Canon

iR2000/iR1600
Copying Guide

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About the Manuals for the Machine

The manuals for this machine are divided as follows. Please read them to suit your needs.

For Basic Use **Troubleshooting**	**Reference Guide**
For Basic Copying **For Convenient Copying**	**Copying Guide** **(This Document)**
For Remote UI Use	**Remote UI Guide**
For Setting Up the Network Connection	**Setup Guide**
For Printer Use	**PS/PCL Printer Guide**
For Installing Printer Driver	**PS Driver Guide** **PCL Driver Guide**
For Connecting and Setting the Network	**Network Guide**

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How This Manual Is Organized

Chapter 1 Basic Copying

Chapter 2 Useful Copy Functions

Chapter 3 Setting/Storing Specifications of the Copy Function

Chapter 4 Appendix

This apparatus complies with the requirements of Directive 76/889/EEC, 87/308/EEC and European Standard EN 55014.

Cet appareil est conforme aux Directives 76/889/CEE et 87/308/CEE, ainsi qu'à la Norme Européenne EN 55014.

Dieses Gerät entspricht den Vorschriften der EG-Richtlinie 76/889/EWG, 87/308/EWG und der Europäischen Norm EN 55014.

Dette apparat overholder bestemmelserne i EF-direktiverne 76/889/EEC, 87/308/EEC og Europæisk Standard 55014.

Denna apparat motsvarar kraven i EG-direktiv 76/889/EG och 87/308/EG samt Europeisk Standard EN 55014.

Tämä laite noudattaa EY-direktiivejä 76/889/EEC, 87/308/EEC sekä Euroopan Standardia EN 55014.

Dette apparat etterkommer kravene i EF direktiv 76/889/EEC, 87/308/EEC og europeisk standard EN 55014.

Deze apparatuur voldoet aan de gestelde richtlijnen 76/889/EEC, 87/308/EEC en aan de europese norm EN 55014.

Questo apparecchio è conforme alle direttive CEE/76/889, CEE/87/308 e alla normativa Europea EN 55014.

Este aparato cumple los requisitos de las directivas 76/889/CEE, 87/308/CEE y la Norma Europea EN 55014. Se han incorporado filtros de línea para la eliminación de interferencias, según las especificaciones requeridas.

Este aparelho está de acordo com os requisitos da Directiva 76/889/EEC, 87/308/EEC e Standard Europeu EN 55014.

"Η συσκευή αυτή συμφωνεί με τις απαιτήσεις των οδηγιών 76/889/ΕΕC, 87/308/ΕΕC και τα Ευρωπαϊκά Standard EN 55014."

Aparat ustreza zahtevam navodil 76/889/EGS, 87/308/EGS in evropskemu standardu EN 55014.

A berendezés megfelel a 76/889/EEC, a 87/308/EEC és az EN 55014 szabványok előírásainak.

Niniejsze urządzenie spełnia wymagania zaleceń 76/889/EEC, 87/08/EEC i normy europejskiej EM 55014.

Zařízení vyhovuje požadavkům předpisů 76/889/EEC, 87/308/EEC a evropské normě EN 55014.

Seade vastab EÜ normidele 76/889 EEC, 87/308 EEC ja Euroopa Standardile EN 55014.

Iekārta atbilst Eiropas Savienības direktīvu 76/889/EEC, 87/308/EEC un Eiropas standarta EN 55014 prasībām.

Šis aparatas atitinka direktyvų 76/889/EEC ir 87/308/EEC reikalavimus ir Europos standartus EN 55014.

Этот аппарат соответствует требованиям директив 76/889/EEC, 87/308/EEC и Европейского стандарта EN 55014.

Цей апарат відповідає вимогам директив 76/889/EEC, 87/308/EEC і Європейського стандарту EN 55014.

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How to Use This Manual

Symbols Used in This Manual

Symbols are used in this manual for explanations of Restrictions and Cautions upon handling and instructions to be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
NOTE	Indicates notes for operation or additional explanations. Reading these is recommended.

Buttons Used in This Manual

The control panel buttons are indicated with illustration and their names in parenthesis in this manual.

e.g. (Start)

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when the Feeder (ADF-J1), Finisher-L1, and the Cassette Feeding Module-F1 are attached to the iR1600.

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Basic Copying

1

CHAPTER

This chapter describes the basic copy functions.

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What the iR2000/1600 Series Machine Can Do

■ **Flexible document handling**
To make a copy of an original, you have the choice of setting the document in the optional Feeder (ADF-J1) when attached, or placing it directly onto the platen glass. The Feeder is useful when copying a multi-page document, and the platen glass is ideal when copying a single-page document, or from a book.

■ **Copy reduction/enlargement**
You can manually select a reduction / enlargement ratio from 50% to 200%. You can also set the unit to select an appropriate ratio to fit the paper size you are copying onto.

■ **Automatic and manual exposure/image quality adjustment**
The machine can automatically set the most appropriate image quality settings, including the exposure, for the document you are copying. You can also manually adjust them to get the best output quality.

■ **Various finishing function**
With the optional Finisher-L1 or Inner 2-Way tray attached, you can select various finishing modes to collate the copies by copy sets.

■ **Frame erase copy**
This feature allows you to erase unwanted shadows, borders, and binding marks from around an original. When copying directly from a book, you can also erase the center line and edges on the copy. To make a copy from a book, use the platen glass.

■ **Binding margin copy**
This feature allows you to create a margin on the top, bottom, left, or right of the document for use when binding the document together. This is convenient if you later want to staple or insert binding holes.

■ **Two-page separation**
Double spread pages in magazines or books can be copied onto separate sheets of paper in one operation. This feature works only when the document is copied from the platen glass.

■ **2 on 1 combination**
You can copy two pages of a document onto a single page.

■ **Energy saver mode**
This machine incorporates an energy saver feature to conserve power. In energy saver mode, the display and the operation panel lamps go out automatically when the unit remains idle for a specified period of time.

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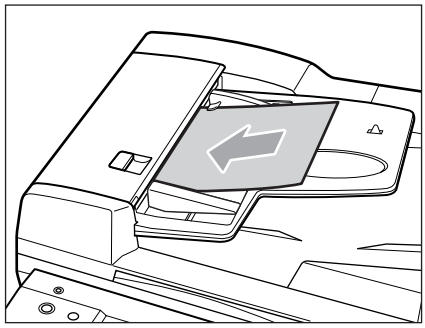
Flow of Copy Operations

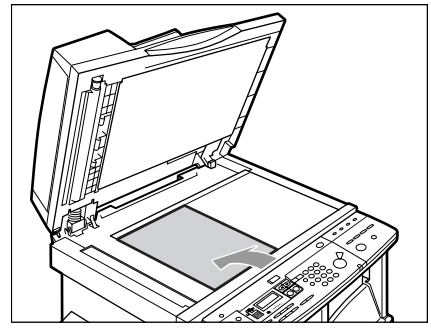
This section describes the flow of basic copy operations.

NOTE

- *For the following items, see the Reference Guide:*
  - *Main power and Energy Saver button ( )*
  - *Routine maintenance*
- *If the platen glass is dirty, the output quality may deteriorate. Always keep the platen glass clean.*
- *Do not touch the platen cover while copying. Rocking the cover can distort the image being copied.*

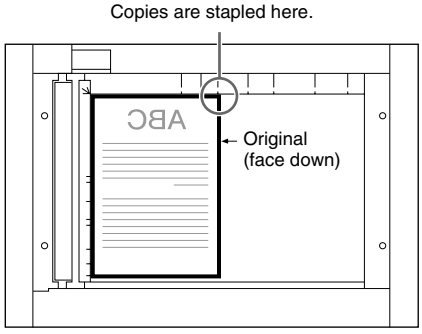
1 Place your original.



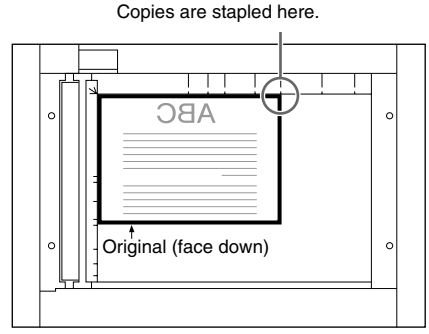


You can set the original both vertically and horizontally.

[Platen glass]



Vertical placement



Horizontal placement

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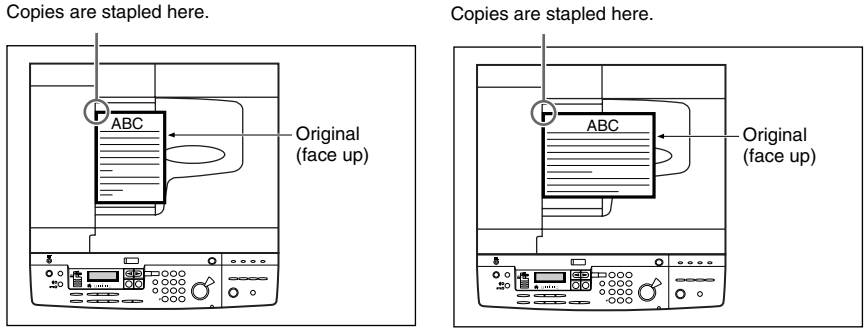
[Feeder]

Staple copy: place the original with its top upward



Vertical placement **Horizontal placement**

IMPORTANT

- *The copies are stapled at the part equivalent to the upper left side of the original.*

NOTE

- *A4, B5 and A5-size originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when printing with Preset Zoom mode, such as when processing A4 □ → A3 □.*
- *Horizontally placed A4, B5 and A5-size originals are referred to as A4 □, B5 □ and A5 □.*
- *A3 and B4-size originals must be placed horizontally.*
- *For instructions on placing the original, see the Reference Guide.*

● **If the message <ENTER DAC> is displayed**

▼ Enter the Department ID and Password. (See the *Reference Guide*.)

```
ENTER DAC
                                    _
```

NOTE

- *When <AUTO SORT> is set to <ON>, the Collate or Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting the Automatic Collate On/Off," on p. 3-8.)*

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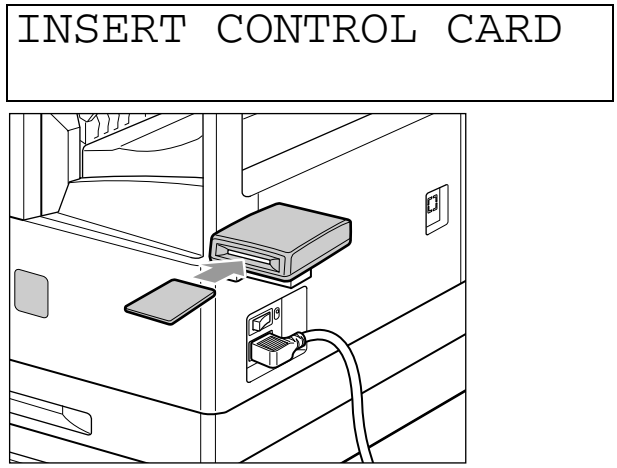
● **If the message <INSERT CONTROL CARD> is displayed**

▼ Insert a control card. (See the *Reference Guide*.)



2 Set the desired copy mode (paper size, image quality, exposure, copy ratio and finishing).

NOTE

- *For details about these settings, see the pages from 1-8 in this chapter, or 'Chapter 2 Useful Copy Functions'.*

3 Enter the copy quantity (1 to 99) using the numeric buttons.

NOTE

- *For instructions on setting the number of copies, see "Specifying the Required Number of Copies," on p. 1-7.*

4 Press (Start).

Copying starts.

IMPORTANT

- *While copying, you cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio.*

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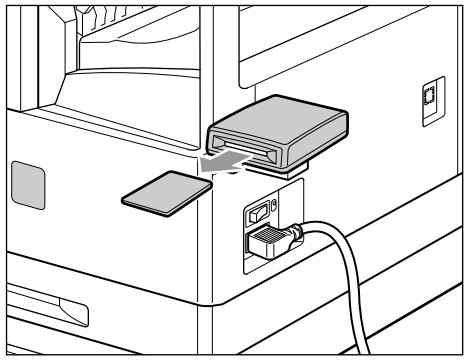
NOTE

- *If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is completed.*
- *When scanning is completed, remove the original.*
- *If you have set the Department ID Management, press (ID). (See the Reference Guide.)*
- *If the optional Card Reader is attached, remove the control card. (See the Reference Guide.)*



● **When you want to reserve a copy job while the machine is printing:**

▼ Place the original and press (start). (See "Reserving a Copy Job While Printing," on p. 1-23.)

● **When you want to cancel a copy job:**

▼ Press (Stop).

```
CANCEL COPYING?
 < YES          NO >
```

▼ Press ◁ or ▷ to select <YES> or <NO>.

NOTE

- *After you have pressed (Stop), several copies may be output from the machine.*
- *You can also stop a copy job in the Monitor screen. (See the Reference Guide.)*

● **When you want to interrupt a copy job:**

▼ To interrupt a copy job when you need to make priority copies, press (Interrupt).

For instructions on explaining how to interrupt a copy job, see "Interrupting the Current Job to Make Priority Copies (Interrupt Mode)," on p. 1-25.

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Entering the Copy Quantity

The machine allows up to 99 copies to be made.

Specifying the Required Number of Copies

1 **Press numeric buttons to enter the desired copy quantity (1 to 99).**

The copy quantity appears on the right side of the display.

IMPORTANT

- *You cannot change the copy quantity while copying.*

Changing the Copy Quantity

1 **Press Ⓒ (Clear) to clear the entered number.**

2 **Press numeric buttons to enter the desired copy quantity (1 to 99).**

The copy quantity appears on the right side of the display.

IMPORTANT

- *You cannot change the copy quantity while copying.*

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Selecting the Copy Paper Size (Paper Select)

You can set the machine to automatically select the paper size, or you can specify the paper size for a copy job.

NOTE

- *When copying an original onto the same size paper at a 100% copy ratio, the periphery of the original may be cut slightly on the copy. For details of the size of the non-image areas, see the Reference Guide.*
- *For instructions about loading paper in the stack bypass, see the Reference Guide.*

Automatic Paper Selection (Auto Paper Selection)

The machine automatically selects copy paper.

IMPORTANT

- *When the optional Feeder (ADF-J1) is attached, or the original is set on the platen glass of iR1600, the machine cannot detect the original size and the Automatic Paper Selection does not function.*
- *You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.*
  - *Non-standard size originals*
  - *Highly transparent originals such as transparencies*
  - *Originals with an extremely dark background*

NOTE

- *The default setting is <AUTO PAPER>.*
- *You can set whether to activate or deactivate the Automatic Paper Selection for each paper drawer and the stack bypass. (See the Reference Guide.)*
- *You can use the stack bypass for the Automatic Paper Selection when:*
  - *The paper is set on the stack bypass*
  - *The paper size, is specified in <3.USE STACK BYPASS> in the <1.COMMON SETTINGS> menu*
  - *The Auto Paper Selection is set to <ON> for the stack bypass in the <3.DRAWER ELIGIBLTY> menu*

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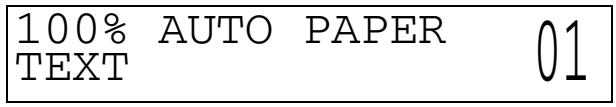
1 **Place your original.**

Make sure that <AUTO PAPER> is displayed. If not, press [Reset] (Reset).



2 **Press (Start).**

Copying starts.

NOTE

- *If the message <NO APPROPRIATE SIZE> appears, the paper set is different in size from the original. Set the appropriate paper. If you press (Start) without loading the paper, the machine automatically selects the paper with the least margin, and starts copying.*
- *When the paper is selected automatically, an asterisk appears on the left of the paper size indication on the display.*

Specifying Paper Size and Type (Manual Paper Selection)

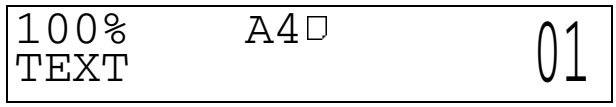
You can make copies after selecting the paper size of paper loaded in the paper drawer or on the stack bypass.

IMPORTANT

- *If you select the paper manually, the Rotate print cannot be made even if you set <ROTATE PRINT> to <ON> in the <COMMON SETTINGS> menu.*

1 **Place your original.**

2 **Press (Paper Select) to select the paper size.**



NOTE

- *The paper sizes are displayed in the order in which they are loaded in the paper drawers.*
- *indicates that the paper is set vertically; indicates that the paper is set horizontally.*
- *The paper sizes which are loaded in the paper drawers are shown on the display.*

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3 **Press (Start).**

Copying starts.

NOTE

- *To cancel all settings and return the machine to the standby mode, press (Reset).*

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Adjusting Exposure and Image Quality

The exposure and image quality can be adjusted when the original is scanned.

Adjusting Copy Exposure

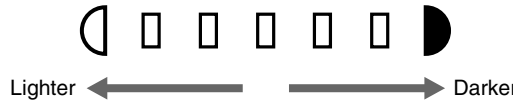
You can manually adjust the exposure to the most appropriate level for the original.

1 Place your original.

2 Press ◐ (Light) or ◑ (Dark) to adjust the exposure.

Move the indicator between ◐ (Light) and ◑ (Dark) below the display. Move the left to make the exposure lighter or to the right to make the exposure darker.

You can adjust the exposure in 9 levels.



3 Press ⓢ (Start).

Copying starts.

NOTE

- *To adjust the copy exposure automatically, see "Automatic Adjustment of Exposure and Image Quality," on p. 1-14.*
- *To cancel all settings and return the machine to the standby mode, press [Reset] (Reset).*

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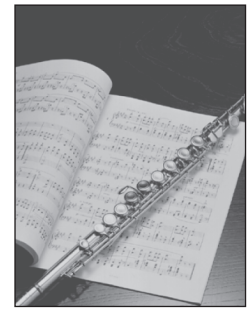
Selecting Image Quality

You can adjust image quality to the level best suited to the quality of text or photo originals. The following three modes are available for adjusting image quality:

Text mode

Text/Photo mode

Photo mode



■ **Text Mode**
This mode is best suited for making copies from text originals. Blueprints or penciled originals can be copied clearly.

■ **Text/Photo Mode**
This mode is best suited for making copies from originals containing both text and photos.

■ **Photo Mode**
This mode is best suited for making copies from photos printed on photographic paper, or photo originals containing halftones (i.e., printed photos).

IMPORTANT

- *Combinations of these three modes (Text mode, Text/Photo mode and Photo mode) cannot be set. If you select one of these modes, the previously set mode is canceled.*
- *If you make copies of an original containing halftones, such as a printed photograph using the Photo mode, then moire may occur. If this happens, you can soften the moire effect by adjusting the Sharpness level. (See "Setting the Sharpness," on p. 3-10.)*

NOTE

- *The default setting is <TEXT>.*
- *When you select the Text, Text/Photo, or Photo mode, the exposure can be adjusted only by the Manual Exposure Control. Automatic Exposure Control cannot be selected.*
- *If the original is a transparency, select the Text, Text/Photo, or Photo mode and adjust the exposure to the most appropriate level.*

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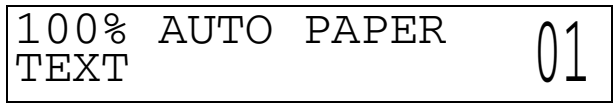
1 **Place your original.**

2 **Press (Image Quality) repeatedly until the desired type of original (TEXT, TEXT/PHOTO, or PHOTO) appears.**



3 **Press (Light) or (Dark) to adjust the copy exposure.**

Move the indicator between (Light) and (Dark) below the display. Move to the left to make the exposure lighter or to the right to make the exposure darker.

4 **Press (Start).**

Copying starts.

NOTE

- *To adjust the copy exposure automatically, see "Automatic Adjustment of Exposure and Image Quality," on p. 1-14.*
- *To cancel all settings and return the machine to the standby mode, press (Reset).*

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Automatic Adjustment of Exposure and Image Quality

1 **Place your original.**

2 **Press A.**

The A indicator lights and exposure is automatically adjusted to the level best suited to the quality of the original.

NOTE

- *The copy mode is set to Text automatically.*
- *When scanning transparencies, adjust exposure using ◖ (Light) and ◗ (Dark) as the automatic exposure control may not operate correctly on transparent originals.*

3 **Press ◇ (Start).**

Copying starts.

NOTE

- *To cancel all settings and return the machine to the standby mode, press [//] (Reset).*

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Changing the Copy Ratio (Copy Ratio)

You can set the machine to specify the copy ratio for a job.

NOTE

- *If you want to make copies at the copy ratio of 100%, press* 1:1.

Enlarging/Reducing Originals to a Standard Size (Preset Zoom)

You can enlarge or reduce standard size originals to a standard paper size.

IMPORTANT

- *Place your originals horizontally in the following cases:*
  - *When enlarging A4 or LTR-size originals to A3, B4, 11" x 17" or LGL-size paper*
  - *When enlarging B5-size original to B4-size paper*
  - *When enlarging A5 or STMT-size originals to A3 or 11" x 17"-size paper*

NOTE

- *Placing an original horizontally means setting the original with the longer side sideways.*
- *The paper size and preset zoom indication on the platen glass or feeder differs depending on the country of purchase.*

■ **Reduce**

The copy ratio set when making reduced copies is as follows:
-A3 → B4, A4 → B5 (86%)
-B4 → A4, B5 → A5 (81%)
-A3 → A4, B4 → B5 (70%)
-A3 → A5 (50%)

■ **Enlarge**

The copy ratio set when making enlarged copies is as follows:
-A5 → A3 (200%)
-A4 → A3, B5 → A4 (141%)
-A4 → B4, A5 → B5 (122%)
-B4 → A3, B5 → A4 (115%)

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1 **Place your original.**

2 **Press ▼ or ▲ to change the copy ratio.**

```
PRESET RATIO
    141% A4→A3
```

3 **Press (Start).**

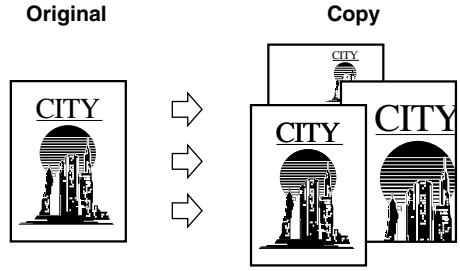
Copying starts.

NOTE

- *To return the copy ratio to 100%, press* 1:1.
- *To cancel all settings and return the machine to the standby mode, press* (Reset).

Specifying the Copy Ratio by % (Zoom Designation)

You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.



1 **Place your original.**

2 **Press − ▲ + to set the copy ratio.**

```
105% AUTO PAPER
TEXT                    01
```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3 **Press (Start).**

Copying starts.

NOTE

- *To return the copy ratio to 100%, press* 1:1.
- *To cancel all settings and return the machine to the standby mode, press* (Reset).

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Collating Copies (Finisher)

The Finisher mode can be selected to collate the copies in various ways by copy sets.

Below is a list of finishing functions and paper sizes available for each optional unit.

■ **Collation mode and available paper sizes**

Optional units	Collate	Rotate	Offset	Staple[*1]
None	○ A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, A5 ▯, B5 ▭, A5 ▭, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯, STMT ▭	○ A4 ▯, A4 ▭, B5 ▯, B5 ▭, A5 ▯, A5 ▭, LTR ▯, LTR ▭	×	×
Finisher-L1	×	×	○ A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, A5 ▯, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯	○[*2] A3 ▭[*3], B4 ▭[*3], A4 ▯, A4 ▭, B5 ▯, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭
Inner 2-way Tray-B1	○ A3 ▭, B4 ▭, A4 ▯, A4 ▭, B5 ▯, A5 ▯, B5 ▭, A5 ▭, 11"x17" ▭, LGL ▭, LTR ▯, LTR ▭, STMT ▯, STMT ▭	○ A4 ▯, A4 ▭, B5 ▯, B5 ▭, A5 ▯, A5 ▭, LTR ▯, LTR ▭	×	×

○ : Collate mode available
× : Collate mode unavailable

[*1] For details about the stapling position, see 'Finisher-L1' in the *Reference Guide*.
[*2] You can staple up to 15 sheets at one time.
[*3] Only with the additional memory installed.

NOTE

- *If <AUTO SORT> is set to <ON>, the Collate mode is selected automatically when you place the original in the Feeder. (See "Setting the Automatic Collate On/Off," on p. 3-8.)*
- *To turn on the Rotate Collation, you need to set the Rotate Collate to ON in Additional Functions menu. (See "Setting the Rotate Collate On/Off," on p. 3-9.)*

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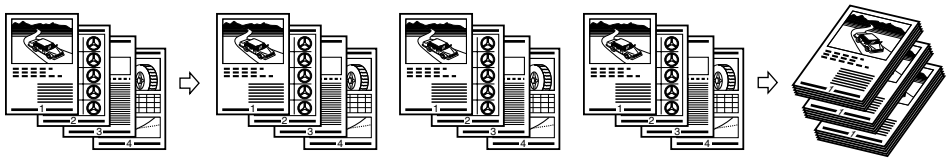
■ **When <Collate> Is Set**

Copies are automatically collated into sets arranged in page order, and output into the trays as follows:

Originals **Copy set 1** **Copy set 2** **Copy set 3**

Three sets of copies specified

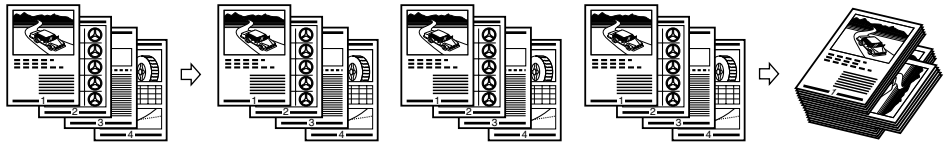


■ **When <Rotate> Is Set**

When originals of the same size are copied, the pages are aligned and the copy sets are output into the output trays in alternating directions.

Originals **Copy set 1** **Copy set 2** **Copy set 3**

Three sets of copies specified



IMPORTANT

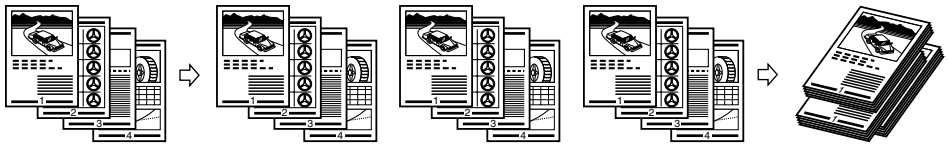
- *The <Rotate> function can be used when:*
  - *Rotatable paper is set both horizontally and vertically in the paper drawers*
  - *The paper drawers to be used in <Rotate> function are set to <ON> in <DRAWER ELIGIBLTY> menu (see the Reference Guide).*

■ **When <Offset> Is Set**

Copies are automatically collated into sets arranged in page order and shifted to the front and back alternately.

Originals **Copy set 1** **Copy set 2** **Copy set 3**

Three sets of copies specified



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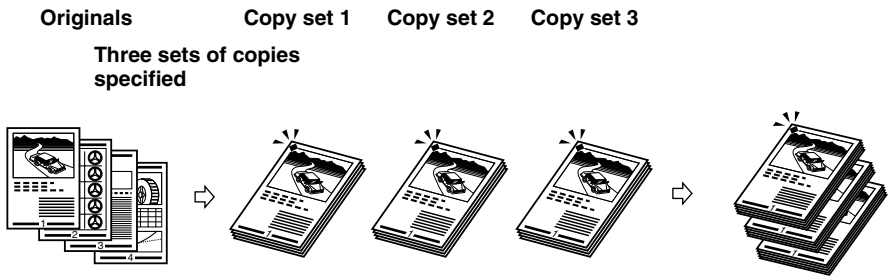
■ **When <Staple> Is Set**

Copies are automatically collated into sets arranged in page order, stapled, and output into the trays, as shown below.



Collating Copies into Sets in Page Order (Collate)

This section explains the settings to perform each collation mode. The setting differs depending on the mode, so follow the procedure below to make the required setting for the desired collation mode.

1 Place your original.

2 Press (Finisher) repeatedly until the indicator for the collate function ( ) lights.

NOTE

- *When <5.AUTO SORT> is set to <ON>, the Collate or Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting the Automatic Collate On/Off," on p. 3-8.)*

● **If you want to set <Rotate> collation**

▼ Set <6.SORT ROTATE> to <ON> before making copies. (See "Setting the Rotate Collate On/Off," on p. 3-9.)

▼ Go on to step 3.

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IMPORTANT

- *The <Rotate> function can be used when:*
  - *Rotatable paper is set both horizontally and vertically in the paper drawers*
  - *<DRAWER ELIGIBLTY> is set to <ON> for the paper drawer to be used in <Rotate> function. (See the Reference Guide)*
- *When the Finisher-L1 is attached, <Rotate> Collation cannot be set.*

● **If you want to set <Offset> Collation**

▼ Set <6.SORT ROTATE> to <OFF> before making copies. (See "Setting the Rotate Collate On/Off," on p. 3-9.)

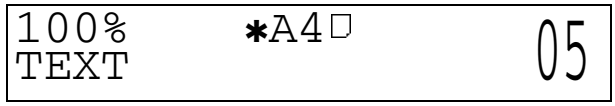
▼ Go on to step 3.

IMPORTANT

- *When the optional finisher is attached, Offset Collate mode is set automatically.*
- *The Offset Collate can be set only with the optional finisher attached.*

3 Press numeric buttons to enter the desired copy quantity (1 to 99).

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.



4 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear on the display.

NOTE

- *To cancel the setting, press (Finisher) repeatedly until the collate indicator turns off.*
- *To cancel all settings and return the machine to the standby mode, press (Reset).*

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Collating Pages and Stapling (Staple)

The Staple mode automatically collates the copies into sets arranged in page order, stapled, and output into the trays.

IMPORTANT

- *Pull out the output auxiliary tray when stapling the A3- or B4-size paper.*

1 Place your original.

2 Press (Finisher) repeatedly until the indicator for the staple function lights.

IMPORTANT

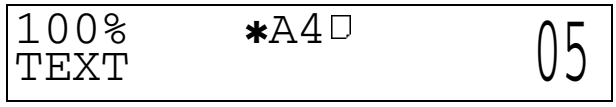
- *To use the <Staple> Collation with the paper larger than A4-size, you need to attach an additional memory.*

NOTE

- *When <5.AUTO SORT> is set to <ON>, the Offset Collate mode is automatically set when you place the originals in the feeder. (See "Setting the Automatic Collate On/Off," on p. 3-8.)*

3 Press numeric buttons to enter the desired copy quantity (1 to 99).

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.



4 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear in the display and press (Start) once for each original.

Copying starts.

NOTE

- *To cancel the setting, press (Finisher) repeatedly until the staple indicator turns off.*
- *To cancel all settings and return the machine to the standby mode, press (Reset).*

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Reserved Copying

You can select copy settings and scan originals even if the machine is currently printing. Your scanned documents are processed after the current job is completed.

IMPORTANT

- *While the machine is warming up, at power on or after clearing the paper jam, it cannot scan the originals.*

NOTE

- *You can set a different mode for each job.*

Reserving a Copy Job While Printing

You can scan another original and set the copy mode for it while the machine is printing the previous job. The machine begins printing the reserved copy job after finishing the output of the current job, which helps you handle multiple jobs efficiently.

1 **Place your original.**

2 **Set the desired copy mode and quantity (1 to 99).**

3 **Press (Start).**

Scanning starts.

NOTE

- *To cancel a reserved copy, press (Stop), and select the copy job to be canceled.*

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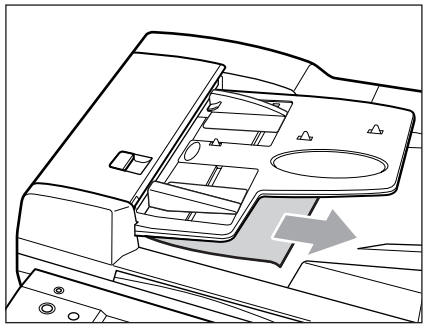
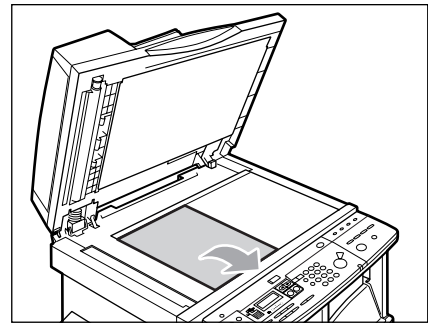
4 **Once the original is scanned, remove it from the machine.**





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Interrupting the Current Job to Make Priority Copies (Interrupt Mode)

The Interrupt mode enables you to interrupt the reserved or current job long enough to make higher priority copies. This mode is useful when making a rush copy during a long copy job.

NOTE

- *You can make interrupt copies when the machine is ready to scan.*
- *You cannot set the copy mode for the interrupt copy during scanning.*

1 Press (Interrupt).

(Interrupt) lights.

When you want to copy after changing the Department ID while Department ID Management is enabled, press (ID) and enter the Department ID and Password. (See the *Reference Guide*.)

NOTE

- *Even when you press (Interrupt), the job currently being output will not be interrupted until the interrupt copy starts printing.*

2 Place your original, and set the desired copy mode and quantity (1 to 99).

3 Press (Start).

The Interrupt copy job starts.

NOTE

- *To cancel the Interrupt mode, press (Stop), and select the job to be canceled.*

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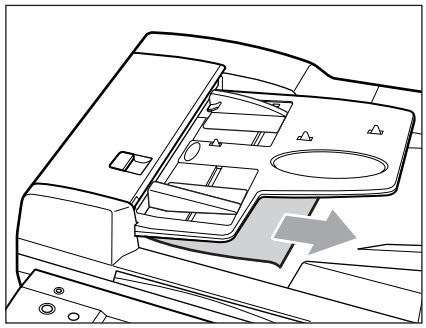
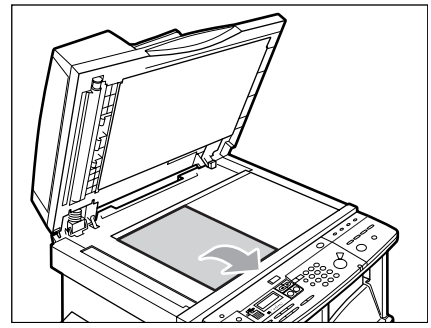
4 Once the original is scanned, remove it from the machine.

When the Interrupt copy job is completed, the interrupted printing operation resumes.





IMPORTANT

- *If you want to continue making Interrupt copies, wait until the current Interrupt copy job is completed (end of printing).*

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Useful Copy Functions

2
CHAPTER

This chapter describes more advanced copy functions.

Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-page Separation). 2-2
Making Copies with Margins (Margin). 2-5
Erasing Shadows and Frame Lines from Copies (Frame Erase) 2-7
Making Copies Erasing the Frame of the Originals (Original Frame Erase) 2-9
Making Copies Erasing the Book Frame (Book Frame Erase) 2-11
Making Copies Erasing Binding Holes etc. (Binding Erase) 2-12
Reducing Two Originals to Fit on a Single Copy Sheet (2 on 1 Combination) 2-15

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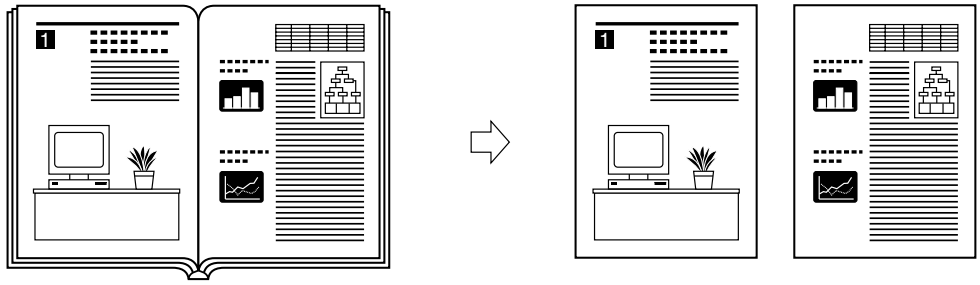
Copying Facing Pages in a Book on Two Separate Sheets of Paper (Two-page Separation)

The Two-page Separation mode enables you to copy facing pages in a book or a magazine onto separate sheets of paper.

Original **Copy**



IMPORTANT

- *When the machine is operating in the Two-page Separation mode, you cannot use the Binding Hole Erase and 2 on 1 Combination mode.*
- *Place the original on the platen glass. You cannot copy in the Two-page Separation mode when the original is fed from the feeder.*
- *You can set the Two-page Separation mode only on the original sizes shown on the display.*

1 Place the original on the platen glass.

If you want to make copies in page order, begin copying from the first page and work your way forward.

Place the original face down with the original's top edge against the top left corner of the platen glass.

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2 **Press Special Features.**

The Special Features menu appears.

```
SPECIAL FEATURES
 1.2PG SEP SETTING
```

3 **Press ◁ or ▷ to select <1.2 PG SEP SETTING>, and press OK.**

```
SPECIAL FEATURES
 1.2PG SEP SETTING
```

When you press OK, the <OPENING DIRECTION> menu appears.

4 **Press ◁ or ▷ to select <1.LEFT OPENING>, <2.RGHT OPENING>, or <3.OFF>, and press OK.**

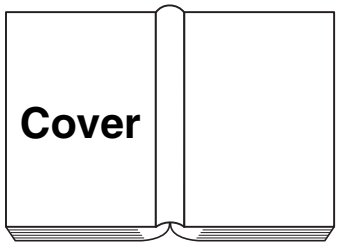
Set whether to start copying from the left page or right page according to whether the book starts from the left or right.

Set the book opening according to the cover-page side when placed face-down on the platen glass.

```
OPENING DIRECTION
 1.LEFT OPENING
```

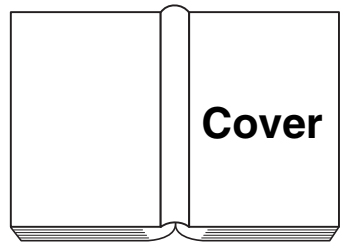
When placed face-down on the platen glass

RIGHT OPENING



The left half of the platen glass is copied first, and the right half next.

LEFT OPENING



The right half of the platen glass is copied first, and the left half next.

When you press OK, the <ORIGINAL SIZE> menu appears.

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5 **Press ◁ or ▷ to select the paper size for facing pages, and press OK.**

```
ORIGINAL SIZE
                        A3
```

6 **Enter the desired copy quantity (1 to 99) using the numeric buttons.**

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.

```
100%      ✱A4          10
TEXT
```

7 **Press (Start).**

Copying starts.

If you want to copy another facing-pages original, set it on the platen glass, and press (Start).

NOTE

- *To cancel all settings and return the machine to the Standard mode, press (Reset).*
- *If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.*

```
CANCEL COPYING?
 < YES          NO >
```

- *If you press (Stop) after copying has started, some sheets of blank paper may be output.*

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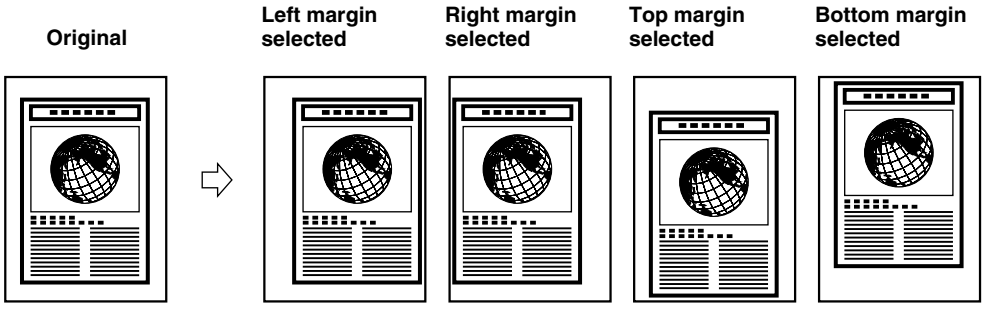
Making Copies with Margins (Margin)

The Margin mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode to make copies ready for placement in ring binders.



IMPORTANT

- *When the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. If copying an original image that extends to the edge of the sheet, part of that image is cut off.*
- *The Margin mode cannot be used with the free-size paper.*

1 **Place your original.**

2 **Press Special Features.**

The Special Features menu appears.

3 **Press ◁ or ▷ to select <2.MARGIN SETTINGS>, and press OK.**

```
SPECIAL FEATURES
 2.MARGIN SETTINGS
```

When you press OK, the <MARGIN TYPE> menu appears.

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4 **Press ◁ or ▷ to select where to set margin (<1.LEFT MARGIN>, <2.RIGHT MARGIN>, <3.TOP MARGIN>, <4.BOTTOM MARGIN> or <5.OFF>), and press OK.**

```
MARGIN TYPE
 1.LEFT MARGIN
```

5 **Press ◁ or ▷ to set the margin width, and press OK.**

You can also use the numeric buttons to enter the margin width.

```
MARGIN WIDTH
                    10mm
```

When you press OK, the standby display appears.

NOTE

- *You can set the margin width in the range from 1 mm to 20 mm.*
- *The default setting is 10 mm.*

6 **Enter the desired copy quantity (1 to 99) using the numeric buttons.**

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.

```
100%      A4□          05
TEXT
```

7 **Press (Start).**

Copying starts.

NOTE

- *To cancel all settings and return the machine to the Standard mode, press (Reset).*
- *If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.*

```
CANCEL COPYING?
 < YES          NO >
```

- *If you press (Stop) after copying has started, some sheets of blank paper may be output.*

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Erasing Shadows and Frame Lines from Copies (Frame Erase)

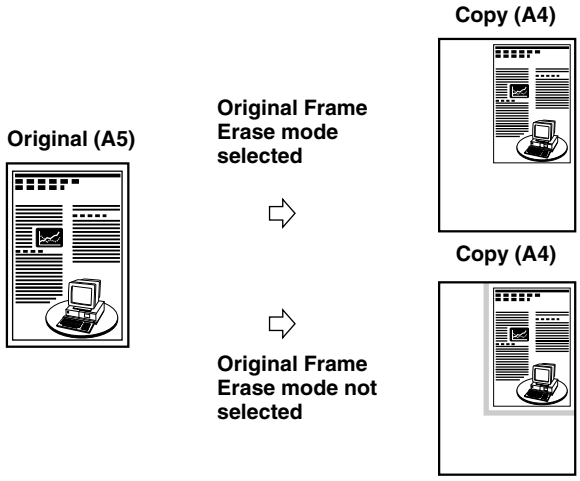
The Frame Erase modes erase shadows and lines that appear when copying various types of originals.

IMPORTANT

- *Combination of the Original Frame Erase, Book Frame Erase, or Binding Erase modes cannot be set. If you select one of these modes, the previously set mode is canceled.*
- *You can set the Frame Erase mode only on the original sizes shown on the display.*

■ Original Frame Erase

Erases the dark borders and frame lines that appear around the copy when the original is smaller than the selected paper size. Also, it creates a blank border around the edge of the copy.



IMPORTANT

- *When the machine is operating in the Original Frame Erase mode, you cannot use the 2 on 1 Combination mode.*

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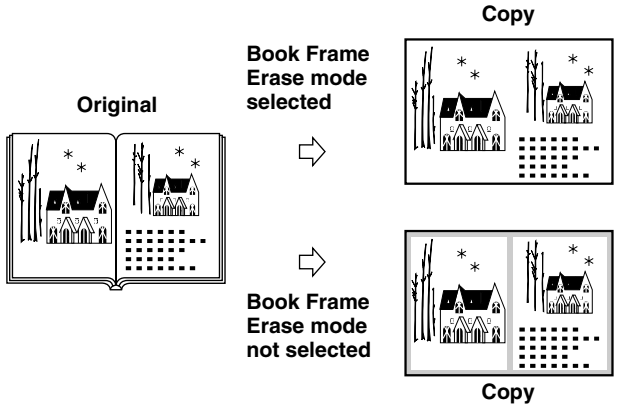
■ **Book Frame Erase**

Erases the dark border as well as center and contour lines that appear when copying facing pages in a bound original onto a single sheet of paper.

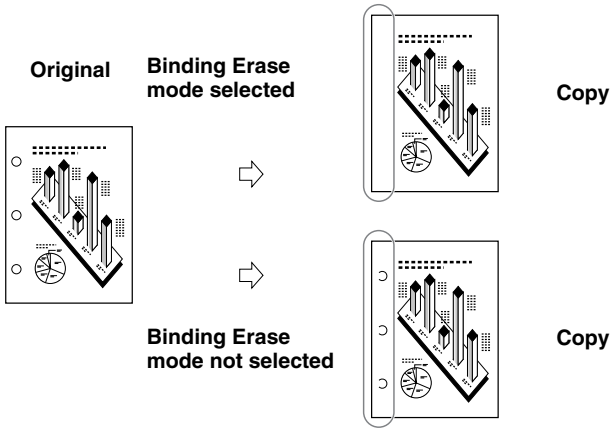


IMPORTANT

- *Set the book to be copied on the platen glass.*
- *When the machine is operating in the Book Frame Erase mode, you cannot use the 2 on 1 Combination mode.*

■ **Binding Erase**

Erases the shadows that appear in copies from binding holes in originals.



IMPORTANT

- *When the machine is operating in the Binding Frame Erase mode, you cannot use the Two-page Separation mode.*
- *Do not place originals with binding holes in the feeder, as this may damage the originals.*

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Making Copies Erasing the Frame of the Originals (Original Frame Erase)

This section explains the settings to make copies erasing the Frame of the Originals.

Before using this mode, set the width to be erased in the Additional Settings menu. (See “Setting the Standard Frame Erase Width,” on p. 3-7.)

NOTE

- *You can set the Original Frame Erase width between 1 to 20 mm.*
- *The default setting is <2 mm>.*

1 **Place your original.**

```
100% AUTO PAPER
TEXT                    01
```

2 **Press Special Features.**

```
SPECIAL FEATURES
 1.2PG SEP SETTING
```

3 **Press ◁ or ▷ to select <3.FR ERASE SETTING>, and press OK.**

```
SPECIAL FEATURES
 3.FR ERASE SETTING
```

When you press OK, the <FRAME ERASE FEATURE> menu appears.

4 **Press ◁ or ▷ to select <1.DOC. FRAME ERASE>, and press OK.**

```
FRAME ERASE FEATURE
 1.DOC. FRAME ERASE
```


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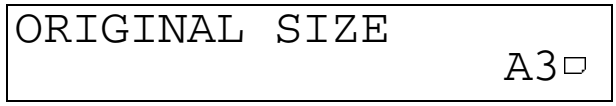
5 **Press ◁ or ▷ to select the size of the original, and press OK.**



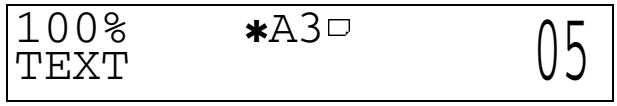
When you press OK, the standby display appears.

NOTE

- *You can set the Original Frame Erase mode only on the original sizes shown on the display.*
- *The machine selects the paper according to the original size you set in step 5 and the selected paper size is displayed.*

6 **Enter the desired copy quantity (1 to 99) using the numeric buttons.**

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.



7 **Press (Start).**

Copying starts.

NOTE

- *To cancel all settings and return the machine to the Standard mode, press (Reset).*
- *If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.*

- *If you press (Stop) after copying has started, some sheets of blank paper may be output.*

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Making Copies Erasing the Book Frame (Book Frame Erase)

1 **Place your original, enter the Special Features menu, and open the <FRAME ERASE FEATURE> menu.**

For details about the procedure above, see steps 1 to 3 of "Making Copies Erasing the Frame of the Originals (Original Frame Erase)," on p. 2-9.

```
FRAME ERASE FEATURE
 1.DOC. FRAME ERASE
```

2 **Press ◁ or ▷ to select <2.BOOK FRAME ERASE>, and press OK.**

```
FRAME ERASE FEATURE
 2.BOOK FRAME ERASE
```

3 **Press ◁ or ▷ to select the book size of the original, and press OK.**

```
ORIGINAL SIZE
                    A3□
```

NOTE

- *You can set the Book Frame Erase mode only on the original sizes shown on the display.*

4 **Press ◁ or ▷ to set the book frame erase width, and press OK.**

You can also use the numeric buttons to enter the frame erase width.

```
FRAME ERASE WIDTH
                  10mm
```

When you press OK, the standby display appears.

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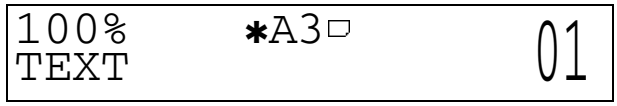
NOTE

- *You can set the book frame erase width in the range from 3 mm to 50 mm.*
- *The default setting is 10 mm.*
- *The machine selects the paper according to the original size you set in step 3 and the selected paper size is displayed.*

5 Enter the desired copy quantity (1 to 99) using the numeric buttons.

For details about entering the copy quantity, see "Specifying the Required Number of Copies," on p. 1-7.



6 Press (Start).

Copying starts.

NOTE

- *To cancel all settings and return the machine to the Standard mode, press (Reset).*
- *If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.*

- *If you press (Stop) after copying has started, some sheets of blank paper may be output.*
- *Set the frame erase width around the original using the <2.COPY SETTINGS> menu in the Additional Functions menu. You can set from 1 mm to 20 mm. (See "Setting the Standard Frame Erase Width," on p. 3-7.)*

Making Copies Erasing Binding Holes etc. (Binding Erase)

1 Place your original, enter the Special Features menu, and open the <FRAME ERASE FEATURE> menu.

For details about the procedure above, see steps 1 to 3 of "Making Copies Erasing the Frame of the Originals (Original Frame Erase)," on p. 2-9.

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IMPORTANT

- *Do not place originals with binding holes in the feeder, as it may damage the originals.*

2 **Press ◁ or ▷ to select <3.HOLE PUNCH ERASE>, and press OK.**

```
FRAME ERASE FEATURE
 3.HOLE PUNCH ERASE
```

3 **Press ◁ or ▷ to select the size of the original, and press OK.**

```
ORIGINAL SIZE
                    A3▭
```

NOTE

- *You can set the Binding Hole Erase mode only on the original sizes shown on the display.*

4 **Press ◁ or ▷ to select the binding hole erase width, and press OK.**

You can also use the numeric buttons to enter the binding hole erase width.

```
FRAME ERASE WIDTH
                   18mm
```

When you press OK, the standby display appears.

NOTE

- *You can set the width from 3 mm to 20 mm.*
- *The default setting is 18 mm.*
- *The machine selects the paper according to the original size you set in step 3 and the selected paper size is displayed.*

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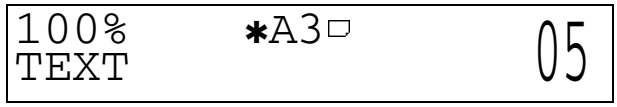
5 Enter the desired copy quantity (1 to 99) using the numeric buttons.

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-7.



6 Press (Start).

Copying starts.

NOTE

- *To cancel all settings and return the machine to the Standard mode, press (Reset).*
- *If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.*

- *If you press (Stop) after copying has started, some sheets of blank paper may be output.*

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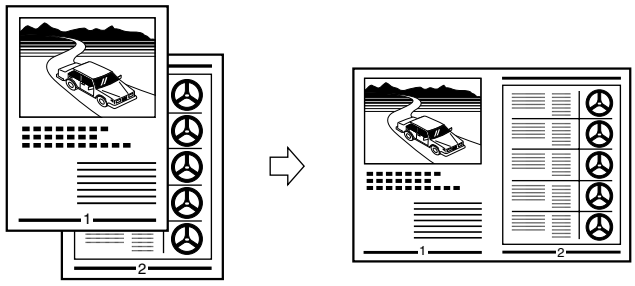
Reducing Two Originals to Fit on a Single Copy Sheet (2 on 1 Combination)

The 2 on 1 Combination mode automatically reduces two originals to fit on the selected paper size.

Original **Copy**



IMPORTANT

- *When the machine is operating in the 2 on 1 Combination mode, you cannot use the Two-page Separation, Original Frame Erase, or Book Frame Erase modes.*
- *You can set the 2 on 1 Combination mode only on the original sizes shown on the display.*

NOTE

- *The reduction ratio is automatically set so that the originals fit on the selected paper size.*

1 **Place your original.**

```
100% AUTO PAPER
TEXT                    01
```

2 **Press Special Features.**

```
SPECIAL FEATURES
 1.2PG SEP SETTING
```

3 **Press ◁ or ▷ to select <4.2 ON 1 SETTING>, and press OK.**

```
SPECIAL FEATURES
 4.2 ON 1 SETTING
```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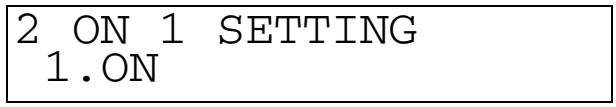
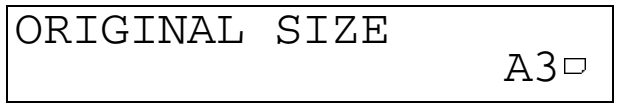
4 **Press ◁ or ▷ to select <1.ON> or <2.OFF>, and press OK.**

If you want to use the 2 on 1 Combination mode, select <1.ON>.

If you do not want to use the 2 on 1 Combination mode, select <2.OFF>.



5 **Press ◁ or ▷ to select the size of the original, and press OK.**



6 **Press ◁ or ▷ to select the paper size, and press OK.**

When you press OK, the display returns to the standby mode.

IMPORTANT

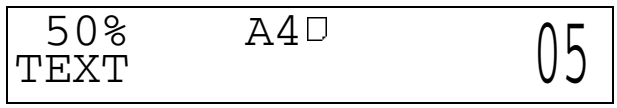
- *You cannot set Automatic Paper Selection in the 2 on 1 Combination mode.*

NOTE

- *The machine automatically selects the copy ratio depending on the selected paper size.*
- *When you set the 2 on 1 Combination mode, the Shift mode is automatically set.*

7 **Enter the desired copy quantity (1 to 99) using the numeric buttons.**

For details about entering the copy quantity, see “Specifying the Required Number of Copies,” on p. 1-7.



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8 Press (Start).

When the original is placed on the platen glass, follow the instructions that appear on the display and press (Start) once for each original. When scanning is completed, press OK.

Copying starts.

NOTE

- *To cancel all settings and return the machine to the Standard mode, press (Reset).*
- *If you press (Stop), the cancel job display appears. Select <YES> or <NO> using ◁ or ▷.*

```
CANCEL COPYING?
 < YES          NO >
```

- *If you press (Stop) after copying has started, some sheets of blank paper may be output.*
- *If you set the 2 on 1 Combination mode, the machine is automatically set to the Auto Zoom mode. However, you can also use the preset zoom or zoom designation mode.*

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Setting/Storing Specifications of the Copy Function

3
CHAPTER

This chapter describes how to store or change the default settings to suit your needs.

Copy Settings List. 3-2
Changing the Current Standard Settings 3-3
Setting the Standard Exposure 3-3
Setting the Standard Zoom Ratio. 3-5
Setting the Standard Copy Quantity 3-6
Setting the Standard Frame Erase Width 3-7
Setting the Automatic Collate On/Off. 3-8
Setting the Rotate Collate On/Off 3-9
Setting the Sharpness 3-10
Setting the Prescan Function. 3-12

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Copy Settings List

The following items can be stored or set in the Copy Settings menu.

Additional Function	Available Settings	Applicable page
COPY SETTINGS		
1.STANDARD EXPOSURE	MANUAL*(-LT – DK+:9 steps, 5*)/AUTO	3-3
2.STD ZOOM RATIO	50 – 200% (100%*)	3-5
3.STANDARD COPY QTY	01* – 99	3-6
4.FRAME ERASE WIDTH	01 – 20 mm (02 mm*)	3-7
5.AUTO SORT	ON*/OFF	3-8
6.SORT ROTATE	ON*/OFF	3-9
7.SHARPNESS	1 – 9 (5*)	3-10
8.PRESCAN	ON*/OFF	3-12

*1: Settings marked * are default settings.

NOTE

- *For instructions on how to set the modes not described in this manual, refer to the other manuals supplied separately.*
- *The Copy Settings menu is made up of several items. Press ◁ or ▷ to scroll through the items you want to set, and make the required settings.*

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Changing the Current Standard Settings

Standard Settings refers to a combination of Copy modes that the machine automatically applies at power on or when [C] (Reset) is pressed. In this section, the procedure for changing the Copy modes stored as the Standard Settings is explained.

NOTE

- *The Standard Setting is applied when:*
  - *(Stop) or [C] (Reset) is pressed (except for during copying)*
  - *the Auto Clear function works*
  - *the operation in the Additional Functions menu is finished*
- *The Standard Settings consists of the following seven settings:*
  - *Standard Exposure*
  - *Standard Zoom Ratio*
  - *Standard Copy Quantity*
  - *Frame Erase Width*
  - *Auto Collate*
  - *Sort Rotate*
  - *Sharpness*

Setting the Standard Exposure

You can set the standard copy exposure.

NOTE

- *The default setting is <MANUAL> and 5 (center).*

1 **Press (Additional Functions).**

```
REGISTRATION/SETTING
 1.COMMON SETTINGS
```

2 **Press ◁ or ▷ to select <2.COPY SETTINGS>, and press OK.**

```
REGISTRATION/SETTING
 2.COPY SETTINGS
```

When you press OK, the <COPY SETTINGS> menu appears.

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3 **Press ◁ or ▷ to select <1.STANDARD EXPOSURE>, and press OK.**

```
COPY SETTINGS
 1.STANDARD EXPOSURE
```

When you press OK, the <STANDARD EXPOSURE> menu appears.

4 **Press ◁ or ▷ to select <MANUAL>, and press OK.**

```
STANDARD EXPOSURE
                MANUAL
```

5 **Press ◐ or ◗ to set the desired standard copy exposure, and press OK.**

For details about the adjustment of the copy exposure, see “Adjusting Copy Exposure,” on p. 1-11.

```
STANDARD EXPOSURE
-LT   ◐▯▯▯▯▮▯▯▯▯◗   DK+
```

When you press OK, the standard exposure is stored and the display returns to the <COPY SETTINGS> menu.

6 **Press ◇ (Stop) to return to the standby mode.**

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Setting the Standard Zoom Ratio

You can set the standard zoom ratio.

NOTE

- *The default setting is <100%>.*

1 **Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.**

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

```
COPY SETTINGS
 1.STANDARD EXPOSURE
```

2 **Press ◁ or ▷ to select <2.STD ZOOM RATIO>, and press OK.**

```
COPY SETTINGS
 2.STD ZOOM RATIO
```

When you press OK, the <STD ZOOM RATIO> menu appears.

3 **Press ◁ or ▷ to set the desired standard zoom ratio, and press OK.**

You can also enter the standard zoom ratio using the numeric buttons.

```
STD ZOOM RATIO
                    100%
```

When you press OK, the standard zoom ratio is stored and the display returns to the <COPY SETTINGS> menu.

NOTE

- *You can set the zoom ratio in the range from 50 to 200%.*

4 **Press (Stop) to return to the standby mode.**

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Setting the Standard Copy Quantity

You can set the standard copy quantity.

NOTE

- *The default setting is <01>.*

---

1 **Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.**

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 **Press ◁ or ▷ to select <3.STANDARD COPY QTY>, and press OK.**

```
COPY SETTINGS
 3.STANDARD COPY QTY
```

When you press OK, the <STANDARD COPY QTY> menu appears.

3 **Press ◁ or ▷ to set the desired standard copy quantity, and press OK.**

You can also enter the standard quantity using the numeric buttons.

```
STANDARD COPY QTY
                  01
```

When you press OK, the standard copy quantity is stored and the display returns to the <COPY SETTINGS> menu.

NOTE

- *You can set the copy quantity in the range from 01 to 99.*

4 **Press (Stop) to return to the standby mode.**

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Setting the Standard Frame Erase Width

You can set the standard frame erase width for Frame Erase function.

NOTE

- *The default setting is <02 mm>.*

1 **Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.**

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 **Press ◁ or ▷ to select <4.FRAME ERASE WIDTH>, and press OK.**

```
COPY SETTINGS
 4.FRAME ERASE WIDTH
```

When you press OK, the <FRAME ERASE WIDTH> menu appears.

3 **Press ◁ or ▷ to set the desired frame erase width, and press OK.**

You can also enter the standard frame erase width using the numeric buttons.

```
FRAME ERASE WIDTH
                  02mm
```

When you press OK, the standard frame erase width is stored and the display returns to the <COPY SETTINGS> menu.

NOTE

- *You can set the frame erase width in the range from 01 mm to 20 mm.*

4 **Press (Stop) to return to the standby mode.**

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Setting the Automatic Collate On/Off

This mode allows automatic selection of the Collate (Offset Collate) mode when the original is placed in the feeder. This is helpful when making multiple copies, because you do not need to remember to select the Finisher mode.

NOTE

- *The default setting is <ON>.*
- *This function is available only when the Feeder (ADF-J1) is attached.*

1 **Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.**

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 **Press ◁ or ▷ to select <5.AUTO SORT>, and press OK.**

```
COPY SETTINGS
 5.AUTO SORT
```

When you press OK, the <AUTO SORT> menu appears.

3 **Press ◁ or ▷ to select <ON> or <OFF>, and press OK.**

If you want the machine to collate automatically, select <ON>.

If you do not want the machine to collate automatically, select <OFF>.

```
AUTO SORT
                        ON
```

When you press OK, the specified mode is set and the display returns to the <COPY SETTINGS> menu.

4 **Press Stop (Stop) to return to the standby mode.**

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Setting the Rotate Collate On/Off

This mode allows automatic selection of the Rotate Collate mode when the original is placed in the feeder. For details about the Rotate Collate, see pages 1-8 and 1-9.

IMPORTANT

- *The Rotate Collate can be used with the following paper sizes: A4 ▯/A4 ▭/B5 ▯/B5 ▭/A5 ▯/A5 ▭/LTR ▯/LTR ▭.*
- *The Rotate collate can be used when:*
  - *the Rotatable paper is set both vertically and horizontally*
  - *<DRAWER ELIGIBLTY> for the drawer to be used for the Rotate collate is set to <ON>*
- *When the Finisher-L1 is attached, the Rotate collate is not available*

NOTE

- *The default setting is <ON>.*
- *This function is available only when the Feeder (ADF-J1) is attached.*

1 **Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.**

For details about the procedure above, see steps 1 and 2 in “Setting the Standard Exposure,” on p. 3-3.

2 **Press ◁ or ▷ to select <6.SORT ROTATE>, and press OK.**

```
COPY SETTINGS
 6.SORT ROTATE
```

When you press OK, the <SORT ROTATE> menu appears.

3 **Press ◁ or ▷ to select <ON> or <OFF>, and press OK.**

If you want the machine to rotate collate automatically, select <ON>.

If you do not want the machine to rotate collate automatically, select <OFF>.

```
AUTO SORT
                    ON
```

When you press OK, the specified mode is set and the display returns to the <COPY SETTINGS> menu.

4 **Press Stop (Stop) to return to the standby mode.**

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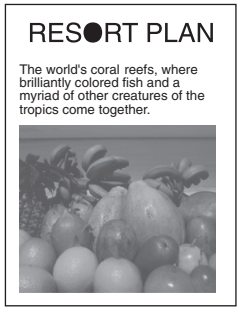
Setting the Sharpness

You can set the sharpness of the copied image. When you want to copy texts and lines clearly, increase the sharpness level. If you want to copy a halftone original such as a picture, decrease the sharpness level.

■ **Sharpness level low**

If you make copies of an original containing halftones, such as a printed photograph, using the Photo mode, moire may occur. You can soften the moire effect by adjusting the sharpness level lower.

Original



Copies

When adjustment is made

When adjustment is not made

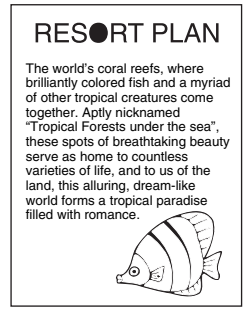
■ **Sharpness level high**

If you make copies of an original containing small or unclear letters, such as a blue print or an original written by pencil, set the sharpness level high. You can accentuate the edges of the image to make a clear copy.

Original

Copies

When adjustment is made



When adjustment is not made

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1 **Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.**

For details about the procedure above, see steps 1 and 2 in “Setting the Standard Exposure,” on p. 3-3.

2 **Press ◁ or ▷ to select <7.SHARPNESS>, and press OK.**

When you press OK, the <SHARPNESS> menu appears.

3 **Press ◁ or ▷ to set the desired sharpness level, and press OK.**

To copy an original in text and lines, select a high sharpness level.

To copy an original with halftone images such as a photograph, select a low sharpness level.

When you press OK, the selected sharpness level is stored and the display returns to the <COPY SETTINGS> menu.

NOTE

- *You can set the sharpness in the range from 1 to 9.*
- *<9> is the lowest sharpness level and <1> is the highest.*

4 **Press Stop (Stop) to return to the standby mode.**

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Setting the Prescan Function

This function allows you to save the first copy time, by making the machine get ready to start copying before you press (Start).

NOTE

- *If <PRESCAN> is set to <ON>, the machine gets ready to start copying from the moment you set the original in the feeder or on the platen glass.*
- *The factory setting is <ON>.*

1 **Enter the Additional Functions menu and open the <2.COPY SETTINGS> menu.**

For details about the procedure above, see steps 1 and 2 in "Setting the Standard Exposure," on p. 3-3.

2 **Press ◁ or ▷ to select <9.PRESCAN>, and press OK.**

```
COPY SETTINGS
 8.PRESCAN
```

When you press OK, the <PRESCAN> setting menu appears.

3 **Press ◁ or ▷ to select <ON> or <OFF>, and press OK.**

If you want to use the prescan function, select <ON>.

If you do not want to use the prescan function, select <OFF>.

```
PRESCAN
                    ON
```

When you press OK, the specified mode is set and the display returns to the <COPY SETTINGS> menu.

4 **Press to return to the standby mode.**

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Appendix

4
CHAPTER

Chart of Available Combination of Functions 4-2
Index. 4-5

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Chart of Available Combination of Functions

The chart shows the settings combinations when you want to reconfigure the functions.

○: Combination available

×: Combination unavailable

	Enlargement	Zoom Designation	Automatic Exposure Control	Photo	Text	Text/Photo	Automatic Paper Selection	Stack Bypass	Collate	Rotate Collating	Offset Collating	Staple	Interrupt Copy	Reserve Copy
Enlargement		×	○	○	○	○	○	○	○	○	○	○	○	○
Zoom Designation	×		○	○	○	○	×	○	○	○	○	○	○	○
Automatic Exposure Control	○	○		×	×	×	○	○	○	○	○	○	○	○
Photo	○	○	×		×	×	○	○	○	○	○	○	○	○
Text	○	○	×	×		×	○	○	○	○	○	○	○	○
Text/Photo	○	○	×	×	×		○	○	○	○	○	○	○	○
Automatic Paper Selection	○	○	○	○	○	○		○	○	○	○	○	○	○
Stack Bypass	○	○	○	○	○	○	○		○	○	○	○	○	○
Collate	○	○	○	○	○	○	○	○		×	×	×	○	○
Rotate Collating	○	○	○	○	○	○	○	○	×		×	×	○	○
Offset Collating	○	○	○	○	○	○	○	○	×	×		×	○	○
Staple	○	○	○	○	○	○	○	○	×	×	×		○	○
Interrupt Copy	○	○	○	○	○	○	○	○	○	○	○	○		○
Reserve Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	

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○: Combination available

×: Combination unavailable

	Enlargement	Zoom Designation	Automatic Exposure Control	Photo	Text	Text/Photo	Automatic Paper Selection	Stack Bypass	Collate	Rotate Collating	Offset Collating	Staple	Interrupt Copy	Reserve Copy
Two-page Separation	○	○	○	○	○	○	○	○	○	○	○	○	○	○
2 on 1 Combination	○	○	○	○	○	○	×	○	○	○	○	○	○	○
Original Frame Erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Book Frame Erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Binding Erase	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Right Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Left Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Top Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Bottom Margin	○	○	○	○	○	○	○	○	○	○	○	○	○	○

○: Combination available

×: Combination unavailable

	Two-page Separation	2 on 1 Combination	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin
Enlargement	○	○	○	○	○	○	○	○	○
Zoom Designation	○	○	○	○	○	○	○	○	○
Automatic Exposure Control	○	○	○	○	○	○	○	○	○
Photo	○	○	○	○	○	○	○	○	○
Text	○	○	○	○	○	○	○	○	○
Text/Photo	○	○	○	○	○	○	○	○	○
Automatic Paper Selection	○	×	○	○	○	○	○	○	○
Stack Bypass	○	○	○	○	○	○	○	○	○
Collate	○	○	○	○	○	○	○	○	○
Rotate Collating	○	○	○	○	○	○	○	○	○
Offset Collating	○	○	○	○	○	○	○	○	○
Staple	○	○	○	○	○	○	○	○	○
Interrupt Copy	○	○	○	○	○	○	○	○	○
Reserve Copy	○	○	○	○	○	○	○	○	○

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○: Combination available

×: Combination unavailable

	Two-page Separation	2 on 1 Combination	Original Frame Erase	Book Frame Erase	Binding Erase	Right Margin	Left Margin	Top Margin	Bottom Margin
Two-page Separation		×	○	○	×	○	○	○	○
2 on 1 Combination	×		×	×	○	○	○	○	○
Original Frame Erase	○	×		×	×	○	○	○	○
Book Frame Erase	○	×	×		×	○	○	○	○
Binding Erase	×	○	×	×		○	○	○	○
Right Margin	○	○	○	○	○		×	×	×
Left Margin	○	○	○	○	○	×		×	×
Top Margin	○	○	○	○	○	×	×		×
Bottom Margin	○	○	○	○	○	×	×	×	

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