated well.

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

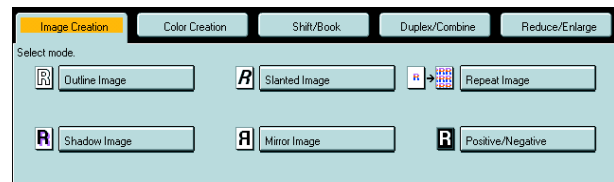
6 Set your originals, then press the **[Start]** key.



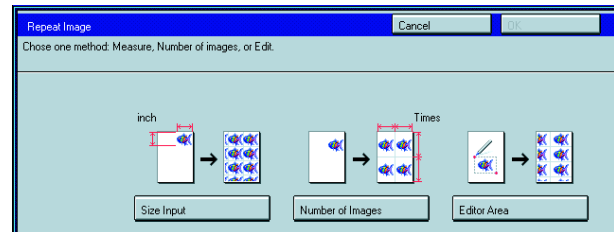
When using the [Number of Images] key

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

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



3 Press the **[Number of Images]** key.



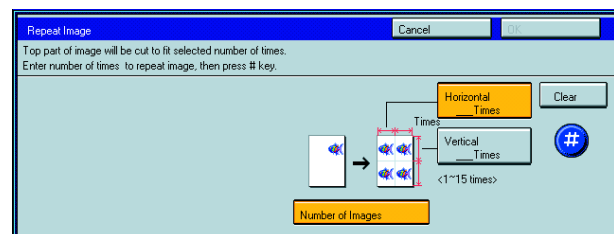
4 Enter a horizontal and vertical number between 1 and 15 and press the **[#]** key.

Note

- If the horizontal and vertical settings are 1 × 1, you cannot press the **[#]** key.

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

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



When using the [Editor Area] key (Only for Edit type)

1 Press the [Image Creation] key.

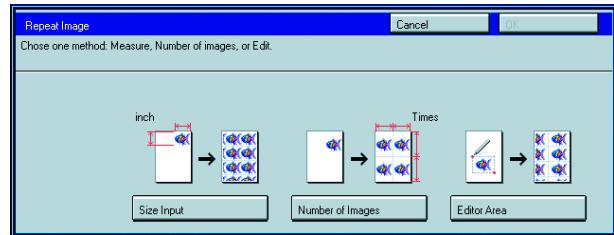
2 Press the [Repeat Image] key.



3 Set your original on the exposure glass (platen glass), then press the [Editor Area] key.

! Limitation

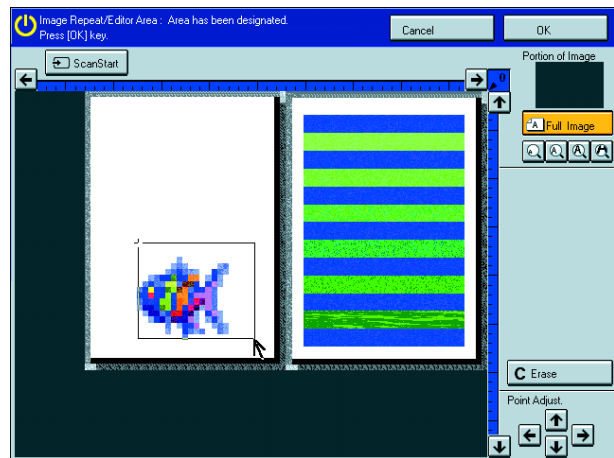
- You cannot set your originals in the document feeder.



4 Mark diagonally opposite corners of area to be repeated.

Note

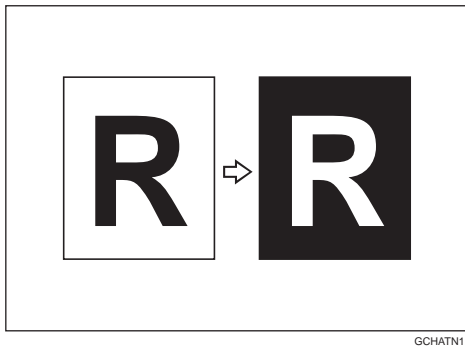
- The area you have designated is scanned in.
- For details about designating the area, see page 142.



5 Press the [OK] key.

6 Press the [Start] key.

Positive/Negative—Copying in Complementary Colors

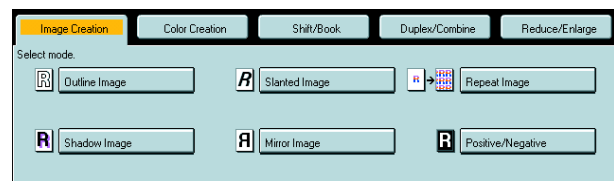


This function copies the original image in complementary colors. If you use a black and white original, black and white areas of the original are reversed.

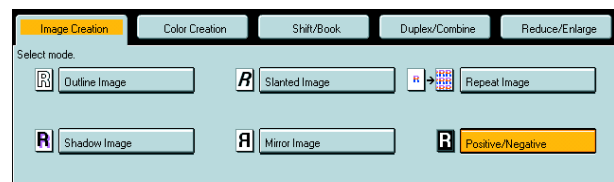
Note

- If you copy using twin color mode, white areas are changed to black, black areas are changed to white, and color areas are changed to the selected color.

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



2 Press the **[Positive/Negative]** key.



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

Note

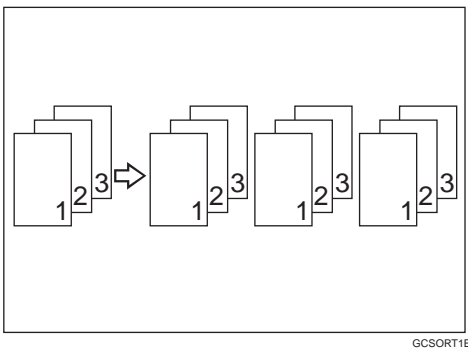
- To avoid problems caused by curled copies, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Reference

For functions that cannot be used together with this function, see page 106.

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

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



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

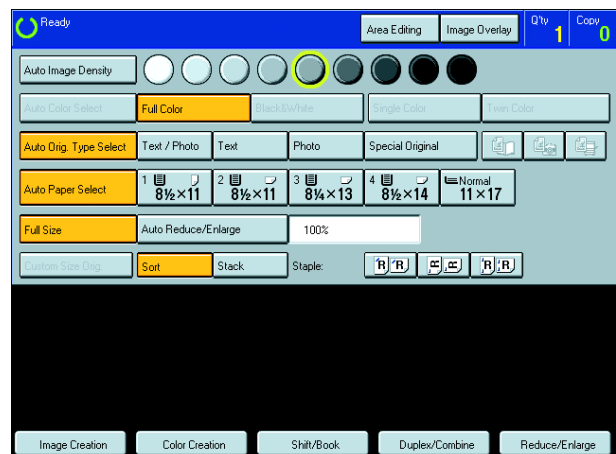
Note

- It is recommended to set originals in the document feeder with this function.
- For sorting, the following limitations apply:

	Normal paper mode	Thick mode	Extra Thick mode
Maximum paper size	<input type="checkbox"/> : A3, 13" × 19" <input type="checkbox"/> : A4, 8½" × 11"	<input type="checkbox"/> : A3, 13" × 19" <input type="checkbox"/> : A4, 8½" × 11"	<input type="checkbox"/> : A3, 13" × 19" <input type="checkbox"/> : A4, 8½" × 11"
Minimum paper size	<input type="checkbox"/> : B5, 8" × 10" <input type="checkbox"/> : B5, 8½" × 11"	<input type="checkbox"/> : B5, 8" × 10" <input type="checkbox"/> : B5, 8½" × 11"	<input type="checkbox"/> : B5, 8" × 10" <input type="checkbox"/> : B5, 8½" × 11"
Maximum paper capacity of bin	50 copies	30 copies	20 copies

- You cannot use OHP transparencies or non-standard 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 with the user tools. See page 198.

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

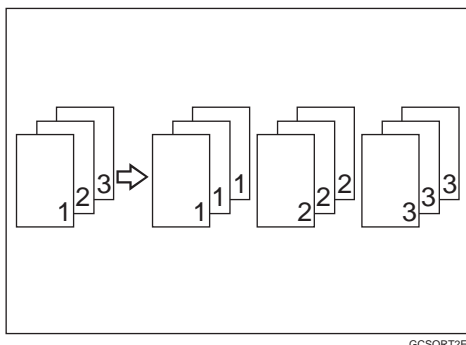


2 Set your originals in the document feeder.

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

Stack—Stacking together all Copies of a Page (111, 222, 333)

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



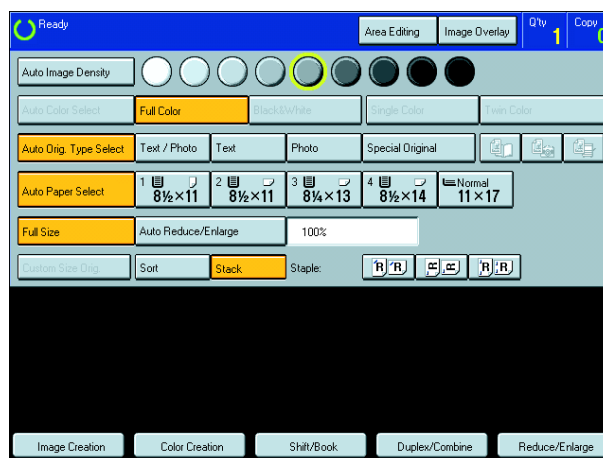
All copies of each original are delivered to the same bin.

☐ For stacking, the following limitations apply:

	Normal paper mode	Thick mode	Extra Thick mode
Maximum paper size	☐: A3, 13" × 19" ☐: A4, 8½" × 11"	☐: A3, 13" × 19" ☐: A4, 8½" × 11"	☐: A3, 13" × 19" ☐: A4, 8½" × 11"
Minimum paper size	☐: B5, 8" × 10" ☐: B5, 8½" × 11"	☐: B5, 8" × 10" ☐: B5, 8½" × 11"	☐: B5, 8" × 10" ☐: B5, 8½" × 11"
Maximum paper capacity of bin	50 copies	30 copies	20 copies

☐ You cannot use OHP transparencies or non-standard size paper in Stack mode.

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



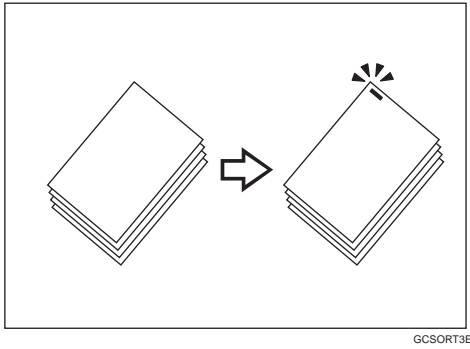
2 Set your originals in the document feeder.

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

Copying

Staple—Stapling Copies


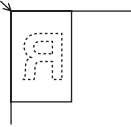




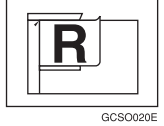



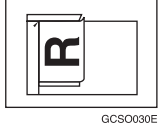







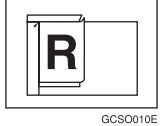



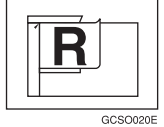

The optional 20-bin sorter stapler is required to use this function.



Each copy set can be stapled together.

Note

- When you select Staple mode, Sort mode is automatically selected.
- You cannot use Staple mode with Stack mode.
- You cannot use OHP transparencies or non-standard size paper in Staple mode.
- You cannot staple different widths of paper.
- Stapling position and original setting:

	Original setting		Stapling position
	Exposure glass	Document feeder	
Top 1	  GCSO130E	 GCSO010E	 GCSO090E
	  GCSO140E	 GCSO020E	 GCSO100E
Top 2	  GCSO150E	 GCSO030E	 GCSO070E
	  GCSO160E	 GCSO040E	 GCSO080E
Double	  GCSO130E	 GCSO010E	 GCSO110E
	  GCSO140E	 GCSO020E	 GCSO120E

☐ For stapling, the following limitations apply:

	Normal paper mode	Thick mode	Extra Thick mode
Maximum paper size	☐: A3, 13" × 19" ☐: A4, 8½" × 11"	☐: A3, 13" × 19" ☐: A4, 8½" × 11"	☐: A3, 13" × 19" ☐: A4, 8½" × 11"
Minimum paper size	☐: B5, 8" × 10" ☐: B5, 8½" × 11"	☐: B5, 8" × 10" ☐: B5, 8½" × 11"	☐: B5, 8" × 10" ☐: B5, 8½" × 11"
Maximum paper capacity of bin	2 - 50 copies	2 - 25 copies	2 - 10 copies

🔍 Reference

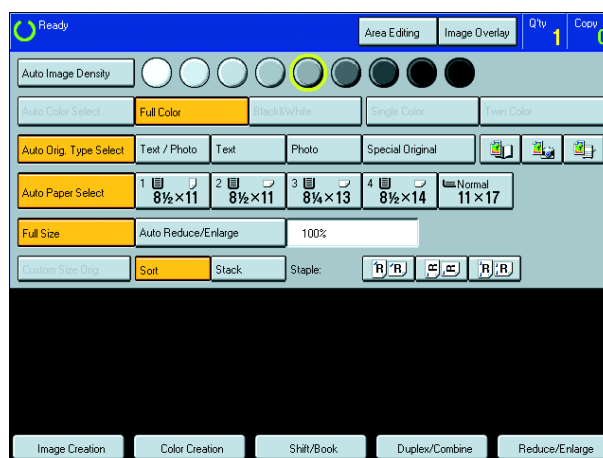
If you want to add staples, ➡ see page 179.

When the stapler is jammed, ➡ see page 181.

Stapling copies automatically after copying

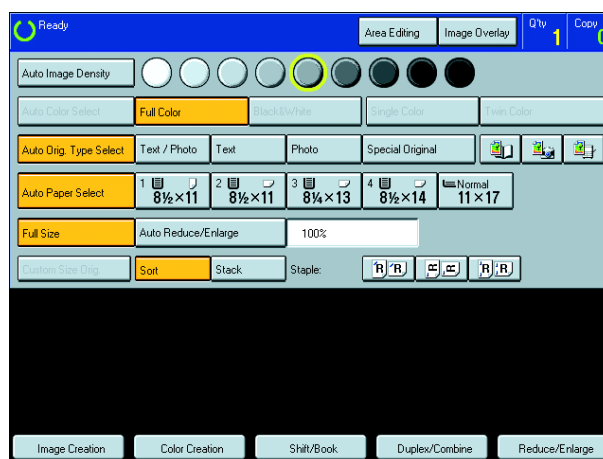
The optional document feeder is required to use this function.

- 1** Select the stapling position.
- 2** Set your originals in the document feeder.
- 3** Press the **[Start]** key.



Stapling copies manually after copying

- 1** After Sort mode copying is completed, select the stapling position.



Copying

Combination Chart

- ☆ : These modes can be used together.
- ★ : These modes can be used together with some limitations.
- : The original mode is overridden and only the newly selected mode is active.
- X : These modes cannot be used together.

		Auto Image Density	Manual Image Density	Auto Color Select	Full Color	Black & White	Single Color	Twin Color	Auto Original Type Select	Original Image Type Selection	Auto Paper Select	Auto Reduce/Enlarge	Interrupt Copying	Program	Bypass Tray Copying/Duplex Back	Sort	Stack	Auto Staple	Manual Staple	Custom Size Original	Preset Reduce/Enlarge / Zoom
Image Density	Auto Image Density	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Manual Image Density	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Mode	Auto Color Select	X	☆	→	→	→	→	→	X	☆	☆	☆	☆	☆	☆	☆	★	★	★	☆	☆
	Full Color	☆	☆	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	★	★	★	☆	☆
	Black & White	☆	☆	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Single Color	☆	☆	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Twin Color	☆	☆	→	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Auto Original Type Select		☆	☆	→	☆	→	→	→	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Original Image Type Selection		☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Auto Paper Select		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	X
Auto Reduce/Enlarge		☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	★	☆	☆	☆	☆	X
Interrupt Copying		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X	☆	X	X	X	X	☆	☆
Program		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
After recalling your settings		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Bypass Tray Copying/Duplex Back		☆	☆	☆	☆	☆	☆	☆	☆	☆	→	★	☆	☆	☆	☆	★	★	★	☆	☆
Finishing	Sort	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	→	→	★	☆	☆
	Stack	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	→	→	★	☆	☆
	Staple	☆	☆	★	★	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	★	→	→	—	☆	☆
Custom Size Original		☆	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	☆	☆	☆	☆	☆	☆	☆
Reduce/Enlarge	Preset Reduce/Enlarge / Zoom	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Size Magnification	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	→
Directional Magnification		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	☆	☆	☆	☆	→
Poster Mode		☆	☆	X	☆	☆	☆	☆	☆	☆	X	→	X	☆	★	X	X	X	X	X	→
Shift/Book	Centering/Cornering	☆	☆	☆	☆	☆	☆	☆	☆	☆	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Margin Adjustment	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆
Center Erase		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X
Center/Border Erase		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X
Border Erase		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X
Duplex/Combine	Series	Book → 1 Sided	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	→	☆	☆	☆	☆	☆	X
		2 Sided → 1 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X
	Combine	Combine 2 Originals	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	→	☆	☆	☆	☆	☆	X
		Combine 4 Originals	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	→	☆	☆	☆	☆	☆	X
	Duplex	1 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	X
		2 Sided → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	→	☆	☆	☆	☆	X
		Book → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	→	☆	☆	☆	☆	☆	X
Multi → 2 Sided	☆	☆	☆	☆	☆	☆	☆	☆	X	X	☆	☆	→	☆	☆	☆	☆	☆	X		
Cover Sheet		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	X	☆	★	☆	X	☆	☆	X	☆
Color Creation	Image Overlay	X	☆	X	☆	☆	☆	☆	X	☆	☆	X	X	X	☆	X	X	X	X	X	☆
	Color Conversion	☆	☆	X	☆	X	X	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Color Erase	☆	☆	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Color Background	☆	☆	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Type Mask	☆	☆	X	☆	X	X	X	X	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Outline Image		☆	☆	☆	☆	☆	☆	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Shadow Image		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Slanted Image		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Creation	Mirror Image	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
	Positive/Negative	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Repeat Image		☆	☆	☆	☆	☆	☆	☆	☆	☆	★	X	☆	☆	☆	☆	☆	☆	☆	☆	☆
Program User Color		—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Color Adjustment		☆	☆	☆	☆	X	X	X	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Color Balance Adjustment		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Image Adjustment		☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆	☆
Film Projector		X	☆	☆	☆	☆	☆	☆	☆	☆	X	☆	X	☆	☆	☆	☆	X	X	X	☆

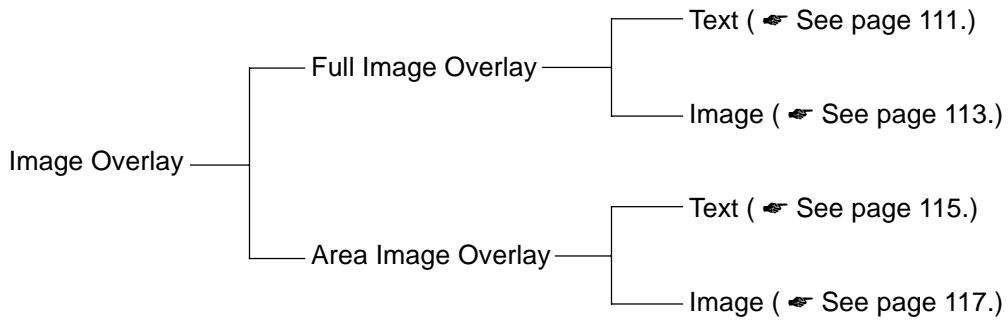


Image Overlay (Only for Edit Type)

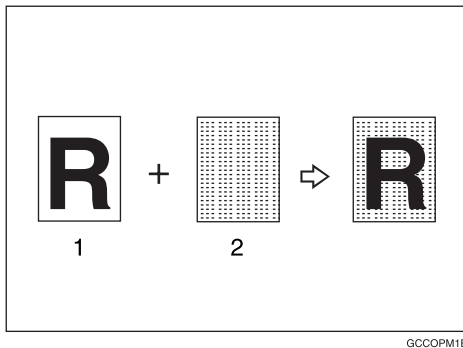
Image Overlay
(Only for Edit Type)

Summary of Image Overlay

There are four kinds of Image Overlay.



Full Image Overlay (Only for Edit Type)



- 1: Foreground image original**
2: Background image original

This function overlay the foreground image original onto a background image original.

Text Overlay

This function can colorize a text original (foreground image original) and overlay it on the full color image original (background image original).

Reference

For functions that cannot be used together in image overlay. ← See 106.

Note

- Colors that can be selected as a text color:

Yellow, Beige, Orange, Red, Yellow Green, Cyan, Pink, Magenta, Green, Marine Blue, Blue, Purple, White, Black, and User Colors

- You can adjust the density to one of four levels (except white).

- If you did not select the text color, the text will be copied in the original color.

- The modes that can be set for the background image original are:

- Color/Image Adjustment: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
- Color Creation: Color Conversion, Color Erase, Color Background

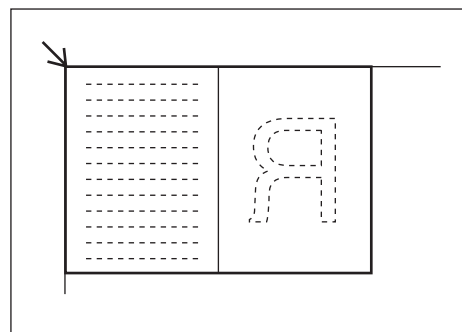
- The modes that can be set for the job settings as follows:

- Auto Paper Select
- Manual Paper Select
- Reduce/Enlarge (Preset Reduce/Enlarge, Zoom, Auto Reduce/Enlarge)
- Margin Adjustment

- 1** Set the foreground image original (original that has the text to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.

Note

- You cannot set your originals in the document feeder.



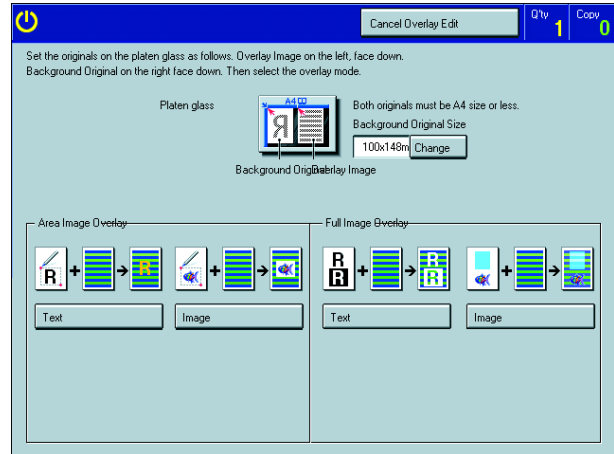
Full Image Overlay (Only for Edit Type)

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

Note

- The maximum original size is A4, 8 1/2" × 11".
- When the background original is B5, A5, 8 1/2" × 11" Post card size, press the **[Change]** key.

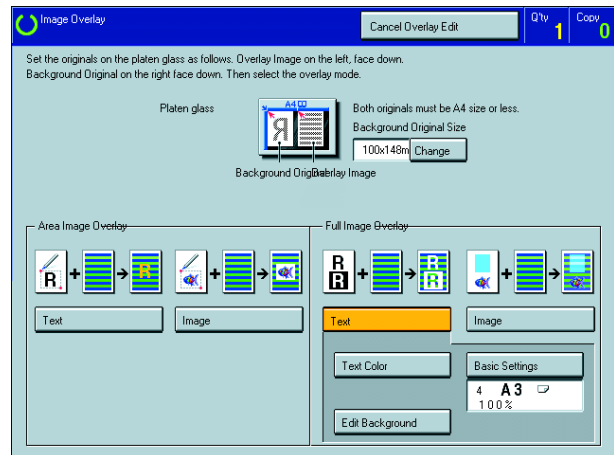
3 Press the **[Text]** key in the Full Image Overlay.



4 If you want to change the text color, press the **[Text Color]** key.

Note

- If you want to edit the background original, press the **[Edit Background]** key. For details, see page 121.
- If you want to change the job settings, press the **[Basic Settings]** key. For details, see page 122.



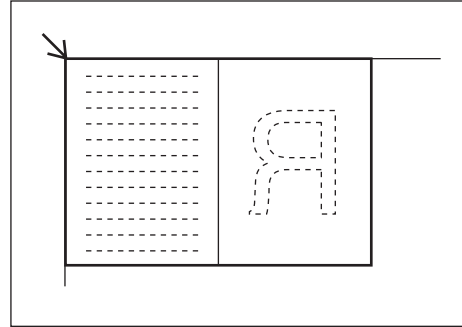
5 Select the color, then press the **[OK]** key.

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

Image Overlay

This function can overlay an image original on the full color base image original.

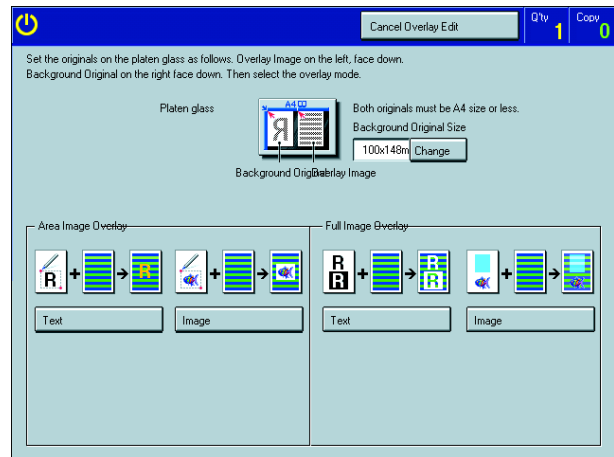
1 Set the foreground image original (original that has the image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.



RCCOMP1F

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

3 Press the **[Image]** key in the Full Image Overlay.



4 If you want to edit the image, press the **[Edit Image]** key.

Note

- If you want to change the job settings, press the **[Basic Settings]** key. For details, see page 122.

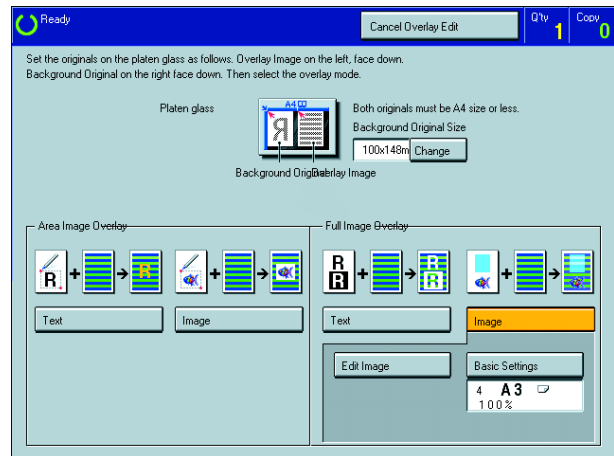
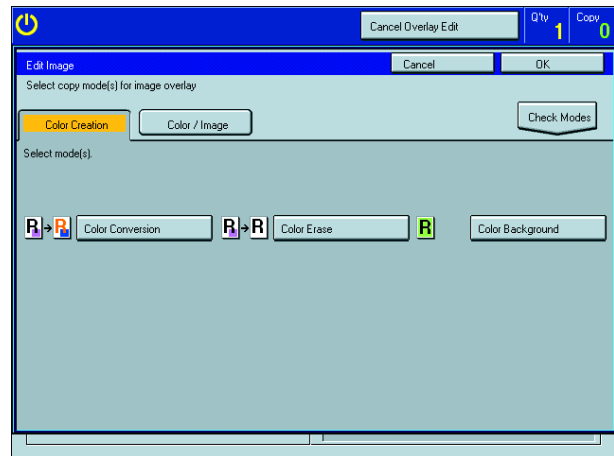


Image Overlay (Only for Edit Type)

5 If you want to adjust the color creation, press the **[Color Creation]** key.



6 Make any adjustments you require.

Note

- Color Conversion, see page 85.
- Color Erase, see page 87.
- Color Background, see page 88.

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

8 If you want to adjust the color/image adjustment, press the **[Color/Image]** key.

9 Make any adjustments you require.

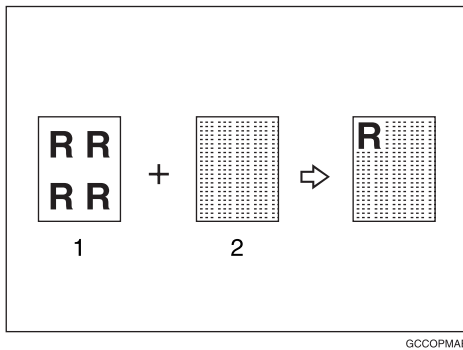
Note

- You can select the overlay image density with Overlay Opacity.
- Image Density, see page 39.
- Color Mode, see page 40.
- Original Type, see page 44.
- Image Adjustment, see page 132.
- Color Adjustment, see page 131.
- Color Balance Adjustment, see page 124.

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

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

Area Image Overlay (Only for Edit Type)



- 1: Foreground image original
- 2: Background image original

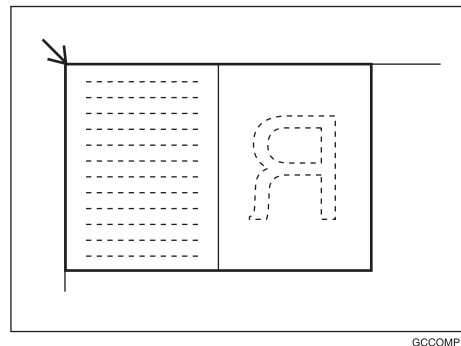
This function overlay a portion of the foreground image original onto a background image original.

Text Overlay

Use this function to colorize the text in the selected area and lay it over the background image.

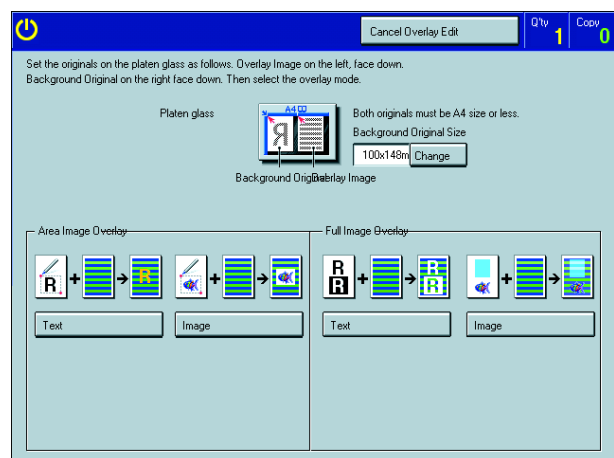
1 Set the foreground image original (original that has the text or image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the base image) on the left of the exposure glass.

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



3 Press the **[Text]** key in the Area Image Overlay.

- The original images are displayed.

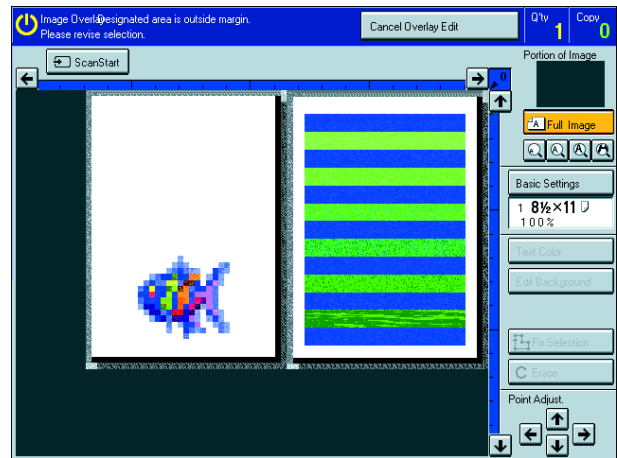


Area Image Overlay (Only for Edit Type)

4 Mark diagonally opposite corners of the overlay image area to be overlaid.

 **Note**

- If you want to clear the setting, press the **[Erase]** key.



5 Press the **[Confirm Selection]** key.

6 Mark diagonally opposite corners of destination area.

7 Press the **[Confirm Selection]** key.

8 If you want to change the text color, press the **[Text Color]** key.

 **Note**

- If you want to edit the background original, press the **[Edit Background]** key. For details, see page 121.
- If you want to change the job settings, press the **[Basic Settings]** key. For details, see page 122.

9 Select the color, then press the **[OK]** key.

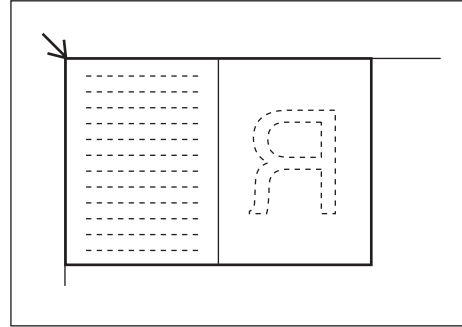
10 Press the **[Start]** key.

Image Overlay

This function can overlay a selected image over another original image.

Image overlay without opacity mode

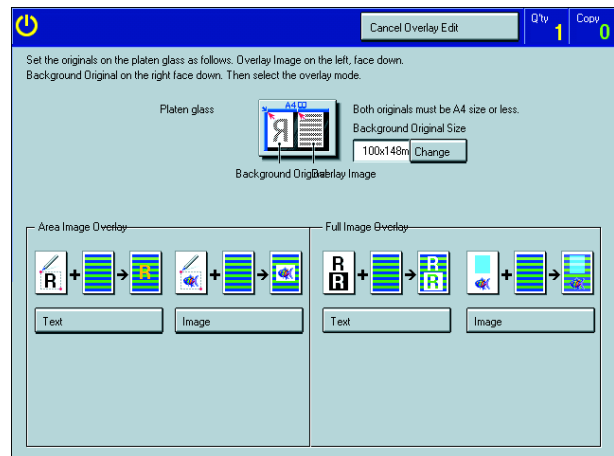
1 Set the foreground image original (original that has the image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.



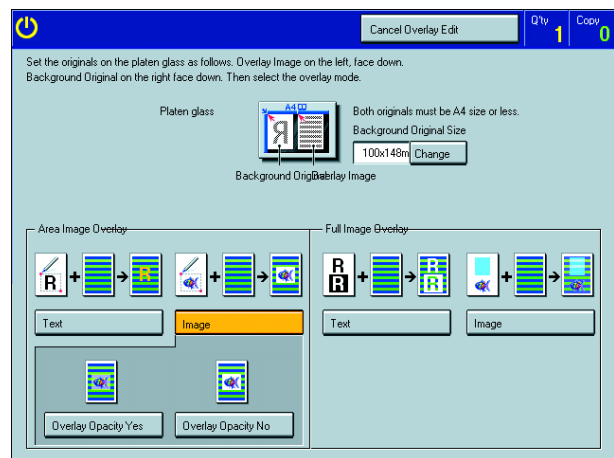
GCCOMP1E

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

3 Press the **[Image]** key in the Area Image Overlay.



4 Select the **[Overlay Opacity No]** key.



5 Mark diagonally opposite corners of the overlay image area to be overlaid.

Note

□ If you want to clear the setting, press the **[Erase]** key.

Image Overlay (Only for Edit Type)



6 Press the **[Confirm Selection]** key.

7 Mark diagonally opposite corners of destination area.

8 Press the **[Confirm Selection]** key.

9 If you want to edit the image, press the **[Edit Overlay Image]** key.







 **Note**

- If you want to edit the background original, press the **[Edit Background]** key. For details,  see page 121.
- If you want to change the job settings, press the **[Basic Settings]** key. For details,  see page 122.

10 If you want to adjust the color/image adjustment, press the **[Color/Image]** key.

11 Make any adjustments you require.

 **Note**




- Image Density,  see page 39.
- Color Mode,  see page 40.
- Original Type,  see page 44.
- Image Adjustment,  see page 132.
- Color Adjustment,  see page 131.
- Color Balance Adjustment,  see page 124.

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

13 If you want to adjust the color creation, press the **[Color Creation]** key.

14 Make any adjustments you require.

 **Note**

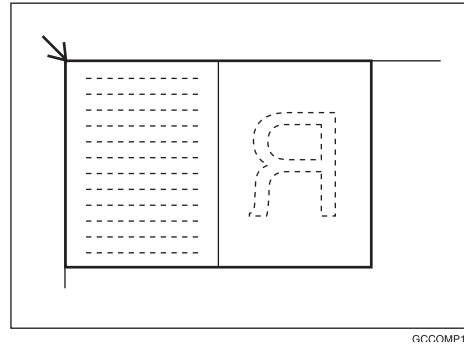
- Color Conversion,  see page 85.
- Color Erase,  see page 87.
- Color Background,  see page 88.

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

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

Image overlay with opacity mode

1 Set the foreground image original (original that has the image to be composed) on the right of the exposure glass. Then set the background image original (original that will be the background image) on the left of the exposure glass.



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

3 Press the **[Image]** key in the Area Image Overlay.

4 Select the **[Overlay Opacity Yes]** key.

5 Mark diagonally opposite corners of the overlay image area to be overlaid.

 **Note**

If you want to clear the setting, press the **[Erase]** key.


6 Press the **[Confirm Selection]** key.

7 Mark diagonally opposite corners of destination area.

8 Press the **[Confirm Selection]** key.


9 If you want to edit the image, press the **[Edit Overlay Image]** key.







 **Note**

If you want to change the job settings, press the **[Basic Settings]** key. For details,  see page 122.

10 If you want to adjust the color/image adjustment, press the **[Color/Image]** key.

11 Make any adjustments you require.

 **Note**




- You can select the overlay image density with Overlay Opacity.
- Image Density,  see page 39.
- Color Mode,  see page 40.
- Original Type,  see page 44.
- Image Adjustment,  see page 132.
- Color Adjustment,  see page 131.
- Color Balance Adjustment,  see page 124.

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

13 If you want to adjust the color creation, press the **[Color Creation]** key.

14 Make any adjustments you require.

 **Note**

- Color Conversion,  see page 85.
- Color Erase,  see page 87.
- Color Background,  see page 88.

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

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

Edit Background—Editing the Image to be Composed

You can edit the selected image.

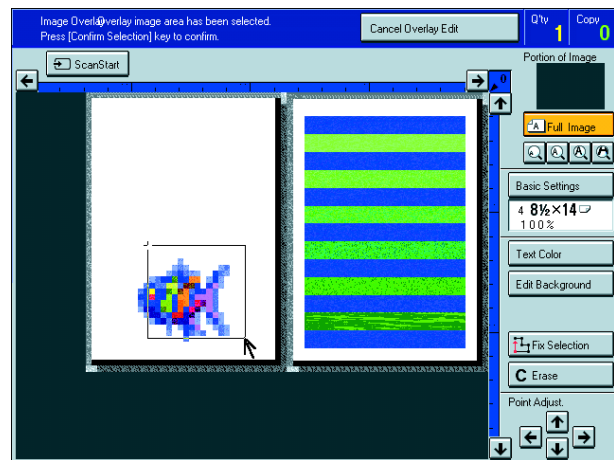
Note

The modes that can be set are as follows:

- Color/Image: Image Density, Color Mode, Original Type, Image Adjustment, Color Adjustment, Color Balance Adjustment
- Color Creation: Color Conversion, Color Erase, Color Background

Color/Image

1 Press the **[Edit Background]** key.



2 Press the **[Color/Image]** key.

3 Make any adjustments you require.

Note

- Image Density, see page 39.
- Color Mode, see page 40.
- Original Type, see page 44.
- Image Adjustment, see page 132.
- Color Adjustment, see page 131.
- Color Balance Adjustment, see page 124.

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

Color Creation

- 1 Press the **[Edit Background]** key.
- 2 Press the **[Color Creation]** key.
- 3 Make any adjustments you require.

Note

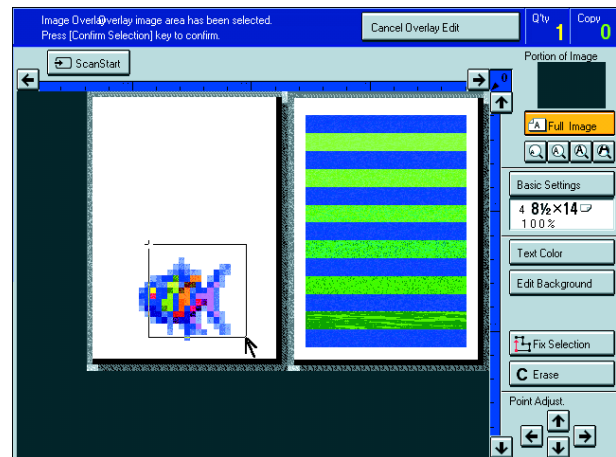
- Color Conversion, ↩ see page 85.
- Color Erase, ↩ see page 87.
- Color Background, ↩ see page 88.

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

Basic Settings—Changing Job Settings

You can change the job settings.

- 1 Press the **[Basic Settings]** key.



- 2 Make any adjustments you require.

Note

- Auto Paper Select, ↩ see page 47.
- Preset R/E / Zoom, ↩ see page 59.
- Margin Adjustment, ↩ see page 78.

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

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