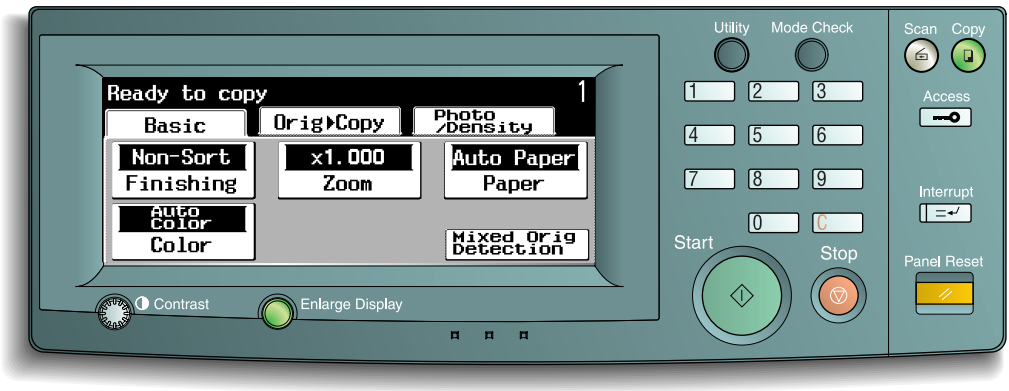
MINOLTA

Operations Guide
[Enlarge Display mode]

The essentials of imaging

www.minolta.co.jp

CF2002/CF3102



4

- Before Making Copies
- Basic Copy Operations
- Copy Paper
- Original Documents
- Specifying Copy Settings
- Job List Screen

DiALTA Color

Contents

The topics listed below are described in the Enlarge Display Mode Operation Guide.

Note

The descriptions in this guide show sample screens with inch measurements.

The same setting in screens with metric measurements can be specified using the same procedure.

For details on other topics, refer to the Administrator Operations volume, the Basic Operations volume and the Advanced Operations volume of the User Manual.

1 Before Making Copies

1.1 Introduction 1-2
Structure of the Manual 1-2

1.2 Explanation of Guide Conventions.....1-4

1.3 Names of Control Panel Parts and Their Functions 1-6

1.4 Adjusting the Angle of the Control Panel.....1-10
To lower the angle of the control panel.....1-11

To raise the angle of the control panel 1-11

1.5 Touch Panel 1-12

Description of the Standard-Sized Screen 1-12

Description of the Enlarged Display Screen 1-12

Initial Mode of the Enlarge Display Screen 1-13

Operating the Touch Panel 1-13

Keys That Appear in the Screen 1-14

Paper Type Icons 1-15

Paper Supply Icons 1-16

1.6 Auto Panel Reset 1-17

1.7 Confirming the Cancellation of the Enlarge Display Mode 1-18

Outline of the Confirmation to Cancel the Enlarge Display Mode 1-20

1.8 Key Repeat Start Time/ Interval function 1-22

2 Basic Copy Operations

2.1 Making Basic Copies 2-2

2.2 Practical Copy Examples 2-6

To make a copy that is the same size as the original 2-6

To make an enlarged copy of the document 2-8

To make an reduced copy of the document.....2-10
To reduce paper use 2-12
To copy a postcard.....2-16

2.3 Stopping/Restarting/ Deleting a Print Job.....2-21
To stop a print job.....2-21
To restart a print job 2-21
To delete the stopped print job.....2-22

2.4 Interrupting a Copy Job.....2-24

3 Copy Paper

3.1 Specifying the Paper Size.....3-2
Setting the Paper Size for the 1st Drawer.....3-2
Setting a 1st drawer/Non-Standard Paper Size.....3-4
Storing a 1st drawer/Non-Standard Paper Size.....3-8
Setting the Paper Size for the Manual Bypass Tray 3-12
To store a 1st drawer/ custom paper size 3-19

4 Original Documents

4.1 Specifying the Document Size 4-2
Multi-Sheet Feeding 4-2
Manual Feeding.....4-6

5 Specifying Copy Settings

5.1 Selecting the Color Setting 5-2
To select the Color setting..... 5-2

5.2 Selecting Finishing Settings 5-3
To specify Finishing settings 5-4

5.3 Specifying a Zoom Setting 5-6
To specify a Zoom setting 5-7
To specify a zoom ratio 5-9
To specify a custom zoom ratio..... 5-10
To store CustomZoom and Minimal zoom ratios..... 5-11
To recall a stored custom zoom ratio 5-13
To specify different vertical and horizontal scaling proportions (X/Y Zoom setting) 5-14

5.4 Selecting the Paper Setting..... 5-15
To select the Paper setting..... 5-15

5.5 Selecting the Orig > Copy Settings (Original Setting) 5-17
To specify an Original setting 5-18

5.6 Selecting the Orig > Copy Settings (Copy Setting)..... 5-20
To specify a Copy setting 5-21

5.7 Selecting a Photo/Density Setting 5-22
To select an Original Type setting..... 5-23

To select a Screen Pattern setting 5-24
To select the Background, Density and Text Enhancement settings.....5-25

5.8 Checking the Settings.....5-27
To check the settings 5-27
To change the settings.....5-29

6 Job List Screen

6.1 Displaying the Job List Screen 6-2

6.2 Overview of Jobs.....6-3
Job.....6-3
Multi-job feature.....6-3
Queuing jobs 6-3

6.3 Deleting a Job.....6-4
To delete a queued job.....6-4
To delete a job that is being printed 6-4

6.4 Job List Screens.....6-5
Print List Screen 6-5
Scan List Screen 6-6
Stocked List Screen 6-7
Locked List Screen.....6-8
Print Log Screen.....6-9
Scan Log Screen.....6-10

Administrator Operations

For details on the following topics, refer to the Administrator Operations volume of this User Manual.

1 Introduction
2 Safety Information
3 Precautions
4 Part Names and Their Functions
5 Utility Mode Operations
6 Touch Panel Messages
7 Troubleshooting
8 Appendix

Basic Operations

For details on the following topics, refer to the “Basic Operations” volume of this User Manual.

1 Before Making Copies
2 Basic Copy Operations
3 Loading Paper
4 Original Documents
5 Specifying Copy Settings
6 Controlling Jobs

Advanced Operations

For details on the following topics, refer to the “Advanced Operations” volume of this User Manual.

Available Features

1 Auxiliary Functions

2 Scanning Operations

1 Before Making Copies

1.1 Introduction

Structure of the Manual

The various explanations for this copier are divided into four parts: the Administrator Operations, Basic Operations and Advanced Operations volumes of the User Manual, and the Enlarge Display Mode Operation Guide.

- Administrator Operations
  - ❍ This volume provides precautions for using the machine, descriptions on functions for use by the administrator (Utility Mode and Administrator Mode functions), procedures for replacing parts and supplies, troubleshooting procedures and machine specifications.
  - ❍ Before using the copier, be sure to read chapters 1 through 4 of the Administrator Operations volume.
- Basic Operations
  - ❍ This volume contains precautions for using the machine and descriptions on the procedures for basic operations.
  - ❍ The Basic Operations volume is a quick reference for immediate use of the copier.

- Advanced Operations
  - This volume includes descriptions on the Auxiliary functions in addition to precautions for the use of the copier.
  - Read the Advanced Operations volume for more information on the various functions that this copier provides for any need.
- Enlarge Display Mode Operation Guide
  - This guide provides descriptions on the operations available in the Enlarge Display mode.
  - In the Enlarge Display mode, the controls for frequently used functions are enlarged, making them easier to read.
  - The Basic Operations volume of the User Manual contains details on the operation of the various functions. When using the Enlarge Display mode, first read the Basic Operations volume before referring to the Enlarge Display Mode Operation Guide.

After reading the User Manual, be sure to store it in a safe place for future reference.

1.2 Explanation of Guide Conventions

CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➜ Observe all cautions in order to ensure safe use of the copier.

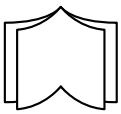
…

Note*

Text highlighted in this manner contains useful information and tips to ensure safe use of the copier.

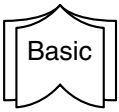
(May also appear as "Important" or "Tip".)*

[ ] This indicates a key either on the touch panel or on the control panel.



Reference page icon
This indicates a page reference in the User Manual.

Administrator Operations



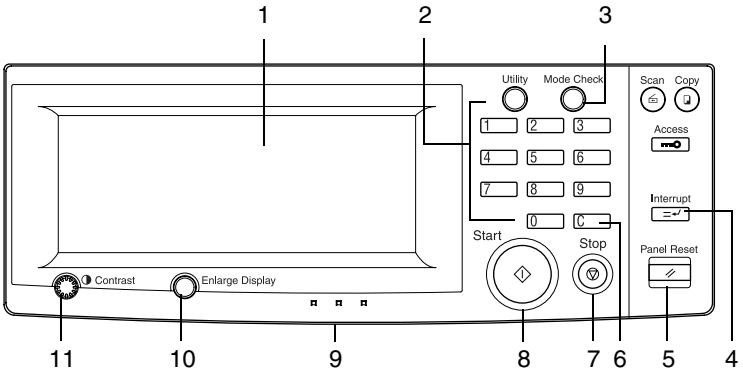
Basic Operations

Advanced Operations

Basic

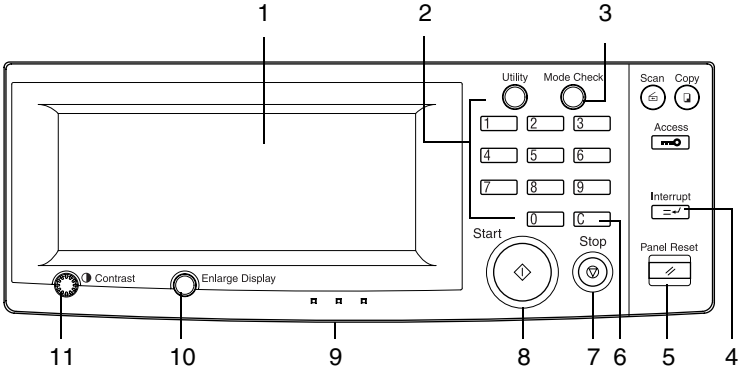
p.1-12

1.3 Names of Control Panel Parts and Their Functions



No.	Part Name	Description
1	Touch panel	• Displays various screens and messages
2	Keypad	• Use to type in the number of copies to be made. • Use to type in the zoom ratio. • Use to type in the various settings.
3	[Mode Check] key	• Press to display the specified settings in Copy mode.

No.	Part Name	Description
4	[Interrupt] key	• Press to enter Interrupt mode. Press the key again to cancel Interrupt mode.
5	[Panel Reset] key	• Press to reset all copy modes and functions to their default settings.
6	[C] (clear) key	• Press to reset the number of copies to “1”. • Press to erase a setting, such as the zoom ratio or size, selected using the keypad.
7	[Stop] key	• Press to stop a copy operation. • Scanning of a document is stopped.
8	[Start] key	• Press to start a job. • Press to continue an interrupted copy job. • The key indicator lights up in green to indicate that jobs can be queued. The key indicator lights up in orange to indicate that no jobs can be queued.



No.	Part Name	Description
9	Control panel release lever	• Use when adjusting the angle of the control panel.
10	[Enlarge Display] key	• Use to enter the Enlarge Display mode.
11	Contrast-adjusting dial	• Use to adjust the contrast of the touch panel.

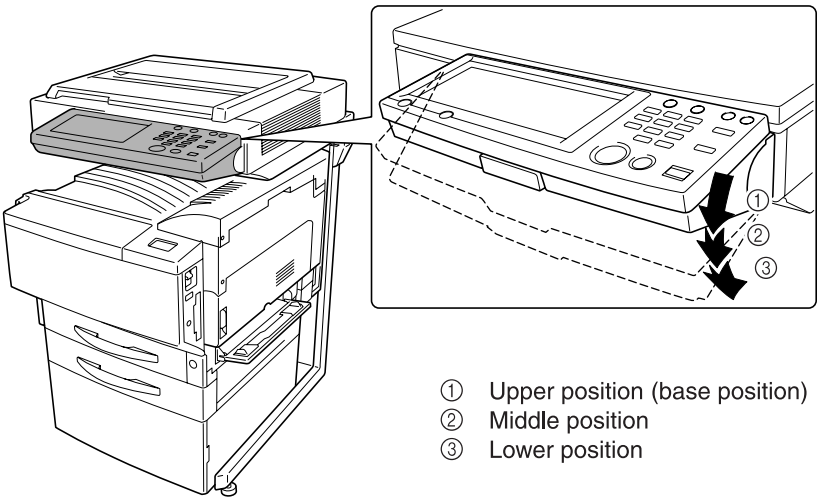
Basic

p.1-12

1.4 Adjusting the Angle of the Control Panel

The control panel can be adjusted to any of three angles.

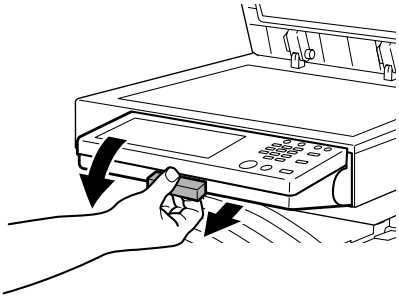
Adjust the control panel to the angle that allows for easy operation.



① Upper position (base position)
② Middle position
③ Lower position

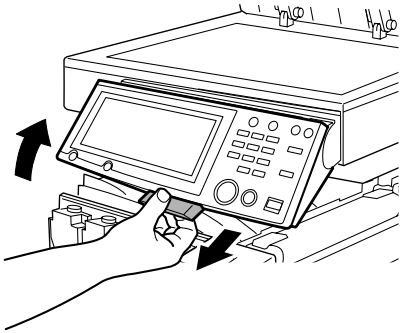
To lower the angle of the control panel

➜ Pull the control panel release lever toward you, and then push down on the control panel.



To raise the angle of the control panel

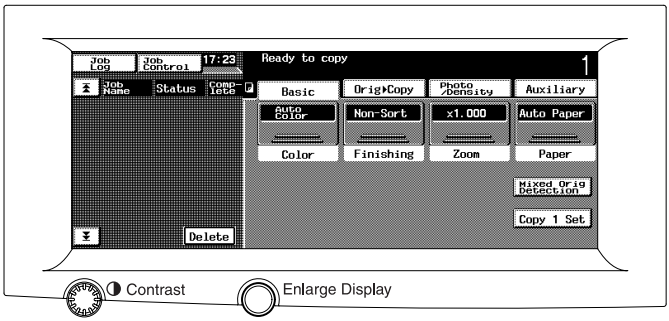
➜ To return the control panel to the upper position, pull the control panel release lever toward you, and then pull up on the control panel.



1.5 Touch Panel

Description of the Standard-Sized Screen

When the copier is turned on (when the power switch is set to [I]), the screen shown below appears in the touch panel. This is the standard-sized screen.

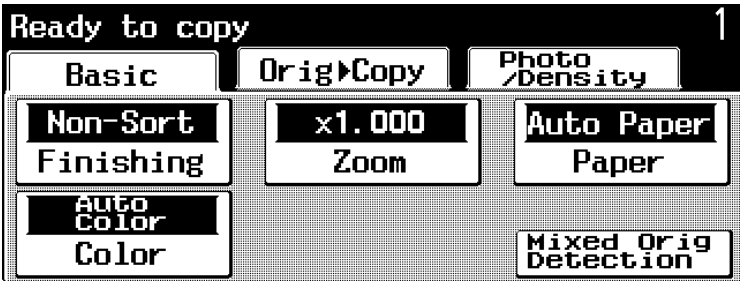


Description of the Enlarged Display Screen

Press the [Enlarge Display] key in the control panel.

Enlarge Display

The screen appears as shown below.



Press the [Enlarge Display] key again to return the screen to the standard-sized screen.

Initial Mode of the Enlarge Display Screen

The initial mode is the mode that is selected when the copier is turned on (when the power switch is set to [I]).

The initial mode is the standard for performing all operations.

Operating the Touch Panel

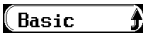
To activate a function or to select a setting, lightly touch the desired function or setting shown on the touch panel.

CAUTION

Be careful not to damage the touch panel.

➜ Never push down on the touch panel with force, and never press it using a hard or pointed object.

Keys That Appear in the Screen



Touch this key to display the Basic screen in Enlarge Display mode.

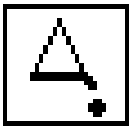
This key appears when there are jobs queued to be printed. Touch this key to display the Job List screen.

This key appears when there is a message indicating that a print error occurred. Touch this key to display the message, and then perform the necessary steps.

This key appears when there is a message indicating that maintenance is required. Touch this key to display the message, and then perform the necessary steps.

Touch this key to display the enlarged display screen.

Touch this key to return to standard-sized screen from the enlarged display screen.



Touch this key to display a screen that shows the status of the copier. Check the code that appears in the screen showing the status of the copier, and then contact the technical representative.

Paper Type Icons

The icons shown below may appear, indicating the current Paper Type setting.

Overhead projector transparencies

Envelopes

Thick paper 1

Thick paper 2

Thick paper 3

Second side of a double-sided copy on plain paper

Second side of a double-sided copy on thick paper 1

Second side of a double-sided copy on thick paper 2

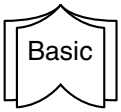
Second side of a double-sided copy on thick paper 3

Paper Supply Icons

The icons shown below may appear, indicating the amount of paper that remains.

The paper supply is low.

The paper drawer is empty.



p.1-16

1.6 Auto Panel Reset

If no key on the copier is pressed or the copier performs no operation for one minute, the machine automatically resets all modes and functions to their default settings.

When the touch panel is reset, all settings that have not been stored, such as the number of copies, return to their default settings (page 1-12) and the standard-sized screen is displayed.

The conditions when the touch panel is reset can be specified using one of the User's Choice functions.

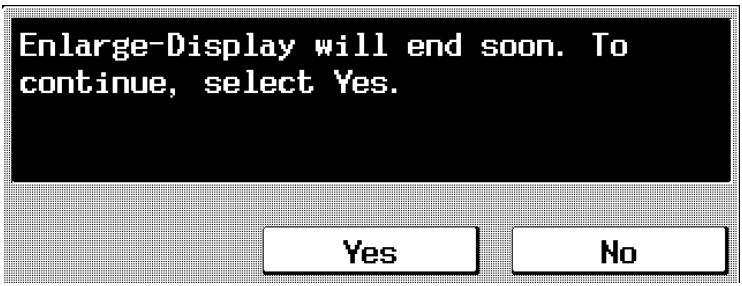
For details, refer to "Specifying Default Settings ("User's Choice" Functions)" in chapter 5 "Utility Mode Operations" of the Administrator Operations volume.

Admin.
p.5-17

1.7 Confirming the Cancellation of the Enlarge Display Mode

If no key on the copier is pressed or the copier performs no operation for one minute, the machine automatically resets all modes and functions to their default settings and the standard-sized screen is displayed. (The default setting for the “Auto Panel Reset” function is “1 min.”)

At that time, the message requesting confirmation to cancel the Enlarge Display mode appears.



- To continue specifying settings using the Enlarge Display mode, touch [Yes].
- To cancel the Enlarge Display mode and display the standard-sized screen, touch [No].

- If no key is touched, the Enlarge Display mode will be cancelled and the standard-sized screen is displayed after the length of time (30, 60, 90 or 120 seconds) specified using one of the User's Choice functions has passed.

Tip

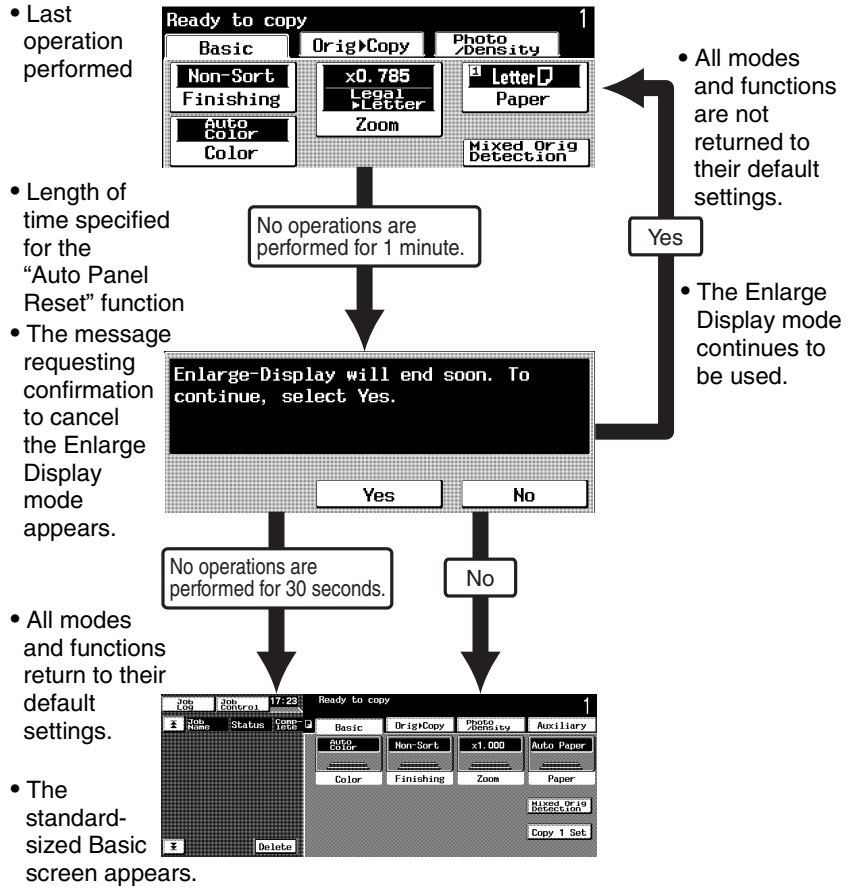
In order to display the message requesting confirmation to cancel the Enlarge Display mode, the corresponding User's Choice function must be specified.

The default setting is "No" (the standard-sized screen is displayed without the message requesting confirmation to cancel the Enlarge Display mode appearing).

For details, refer to "Specifying Default Settings ("User's Choice" Functions)" in chapter 5 "Utility Mode Operations" of the Administrator Operations volume.

Outline of the Confirmation to Cancel the Enlarge Display Mode

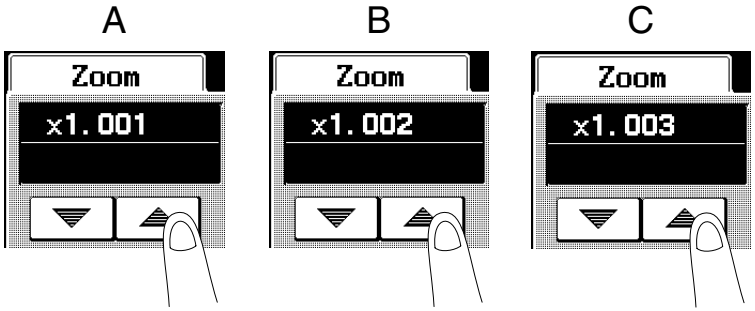
The following diagram shows when the message requesting confirmation to cancel the Enlarge Display mode appears if the “Auto Panel Reset” function is set to “1 min.” and the “Enlarge-Display Notice” function is set to “30Sec”.



Admin.
p.5-18

1.8 Key Repeat Start Time/Interval function

If [▼] or [▲] is kept pressed when specifying a zoom ratio, the zoom ratio continues to increase or decrease.



The length of time for the zoom ratio to change from that shown in illustration A to that shown in illustration B after [▲] is kept pressed is the length of time until the repeat feature for a key starts. (The default setting is 0.8 second.)

The length of time for the zoom ratio to change from that shown in illustration B to that shown in illustration C after [▼] is kept pressed is the repeat interval. (The default setting is 0.1 second.)

Tip

The settings for the length of time until the repeat feature for the keys starts and for the repeat interval can be changed using a “User’s Choice” function.

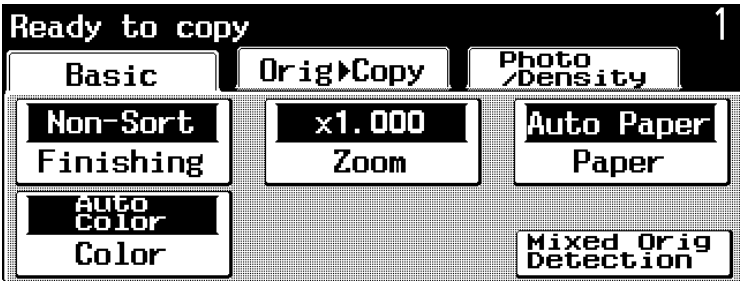
For details, refer to “Specifying Default Settings (“User’s Choice” Functions)” in chapter 5 “Utility Mode Operations” of the Administrator Operations volume.

Basic Copy Operations 2

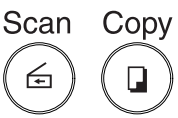
Basic
p.2-2

2.1 Making Basic Copies

The procedure for making basic copies is described below.



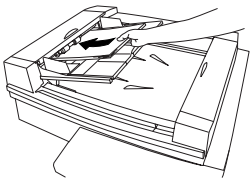
1 Check that the [Copy] key indicator is lit in green and that the copier is in Copy mode.



2 Press the [Panel Reset] key.

❍ In order to prevent copies being printed with the wrong settings, the functions and modes should be reset.

3 Position the document(s) to be copied.



❍ For details, refer to *"Specifying the Document Size" on page 4-2*.

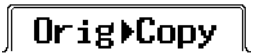
4 Make sure that the Color setting [Color] is selected.

5 Make sure that the Finishing setting [Finishing] is selected.

6 Make sure that the Zoom setting [Zoom] is selected.

7 Make sure that the Paper setting [Paper] is selected.

8 To specify the type of original and the desired type of copy, touch [Orig ▶Copy], and then select the desired settings.



9 To adjust the density or to copy a photo document, touch [Photo/Density], and then select the desired settings.

10 To specify multiple copies, use the keypad to enter the desired number of copies.

11 Press the [Start] key.

- ❍ The copy operation is programmed as a copy job.
- ❍ When the job is programmed, appears.
- ❍ Copying is performed in the order that the jobs are programmed.
- ❍ If other jobs are being printed, the job will be queued.

12 Touch [Job Status] .

❍ The printing status of the programmed job and the job's settings can be viewed.

13 To quit copying, press the [Stop] key.

Basic
p.2-5

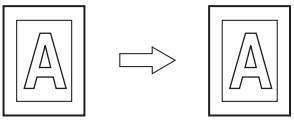
2.2 Practical Copy Examples

Examples of the various basic copy operations are described below.

Refer to the following procedures for details on performing the various copy operations.

To make a copy that is the same size as the original

An example for making one single-sided copy that is the same size as the single-sided original is described below.



1 Position the document(s) to be copied.

2 Touch [Paper].
Make sure that paper of the same size as the document is loaded into a paper drawer.

3 Make sure that the number of copies is set to “1”.

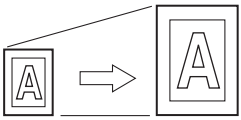
1

4 Press the [Start] key.

- The copy operation is programmed as a copy job.
- Printing is performed in the order that the job was programmed.

To make an enlarged copy of the document

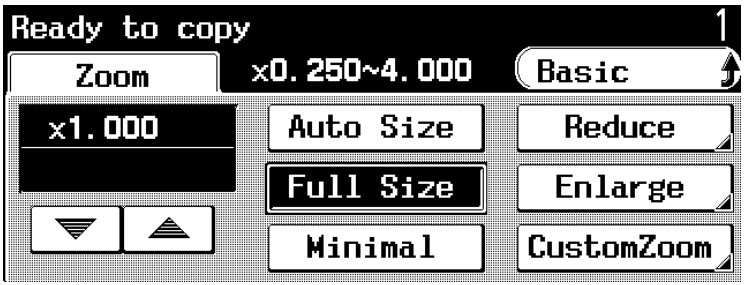
An example for making one single-sided 11" × 17" enlargement from a single-sided Letter-size original is described below.



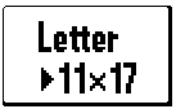
1 Position the document(s) to be copied.

2 Touch [Zoom].

3 Touch [Enlarge].



4 Touch [Letter ▶11 × 17].



5 Touch [Enter].

6 Touch [Basic].

7 Touch [Paper].
Make sure that 11" × 17" paper is loaded into a paper drawer.

8 Make sure that the number of copies is set to “1”.

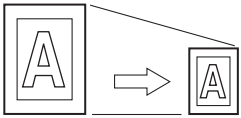
9 Press the [Start] key.

- The copy operation is programmed as a copy job.
- Printing is performed in the order that the job was programmed.

Basic
p.2-7

To make an reduced copy of the document

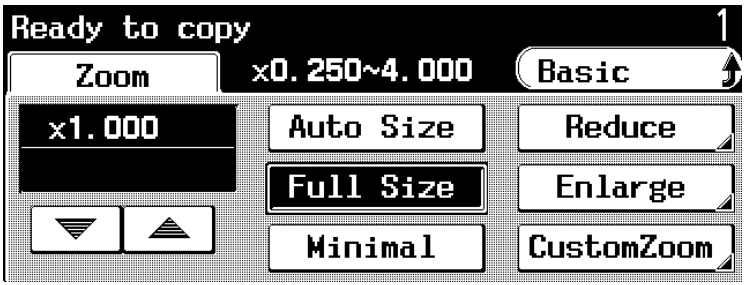
An example for making one single-sided Letter-size reduction from a single-sided 11" × 17" original is described below.



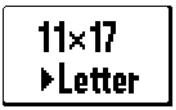
1 Position the document(s) to be copied.

2 Touch [Zoom].

3 Touch [Reduce].



4 Touch [11 × 17 ▶Letter].



5 Touch [Enter].

6 Touch [Basic].

7 Touch [Paper].
Make sure that Letter-size paper is loaded into a paper drawer.

8 Make sure that the number of copies is set to “1”.

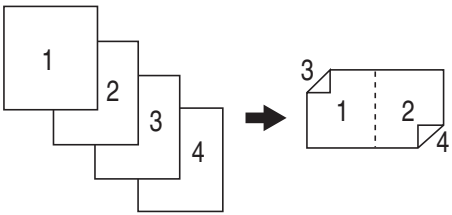
9 Press the [Start] key.

- The copy operation is programmed as a copy job.
- Printing is performed in the order that the job was programmed.

Basic
p.2-8

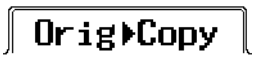
To reduce paper use

An example for copying four single-sided Letter-size documents onto one double-sided Letter-size page is described below.

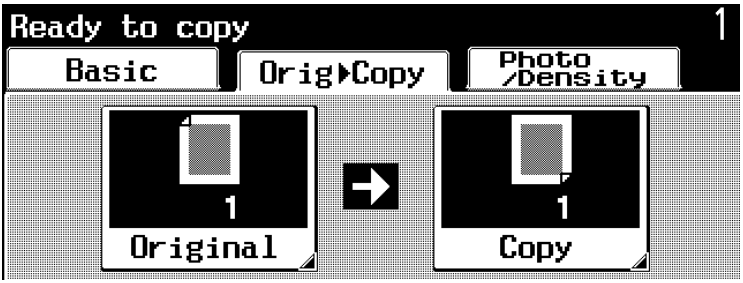


1 Load the document into the duplexing document feeder in the landscape orientation.

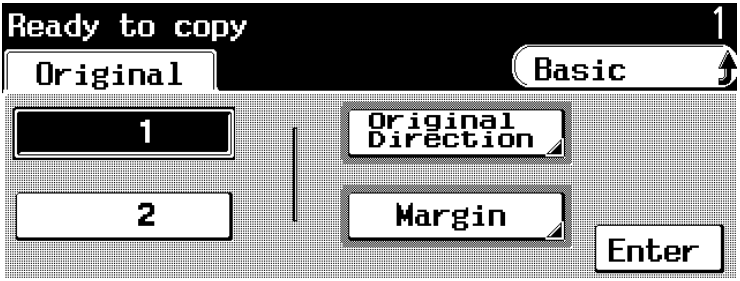
2 Touch [Orig ▶Copy].



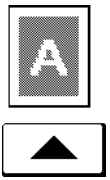
3 Touch [Original].



4 Touch [1], and then touch [Original Direction].

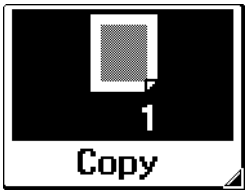


5 Touch the key for the setting with the top of the document pointing to the top, and then touch [Enter].

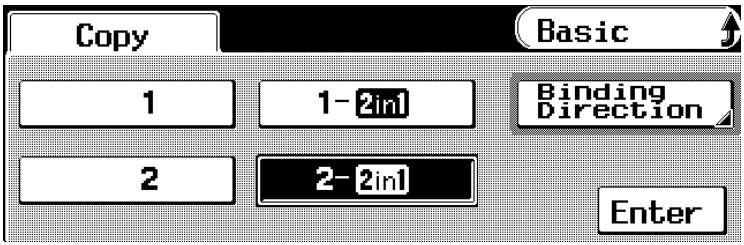


6 Touch [Enter] in the screen that appears.

7 Touch [Copy].



8 Touch [2-2in1], and then touch [Enter].



9 Touch [Basic], and then touch [Paper]. Make sure that Letter-size paper is loaded into a paper drawer.

10 Make sure that the number of copies is set to “1”.

11 Press the [Start] key.

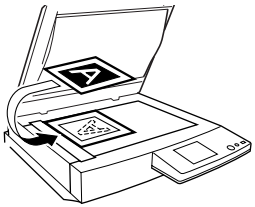
- The copy operation is programmed as a copy job.
- Printing is performed in the order that the job was programmed.

Basic
p.2-10

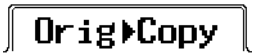
To copy a postcard

An example for making a single-sided copy from a single-sided postcard onto a postcard loaded into the manual bypass tray is described below.

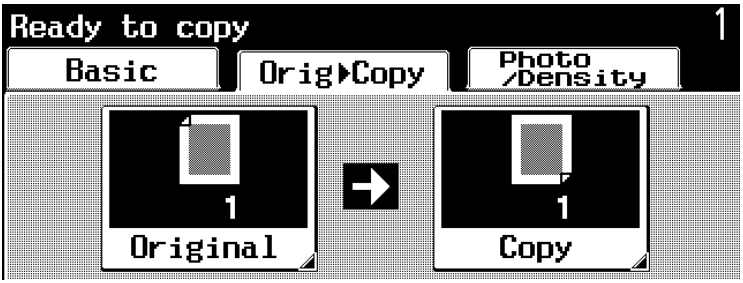
1 Position the postcard document face down onto the original glass.
When positioning the document, position it so that the top is toward the rear of the copier.



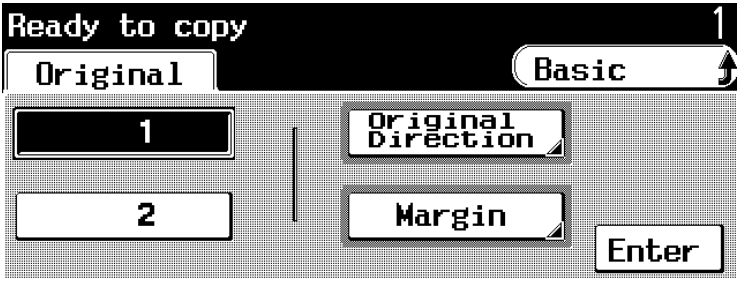
2 Touch [Orig ▶Copy].



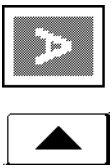
3 Touch [Original].



4 Touch [1], and then touch [Original Direction].

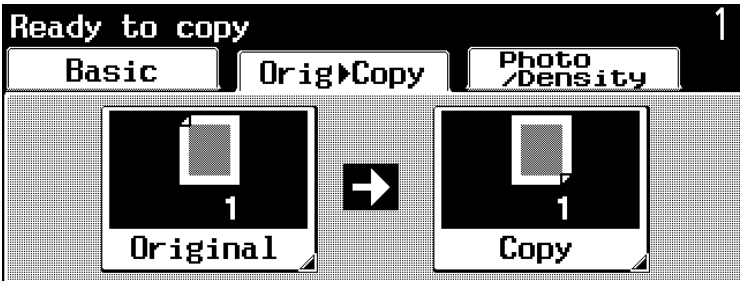


5 Touch the key for the setting with the top of the document pointing to the right, and then touch [Enter].

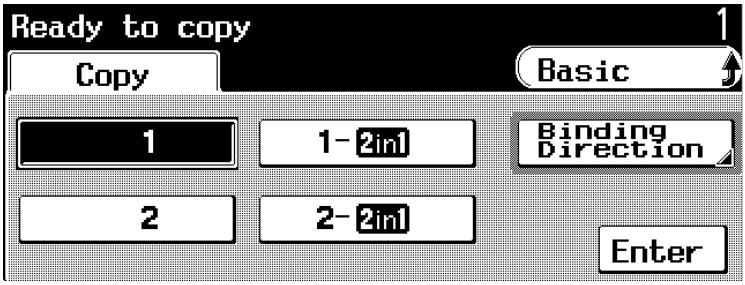


6 Touch [Enter] in the screen that appears.

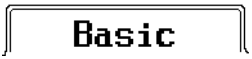
7 Touch [Copy].



8 Touch [1], and then touch [Enter].



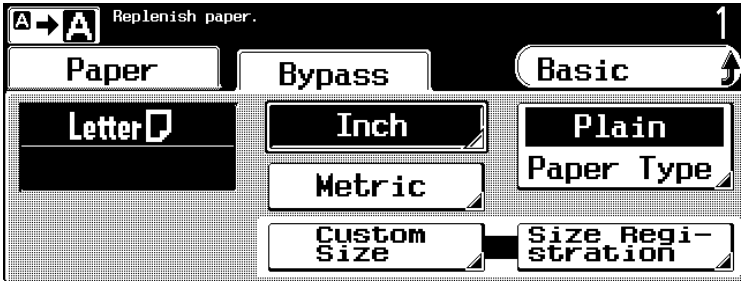
9 Touch [Basic].



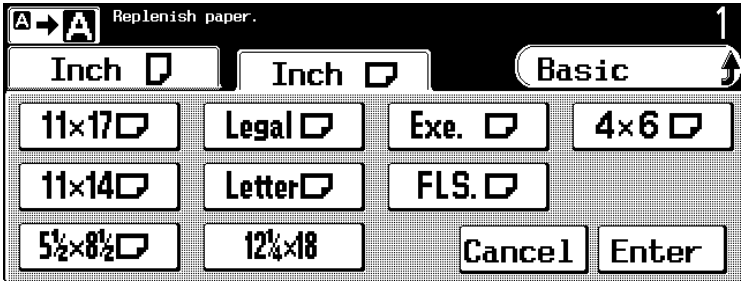
10 Touch [Paper].

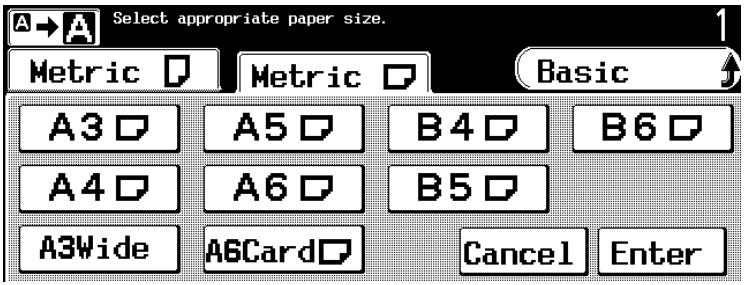
11 Touch [Bypass].

12 Touch [Inch] or [Metric].

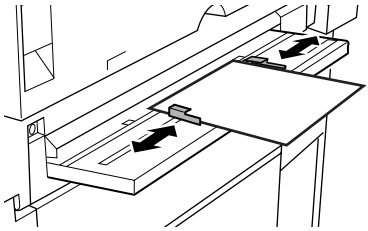


13 Touch [Inch ▭], touch [4 × 6 ▭], and then touch [Enter].
Or, touch [Metric ▭], touch [A6 ▭], and then touch [Enter].

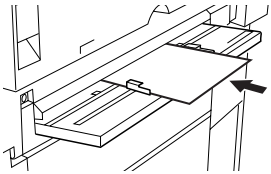




14 Prepare one postcard, and then load it into the manual bypass tray as shown.
Adjust the paper guides to the size of the postcard.



15 Lightly slide the postcard into the feed slot as much as possible.



❍ The postcard is fed in.
❍ Printing is performed in the order that the jobs are programmed.

2.3 Stopping/Restarting/Deleting a Print Job

To stop a print job

➜ Press the [Stop] key while the job is being printed.

The printing stops.

The message that the job has been stopped appears.

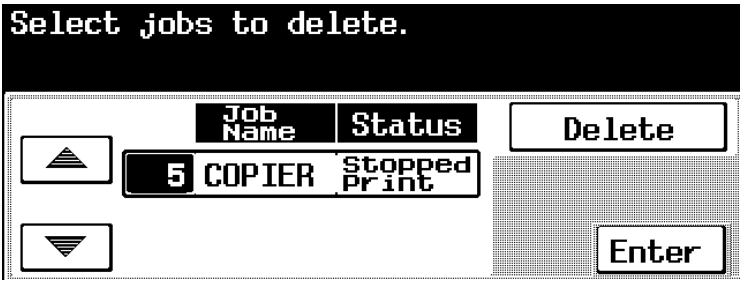
To restart a print job

➜ Press the [Start] key while a print job is stopped. Printing continues.

To delete the stopped print job

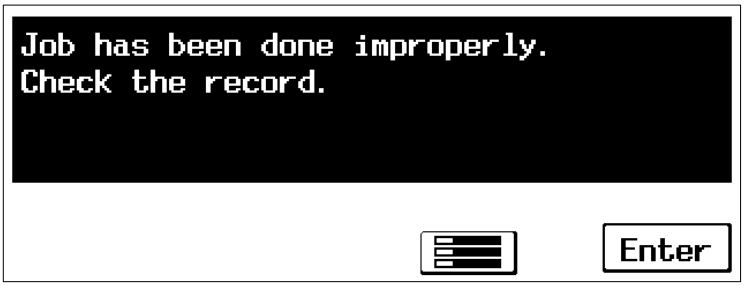
1 Touch [Delete] while a job is stopped.

2 Select the job that you wish to delete, and then touch [Delete].

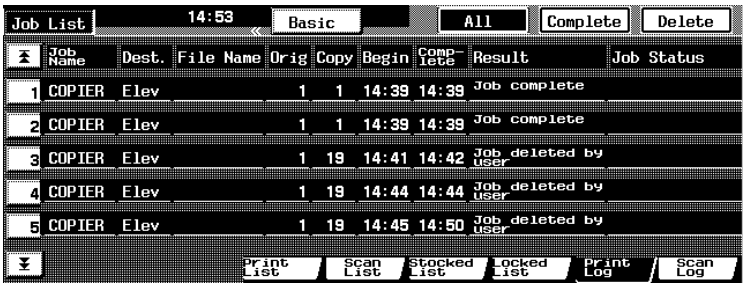


❍ To quit deleting the job, touch [Delete], and then press the [Start] key.

3 After touching [Delete], the message “Job has been done improperly. Check the record.” appears and the job being printed is deleted.



4 Touch , touch [Print Log], and then check the print results.



Basic
p.2-13

2.4 Interrupting a Copy Job

With this mode, the current copy job can be paused so that a copy of a different document can be made.

This is convenient if you wish to quickly make copies of a short document while a large job is being printed.

---

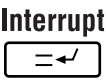
1 While a job is being printed, press the [Enlarge Display] key.

❍ The screen returns to the standard-sized screen.

Enlarge Display

---

2 Press the [Interrupt] key while a job is being printed.



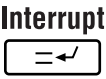
---

3 Position the document(s) to be copied, and then select the desired Copy mode settings.

4 Press the [Start] key.

- ❍ The copy operation is programmed as a copy job.
- ❍ If the copy job that printing was interrupted for is ready for printing, the interrupted job stops being printed and the job that printing was interrupted for is printed.
- ❍ When printing is finished for the job that printing was interrupted for, printing of the job that was interrupted automatically continues.

5 Press the [Interrupt] key again.



6 Press the [Enlarge Display] key.

- ❍ The screen returns to the enlarged screen.

Enlarge Display

Copy Paper 3

Basic
p.3-13

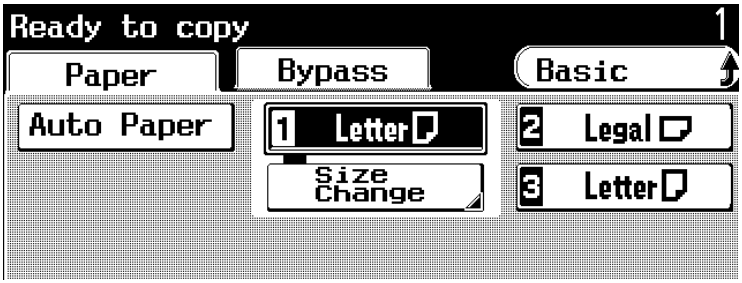
3.1 Specifying the Paper Size

Setting the Paper Size for the 1st Drawer

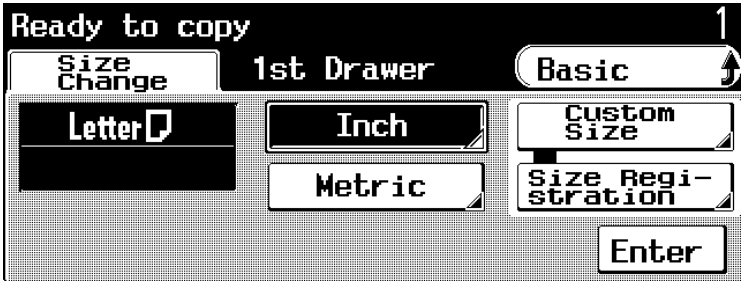
The following procedure describes how to specify the paper size in Enlarge Display mode.

1 Touch [Paper].

2 Select the 1st drawer, and then touch [Size Change].

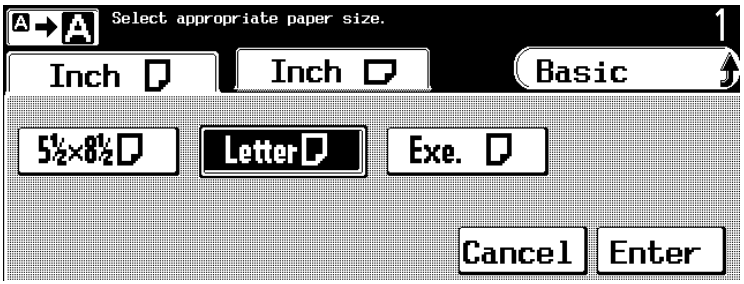


3 Touch either [Inch] or [Metric].



4 Select the setting for the size of paper that is loaded, and then touch [Enter].

As an example, the following screen is the one that appears when [Inch], then [Letter] is touched.



5 Touch [Enter].

The paper size for the 1st drawer is set.

Setting a 1st drawer/Non-Standard Paper Size

If non-standard-sized (custom) paper is loaded, it will be necessary to enter the paper size.

1 Touch [Paper].

2 Select the 1st drawer, and then touch [Size Change].

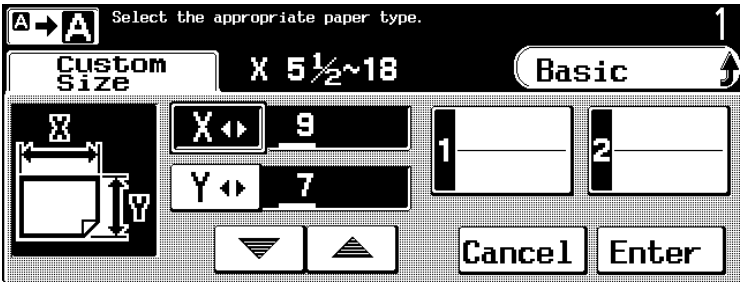
3 Touch [CustomSize].

- To specify a paper size in inch measurements, continue with step 4.
- To specify a paper size in metric measurements, skip to step 6.

4 Touch ▼, and ▲ to select the length of side X for the paper that is loaded. (between 5 1/2 inch and 18 inch)

❍ Touch X↔ until the cursor moves below the fraction that you wish to change.

The entered length of side X appears. (For this example, 9 inch is specified.)



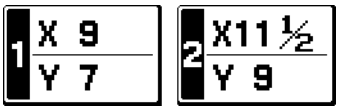
5 Touch Y↔, ▼, and ▲ to select the length of side Y for the paper that is loaded. (between 3 9/16 inch and 12 1/4 inch)

❍ Touch Y↔ until the cursor moves below the fraction that you wish to change.
The entered length of side Y appears. (For this example, 7 inches is specified.)

❍ After you are finished specifying the paper size settings, continue with step 8.

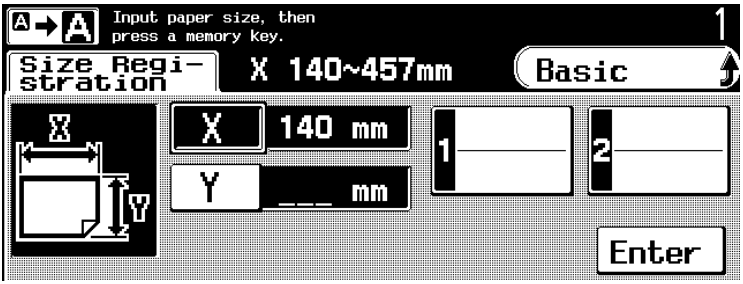
Tip

If custom paper sizes have been programmed, instead of performing steps 4 and 5, a programmed paper size setting can be selected by pressing [1] or [2].



6 Use the keypad to type in the length of side X for the paper that is loaded. (between 140 mm and 457 mm)

The entered length of side X appears. (For this example, 140 mm is specified.)



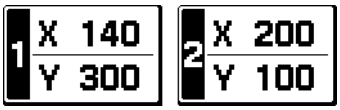
7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded. (between 90 mm and 311 mm)

The entered length of side Y appears. (For this example, 300 mm is specified.)

…

Tip

If custom paper sizes have been programmed, instead of performing steps 6 and 7, a programmed paper size setting can be selected by pressing [1] or [2].



8 Touch [Enter], and then touch [Enter] in the next screen that appears.

❍ The paper size for the 1st drawer is set.

Storing a 1st drawer/Non-Standard Paper Size

Two non-standard (custom) paper sizes can be stored.

1 Touch [Paper].

2 Select the 1st drawer, and then touch [Size Change].

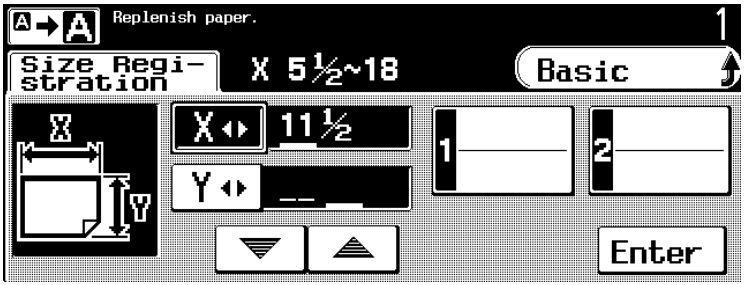
3 Touch [Size Registration].

- To specify a paper size in inch measurements, continue with step 4.
- To specify a paper size in metric measurements, skip to step 6.

4 Touch [▼], and [▲] to select the length of side X for the paper that is loaded. (between 5 1/2 inch and 18 inch)

❍ Touch [X↔] until the cursor moves below the fraction that you wish to change.

The entered length of side X appears. (For this example, 11 1/2 inches is specified.)



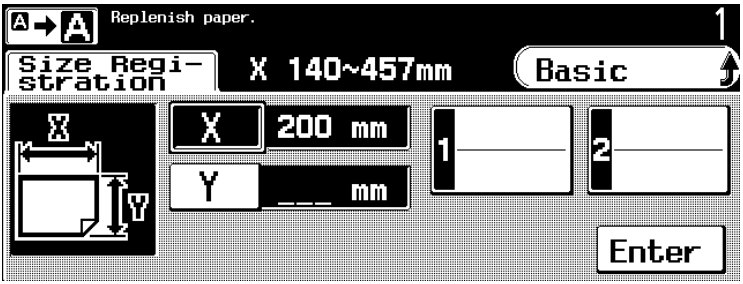
5 Touch [Y↔], [▼], and [▲] to select the length of side Y for the paper that is loaded. (between 3 9/16 inch and 12 1/4 inch)

❍ Touch [Y↔] until the cursor moves below the fraction that you wish to change.
The entered length of side Y appears. (For this example, 9 inches is specified.)

❍ After you are finished specifying the paper size settings, continue with step 8.

6 Use the keypad to type in the length of side X for the paper that is loaded. (between 140 mm and 457 mm)

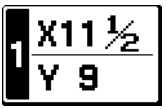
The entered length of side X appears. (For this example, 200 mm is specified.)



7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded. (between 90 mm and 311 mm)

The entered length of side Y appears. (For this example, 100 mm is specified.)

8 Touch [1] or [2].



- The paper size specified in steps 4-5 and steps 6-7 appear on the selected key.
- The custom paper size is programmed.

9 Touch [Enter], and then touch [Enter] in the next screen that appears.

Setting the Paper Size for the Manual Bypass Tray

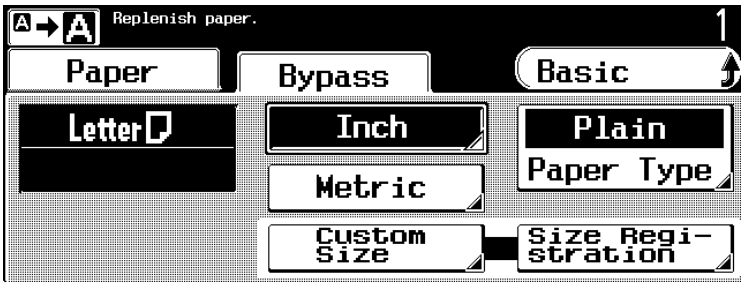
Paper can be fed manually through the manual bypass tray if you wish to copy onto paper that is not loaded into a drawer, or if you wish to copy onto special paper.

1 Touch [Paper].

2 Touch [Bypass].

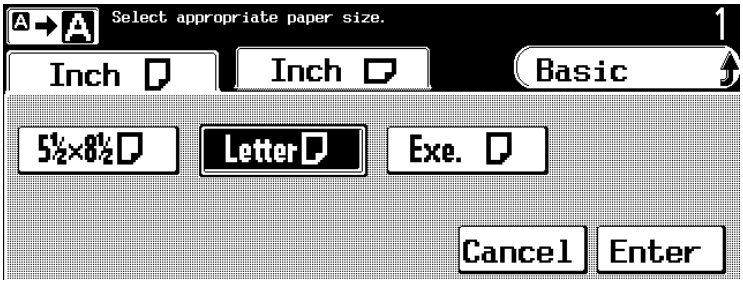
3 Touch either [Inch] or [Metric].

For this example, [Inch] was touched.

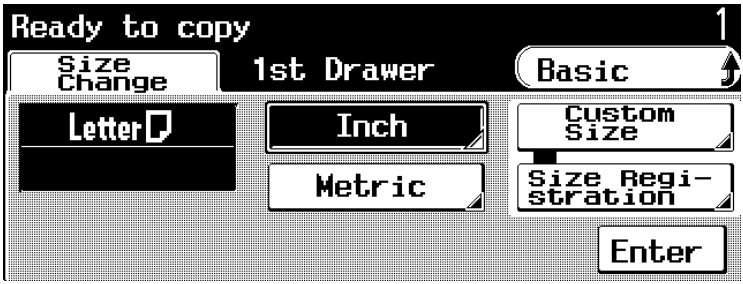


4 Select the setting for the size of paper that is loaded, and then touch [Enter].

❍ The paper size for the manual bypass tray is set.



5 For a paper size other than the standard sizes listed on the screen, touch [Cancel], and then touch [CustomSize].



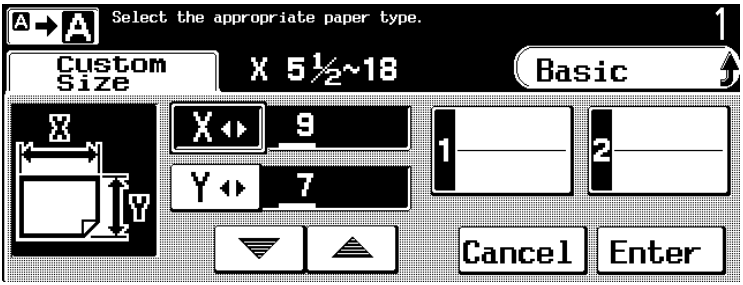
❍ To specify a paper size in inch measurements, continue with step 6.

❍ To specify a paper size in metric measurements, skip to step 8.

6 Touch ▼, and ▲ to select the length of side X for the paper that is loaded. (between 5 1/2 inch and 18 inch)

❍ Touch X◂▸ until the cursor moves below the fraction that you wish to change.

The entered length of side X appears. (For this example, 9 inches is specified.)



7 Touch Y◂▸, ▼, and ▲ to select the length of side Y for the paper that is loaded. (between 3 9/16 inch and 12 1/4 inch)

❍ Touch Y◂▸ until the cursor moves below the fraction that you wish to change.

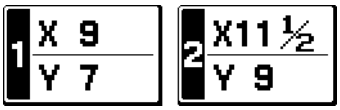
The entered length of side Y appears. (For this example, 7 inches is specified.)

❍ After you are finished specifying the paper size settings, continue with step 10.

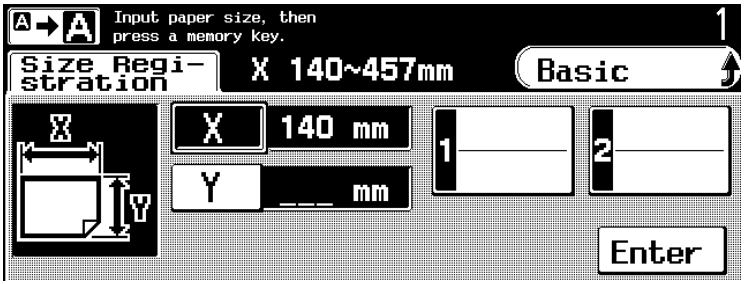
...

Tip

If custom paper sizes have been programmed, instead of performing steps 6 and 7, a programmed paper size setting can be selected by pressing [1] or [2].



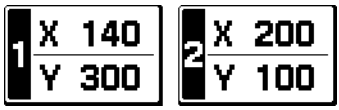
8 Use the keypad to type in the length of side X for the paper that is loaded. (between 140 mm and 457 mm) (For this example, 140 mm is specified.)



9 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded. (between 90 mm and 311 mm)
(For this example, 300 mm is specified.)

Tip

If custom paper sizes have been programmed, instead of performing steps 8 and 9, a programmed paper size setting can be selected by pressing [1] or [2].



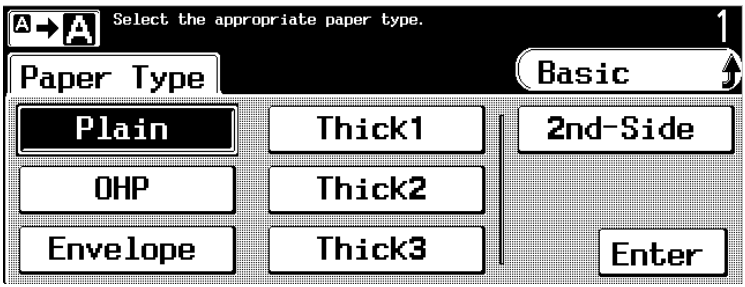
10 Touch [Enter].

❍ A custom paper size is set.

11 Touch [Paper Type].

12 Select the setting for the type of paper that is loaded, and then touch [Enter].

❍ The Paper Type setting is specified.



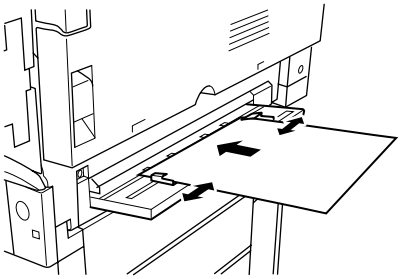
13 Open the manual bypass tray.

14 Prepare one sheet of the paper.

15 Load the paper into the manual bypass tray so that the front side of the paper (the side facing up when the package was unwrapped) faces down.

- ❍ When making manual double-sided copies, load the paper into the manual bypass tray so that the second side (the blank side) faces down.
- ❍ The image will be printed on the surface of the paper facing down when the paper is loaded into the manual bypass tray.

16 Adjust the paper guides to fit the size of paper that is loaded.



17 Lightly slide the paper into the feed slot as much as possible so that the edge of the paper is fed into the copier.

❍ Feed only one sheet of paper at a time.

18 Printing can begin.

❍ The copy operation is programmed as a copy job.
❍ Printing is performed in the order that the jobs are programmed.

To store a 1st drawer/custom paper size

Two custom paper sizes can be stored.

1 Touch [Paper].

2 Touch [Bypass].

3 Touch [Size Registration].

- To specify a paper size in inch measurements, continue with step 3.
- To specify a paper size in metric measurements, skip to step 5.

4 Touch ▼, and ▲ to select the length of side X for the paper that is loaded. (between 5 1/2 inch and 18 inch)

- Touch X↔ until the cursor moves below the fraction that you wish to change.

The entered length of side X appears. (For this example, 11 1/2 inches is specified.)

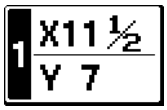
5 Touch [Y↔], [▼], and [▲] to select the length of side Y for the paper that is loaded. (between 3 9/16 inch and 12 1/4 inch)

- ❍ Touch [Y↔] until the cursor moves below the fraction that you wish to change. The entered length of side Y appears. (For this example, 7 inches is specified.)
- ❍ After you are finished specifying the paper size settings, continue with step 7.

6 Use the keypad to type in the length of side X for the paper that is loaded. (between 140 mm and 457 mm) (For this example, 200 mm is specified.)

7 Touch [Y], and then use the keypad to type in the length of side Y for the paper that is loaded.(between 90 mm and 311 mm) (For this example, 100 mm is specified.)

8 Touch [1] or [2].



- The paper size specified in steps 3-4 and steps 5-6 appear on the selected key.
- The paper size is programmed.

9 Touch [Enter].

Original Documents

4

Basic

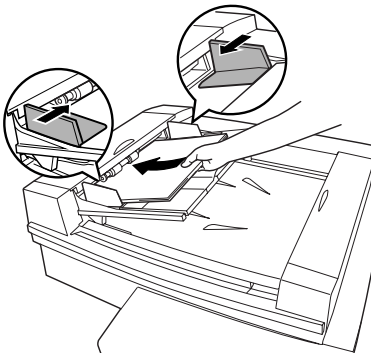
p.4-5

4.1 Specifying the Document Size

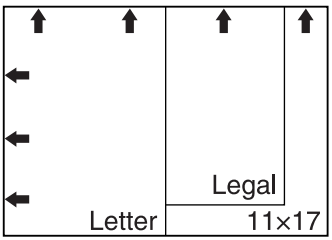
Multi-Sheet Feeding

The following procedure describes how a document is loaded into the duplexing document feeder.

1 Load the document face up in the document feed tray.

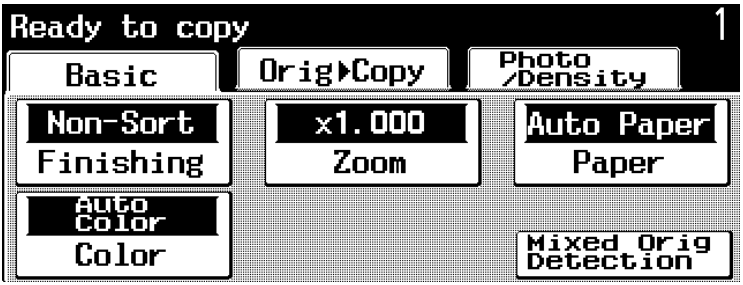


❍ If the pages of the document have different sizes, stack the pages so that all pages are aligned at the back edge and on the left side. (“Mixed Orig Detection” function)
Then, touch [Mixed Orig Detection].

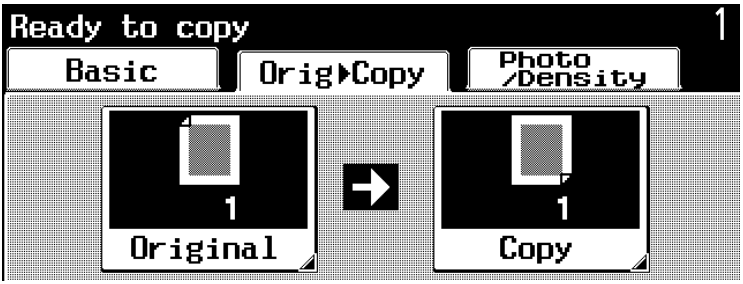


2 Select the desired copy settings.

For more details, refer to *chapter 5 "Specifying Copy Settings"*.

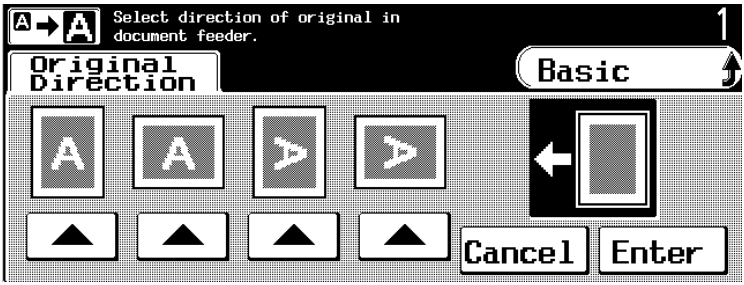


3 Touch [Orig ▶Copy], and then touch [Original].



4 Depending on the type of document that is loaded, touch either [1] or [2].

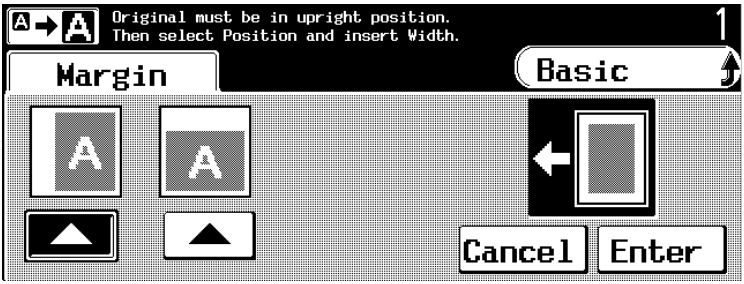
5 Touch [Original Direction]. Select the setting for the orientation of the document that is loaded, and then touch [Enter].



❍ If the orientation of the document is different from that selected with the “Original Direction” setting, 2in1 copies will not be printed correctly.

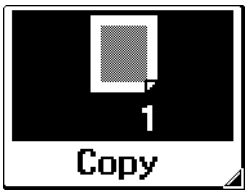
6 Touch [Margin].

Select the setting for the type of document that is loaded, and then touch [Enter].

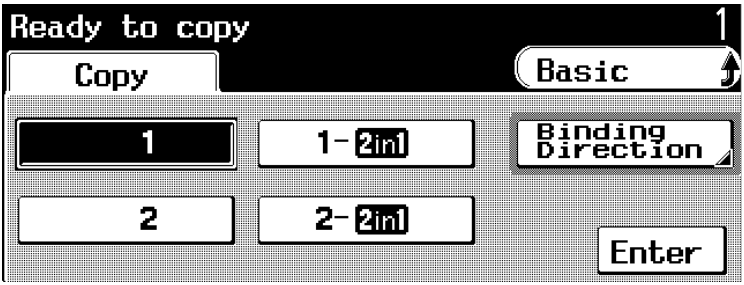


7 Touch [Enter].

8 Touch [Copy].



9 Select the desired Copy setting, and then touch [Enter].



10 Press the [Start] key.

11 The pages of the document are fed in, starting with the topmost page.

12 Each page is scanned and fed out into the document output tray.

- ❍ The copy operation is programmed as a copy job.
- ❍ Printing is performed in the order that the jobs are programmed.

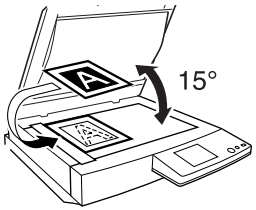
Manual Feeding

The following procedure describes how a document is placed on the original glass.

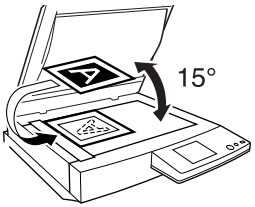
1 Lift open the original cover, or the duplexing document feeder if it is installed.

❍ Lift open the original cover, or the duplexing document feeder if it is installed, 15° or more, otherwise the correct paper size may not be selected automatically.

When loaded crosswise:



When loaded lengthwise:



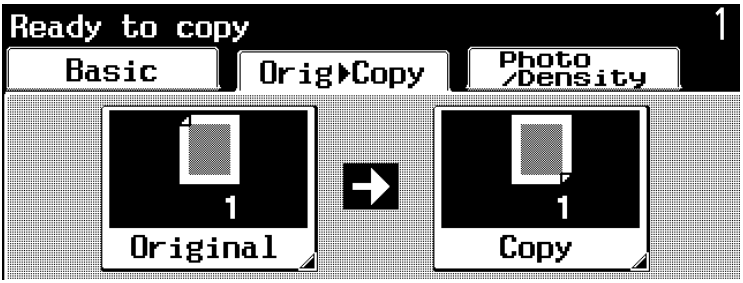
2 Position the document face down onto the original glass with the top of the document toward either the rear or the left side of the copier.

3 Align the document with the document scales.

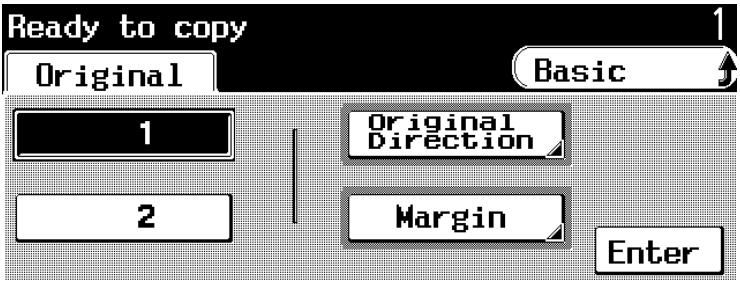
4 Select the desired copy settings.

For more details, refer to *chapter 5 "Specifying Copy Settings"*.

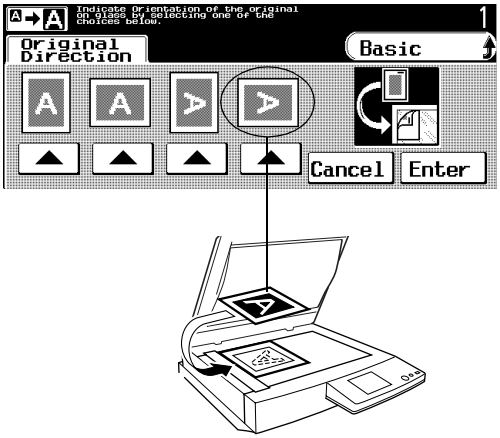
5 Touch [Orig ▶Copy], and then touch [Original].



6 Touch [1].



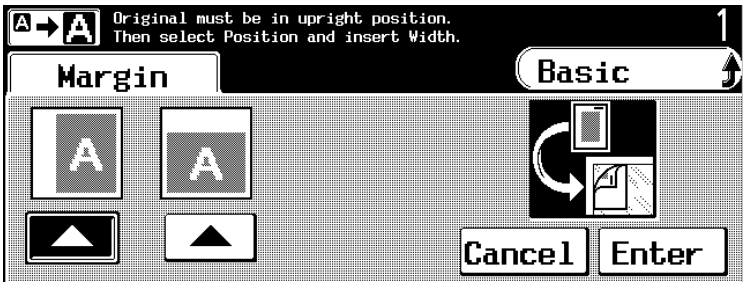
7 Touch [Original Direction].
Select the setting for the orientation of the document that is loaded, and then touch [Enter].



❍ If the orientation of the document is different from that selected with the “Original Direction” setting, 2in1 copies will not be printed correctly.

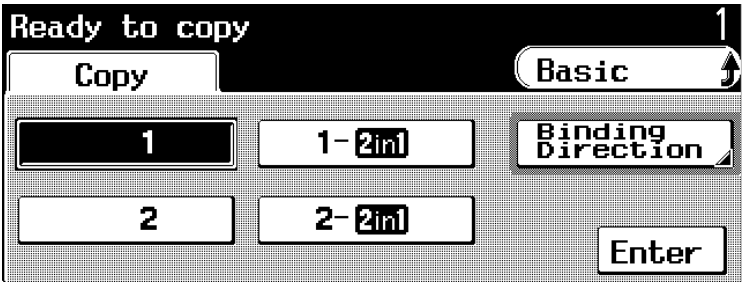
8 Touch [Margin].

Select the setting for the type of document that is loaded, and then touch [Enter].



9 Touch [Enter].

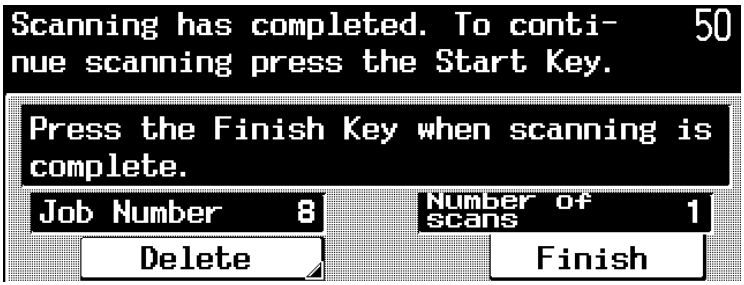
10 Touch [Copy]. Select the desired Copy setting, and then touch [Enter].



11 Press the [Start] key.

Scanning of the document begins.

12 When using a setting where multiple pages are to be scanned, such as when making 2in1 copies, the message shown below appears.



13 To continue scanning, remove the document, position the next page of the document on the original glass, and then press the [Start] key.

14 When all of the document pages have been scanned, touch [Finish].

15 Press the [Start] key.

❍ Printing is performed in the order that the jobs are programmed.

16 Lift open the original cover, or the duplexing document feeder if it is installed, and then remove the document.

17 Close the original cover, or the duplexing document feeder if it is installed.

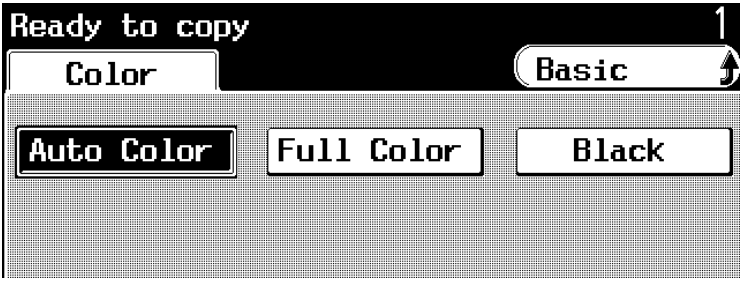
Specifying Copy Settings

5

Basic
p.5-2

5.1 Selecting the Color Setting

Three Color settings are available for making copies: [Auto Color], [Full Color] and [Black].



To select the Color setting

1 Touch [Color].

2 Select the desired Color setting.

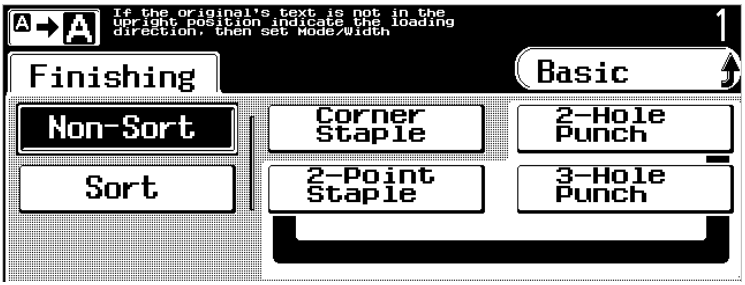
3 Touch [Basic].

Basic

p.5-3

5.2 Selecting Finishing Settings

Various settings for sorting and finishing copies are available.



The following finishing methods are available:

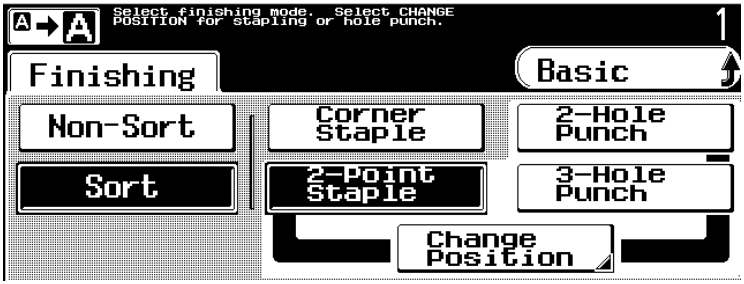
- Non-sorting (“Non-Sort” setting)
- Sorting (“Sort” setting)
- Stapling (“Corner Staple” setting)
- Stapling (“2-Point Staple” setting)
- Hole-punching (“2-Hole Punch” setting, for metric measurements)
- Hole-punching (“3-Hole Punch” setting, for metric measurements)
- Hole-punching (“4-Hole Punch” setting, for inch measurements)

To specify Finishing settings

1 Touch [Finishing].

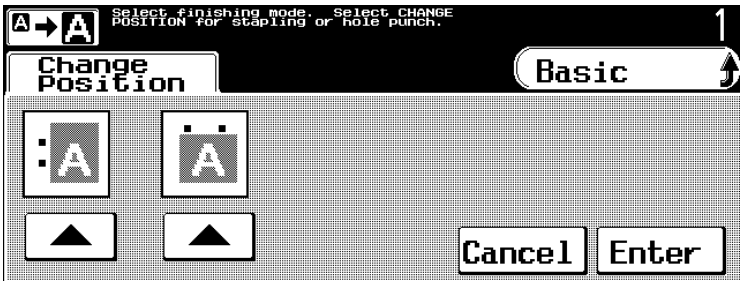
The Finishing screen appears.

2 Select the desired Finishing settings.



- ❍ To change the position of the punched holes, touch [Hole Punch], touch [Change Position], and then select the desired setting.
- ❍ To change the position of the staples with the "2-Point Staple" setting, touch [2-Point Staple], touch [Change Position], and then select the desired setting.

For this example, [2-Hole Punch] / [Change Position]

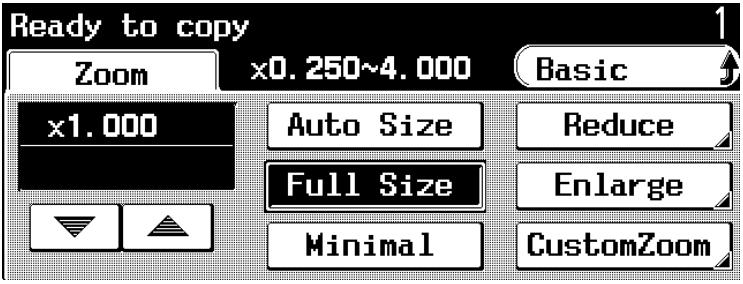


3 Touch [Enter], and then touch [Basic].

Basic
p.5-8

5.3 Specifying a Zoom Setting

Copies of documents can be enlarged or reduced.



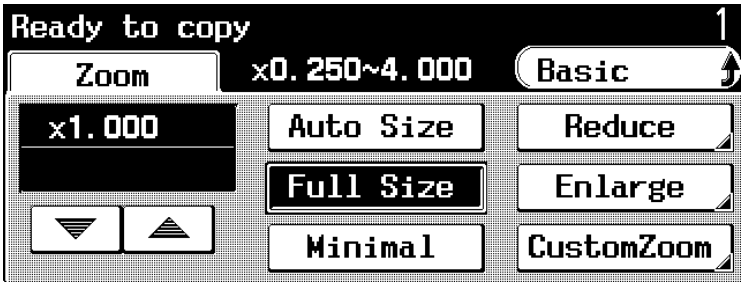
There are eight methods for changing the zoom ratio.

- Zooming (“Zoom ratio” setting)
- Automatic Scaling (“Auto Size” setting)
- Full size (“1.000” setting)
- Minimizing (“Minimal” setting)
- Reducing (Reduce settings)
- Enlarging (Enlarge settings)
- Custom sizing (“CustomZoom” setting)
- Vertical and horizontal scaling (X/Y Zoom setting)

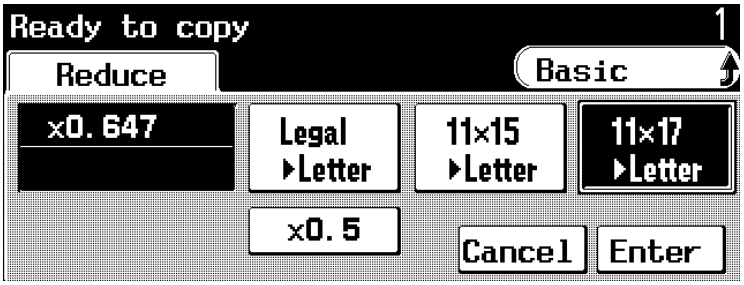
To specify a Zoom setting

1 Touch [Zoom].

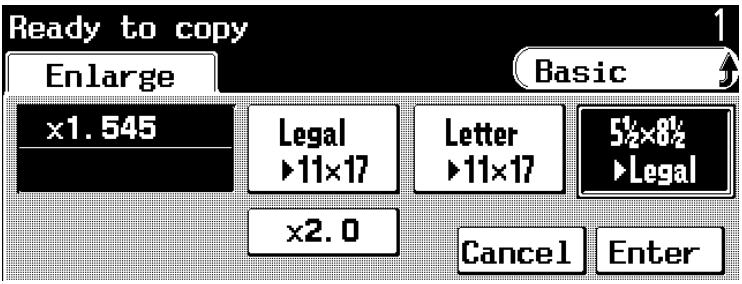
2 Select the desired Zoom setting.



3 If [Reduce] or [Enlarge] was touched, select the desired Zoom setting from the screen that appears, and then touch [Enter].
Example) Touch [Reduce], then [11 × 17 Letter].



Example) Touch [Enlarge], then [Legal 5 1/2 × 8 1/2].

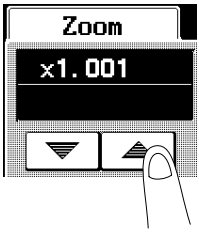


4 Touch [Basic].

To specify a zoom ratio

1 Touch [Zoom].

2 Touch ▼ and ▲ to specify the desired zoom ratio (between 0.250 and 4.000).



…

Tip

If ▼ or ▲ is held pressed, the zoom ratio continues increasing or decreasing in increments of 0.001. To change the time until the value continues changing automatically when the key is held pressed, refer to page 5-18 of the Administrator Operations volume.

3 Touch [Basic].

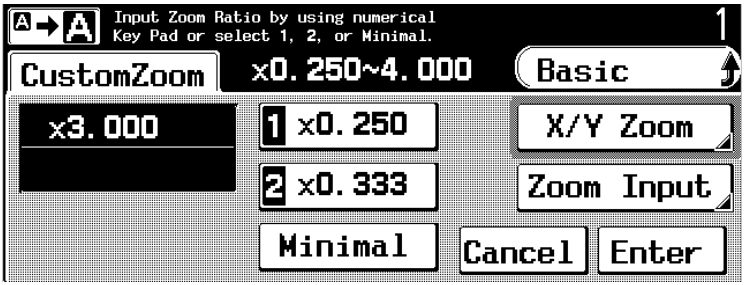
To specify a custom zoom ratio

1 Touch [Zoom].

2 Touch [CustomZoom].

3 Use the keypad to type in the desired zoom ratio (between 0.250 and 4.000).

❍ The entered zoom ratio appears on the key.
Example) ×3.000



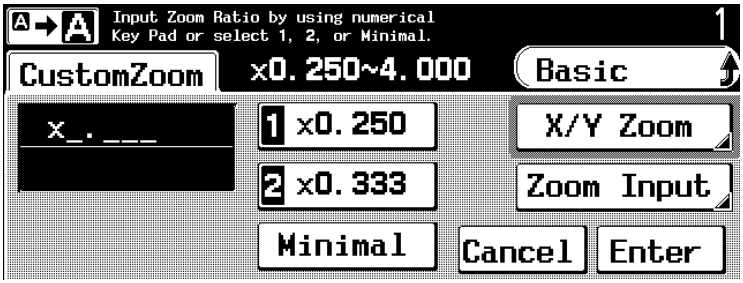
4 Touch [Enter].

5 Touch [Basic].

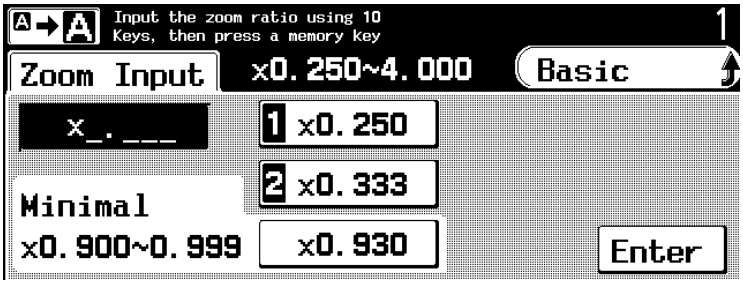
To store CustomZoom and Minimal zoom ratios

1 Touch [Zoom].

2 Touch [CustomZoom], and then touch [Zoom Input].



3 Use the keypad to type in the desired zoom ratio (between 0.250 and 4.000).



❍ To store a Minimal zoom ratio, type in the desired zoom ratio between 0.900 and 0.999.

4 Touch [1], [2] or [Minimal], and then touch [Enter].

The specified zoom ratio is stored.

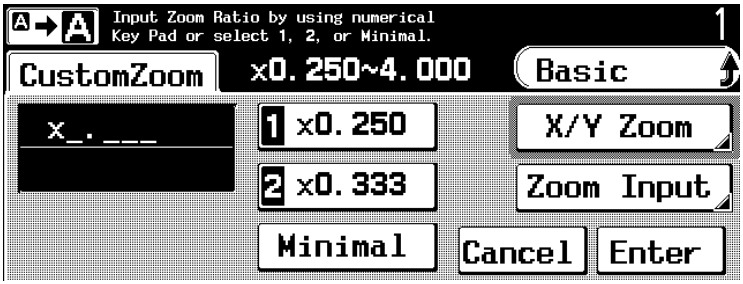
5 Touch [Enter], and then touch [Basic].

To recall a stored custom zoom ratio

1 Touch [Zoom].

2 Touch [CustomZoom].

3 Touch [1], [2] or [Minimal].



4 Touch [Enter].

The stored zoom ratio is recalled.

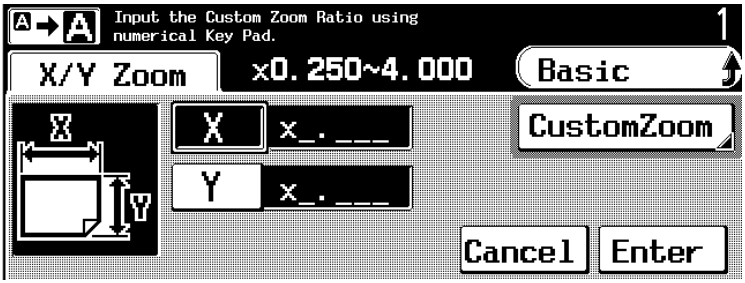
5 Touch [Basic].

To specify different vertical and horizontal scaling proportions (X/Y Zoom setting)

1 Touch [Zoom].

2 Touch [CustomZoom].

3 Touch [X/Y Zoom].



4 Use the keypad to type in the desired length of side X (between 0.250 and 4.000).

5 Touch [Y], and then use the keypad to type in the desired length of side Y (between 0.250 and 4.000).

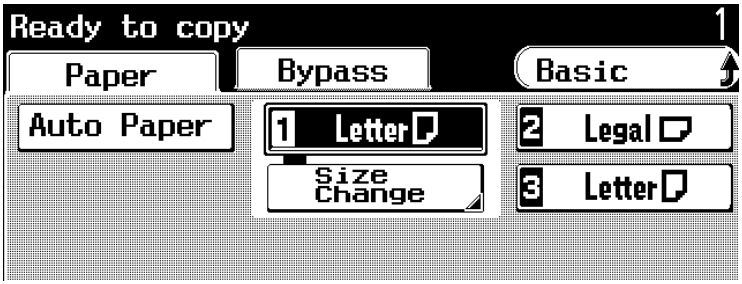
6 Touch [Enter], and then touch [Basic].

❍ The entered zoom ratio is applied.

Basic
p.5-12

5.4 Selecting the Paper Setting

The paper used for making copies can be selected in three ways: automatically (“Auto Paper” setting), manually, or to the manual bypass tray (“Bypass” setting).

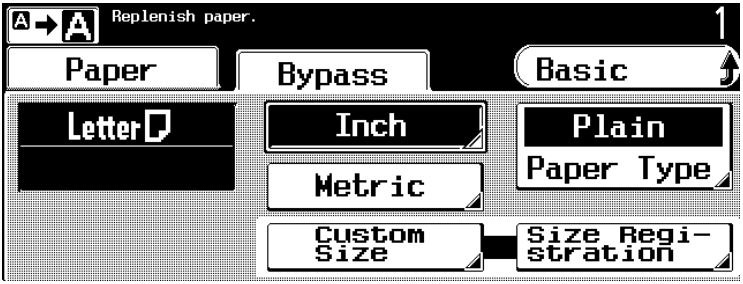


To select the Paper setting

1 Touch [Paper].

2 Select the desired Paper setting.

3 To use paper loaded into the manual bypass tray, touch [Bypass].



...

Tip

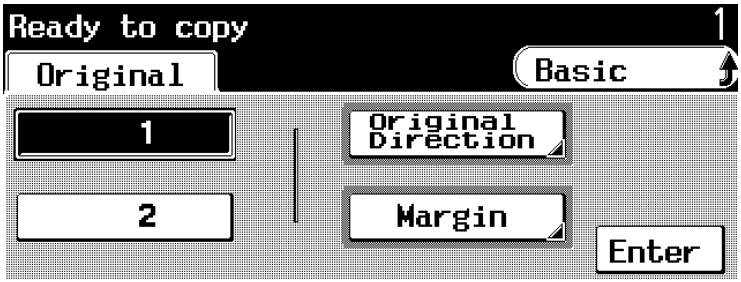
For details on changing the settings, specifying custom paper sizes and storing a custom paper size, refer to chapter 3 “Copy Paper”.

4 Touch [Basic].

Basic
p.5-14

5.5 Selecting the Orig > Copy Settings (Original Setting)

The type of original and the desired type of copy can be specified.

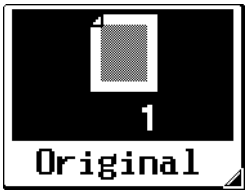


The following four Original settings can be specified.

- Single-sided (“1” setting)
- Double-sided (“2” setting)
- Document orientation (Original Direction setting)
- Document binding margin position (Margin setting)

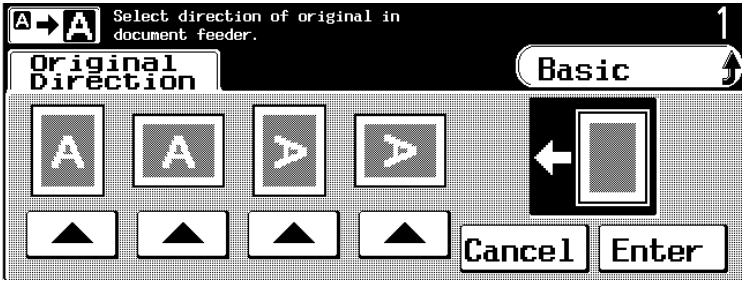
To specify an Original setting

1 Touch [Orig ▶Copy], and then touch [Original].

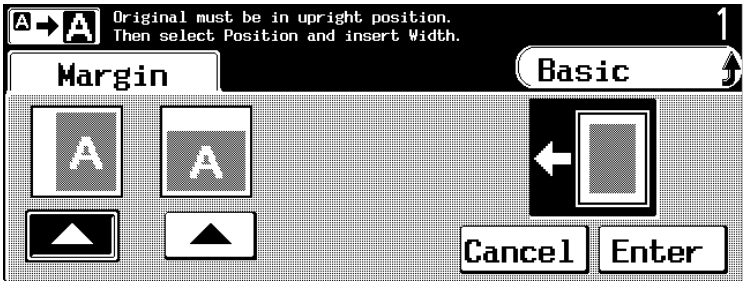


2 Select the setting appropriate for your document.

❍ To specify the orientation of the document, touch [Original Direction], and then select the setting appropriate for your document.



❍ To specify the position of the binding margin, touch [Margin], and then select the setting appropriate for your document.



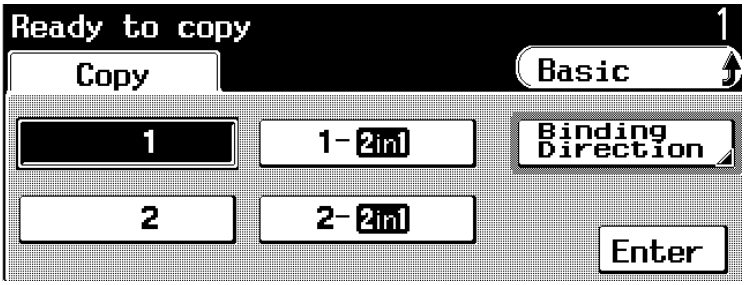
3 Touch [Enter], and then touch [Enter] again in the screen that appears.

Basic

p.5-18

5.6 Selecting the Orig > Copy Settings (Copy Setting)

The type of original and the desired type of copy can be specified.

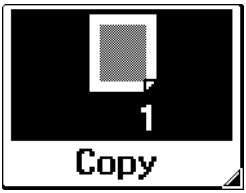


The following five Copy settings can be specified.

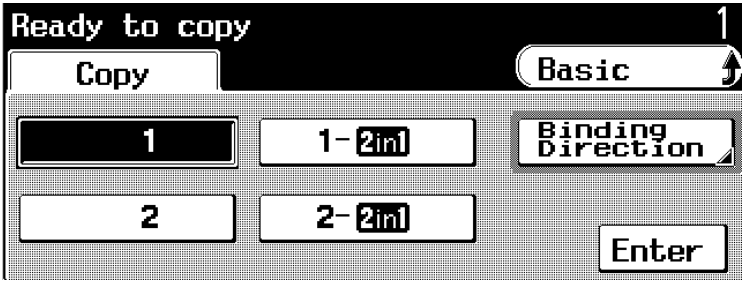
- Single-sided (“1” setting)
- Double-sided (“2” setting)
- Single-sided 2in1 (1-2in1 setting)
- Double-sided 2in1 (2-2in1 setting)
- Binding margin position (Binding Direction setting)

To specify a Copy setting

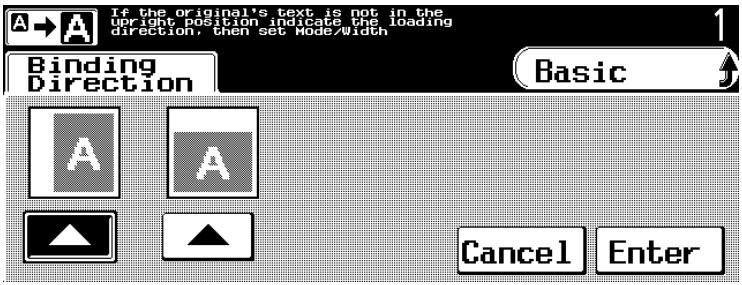
1 Touch [Orig ▶Copy], and then touch [Copy].



2 Select the desired Copy setting.



❍ To specify the position of the binding margin, touch [Binding Direction], and then select the desired setting.



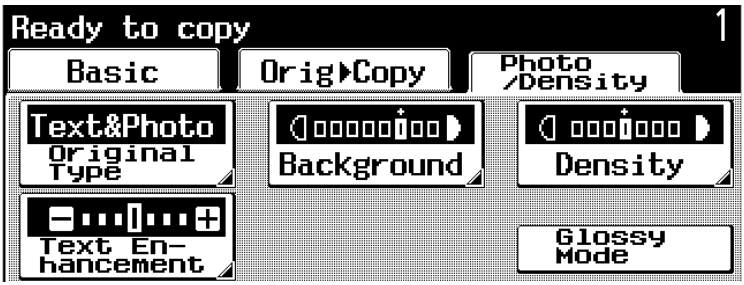
3 Touch [Enter].

Basic

p.5-27

5.7 Selecting a Photo/Density Setting

The image quality of the original can be specified.



The following twelve Photo/Density settings can be specified.

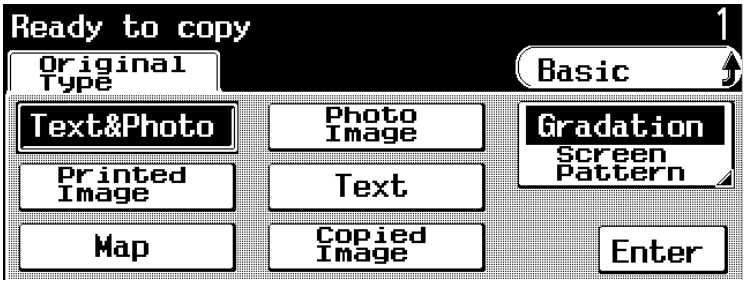
- Text combined with images (Text setting)
- Printed photos (Printed Image setting)
- Maps (Map setting)
- Photographs (Photo Image setting)
- Text only (Text setting)
- Text/Dont Matrix Original
- Copies (Copied Image setting)
- Originals that cause moire patterns (Screen Pattern setting)
- Copies with a specific background density (Background setting)
- Copies with a specific density (Density setting)
- Copies with a specific text density (Text Enhancement setting)
- Copies with a glossy finish (Glossy Mode setting)

To select an Original Type setting

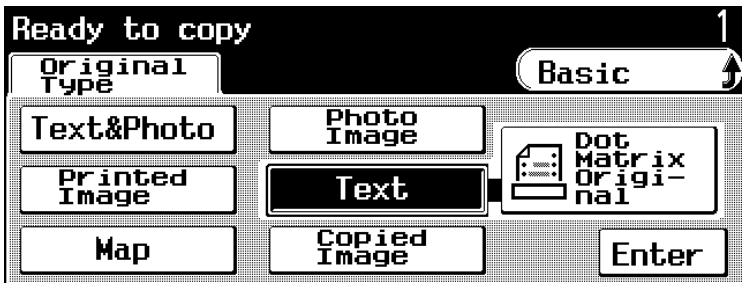
1 Touch [Photo/Density].

2 Touch [Original Type].

3 Select the setting appropriate for your document.



❍ [Dot Matrix Original] appears only after [Text] is touched.



4 Touch [Enter].

To select a Screen Pattern setting

1 Touch [Photo/Density].

2 Touch [Original Type].

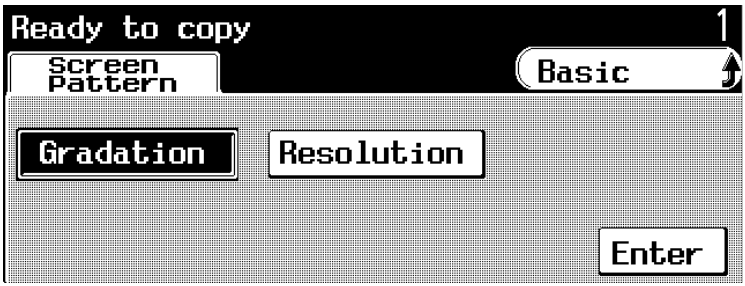
3 Touch [Screen Pattern].

...

Note

[Screen Pattern] does not appear if [Map] or [Text] are been selected. (These settings cannot be used together.)

4 Select the desired image quality setting.



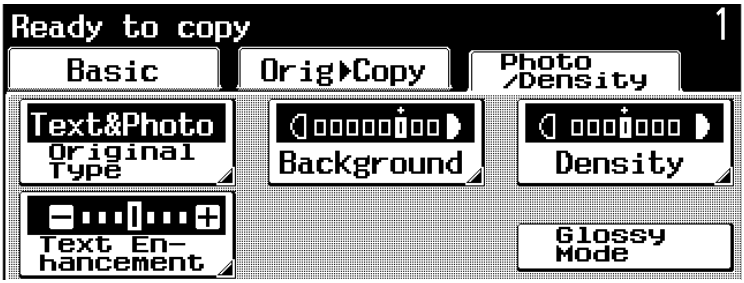
5 Touch [Enter], and then touch [Enter] again in the screen that appears.

❍ The Screen Pattern setting is applied.

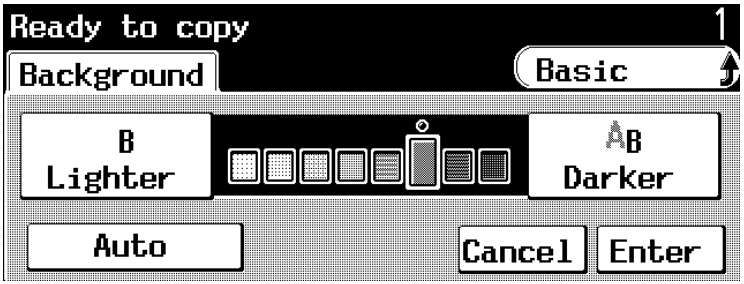
To select the Background, Density and Text Enhancement settings

1 Touch [Photo/Density].

2 Select the desired settings.



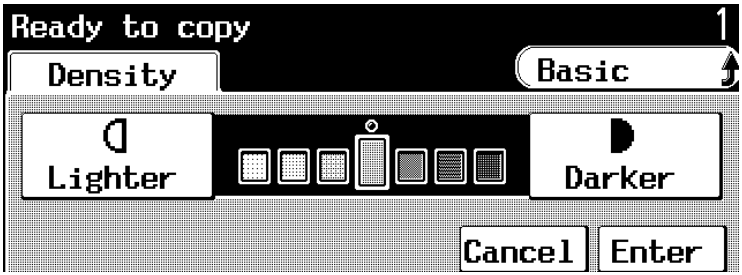
3 If [Background] is touched:
Touch [Lighter] or [Darker] to select the desired background density level, and then touch [Enter].



❍ To select the automatic background density setting, touch [Auto].

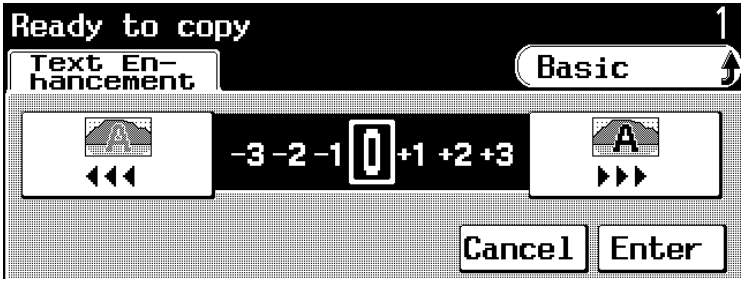
4 If [Density] is touched:

Touch [Lighter] or [Darker] to select the desired copy density level, and then touch [Enter].



5 If [Text Enhancement] is touched:

Touch [◀◀◀] or [▶▶▶] to select the desired text density level, and then touch [Enter].



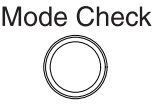
6 To copy a document with a glossy finish, touch [Glossy Mode].

5.8 Checking the Settings

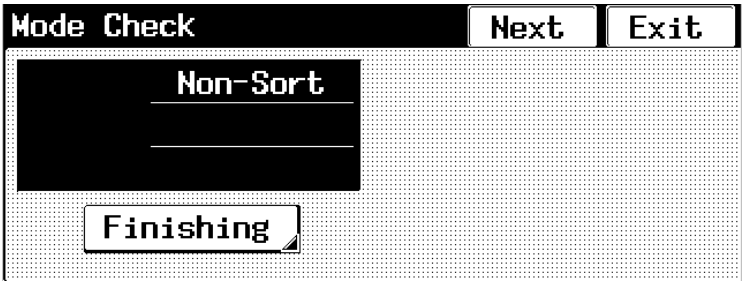
Press the [Mode Check] key to display the screens that show the current copy settings. From these screens, the copy settings can also be changed.

To check the settings

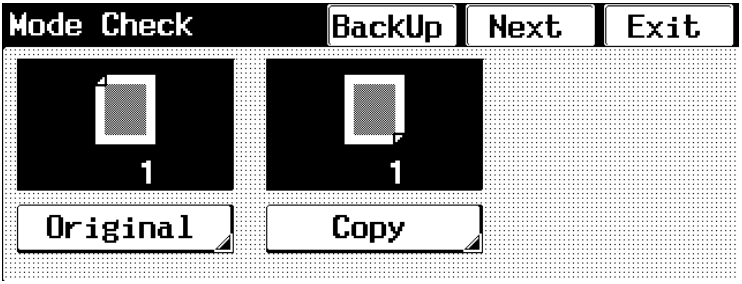
1 Press the [Mode Check] key.



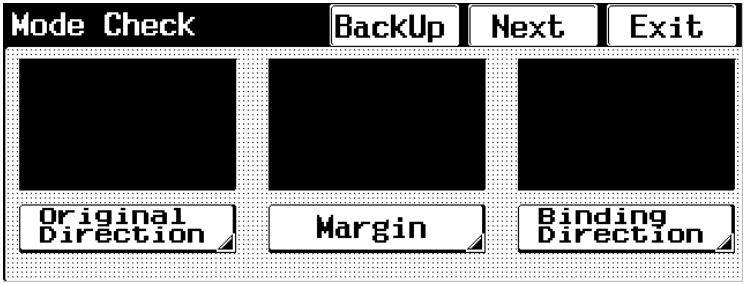
2 The first screen showing the current settings appears.



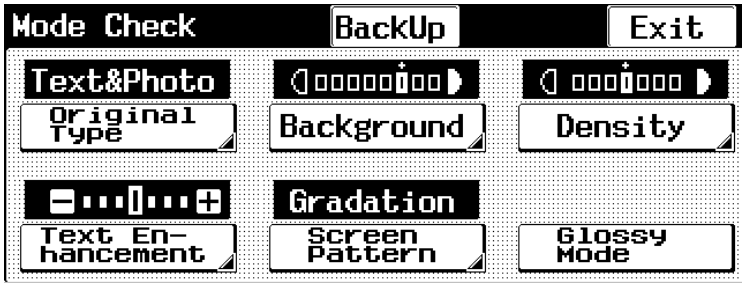
3 Touch [Next] to display the second screen of settings.



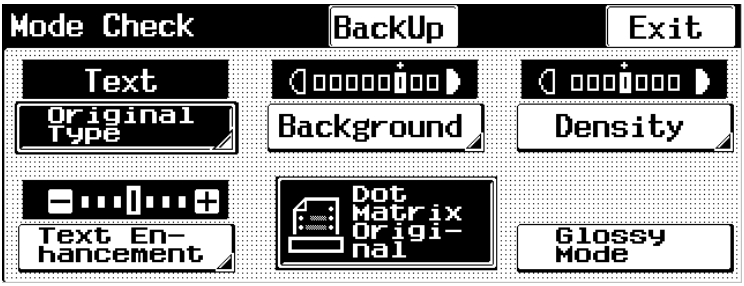
4 Touch [Next] to display the third screen of settings.



5 Touch [Next] to display the fourth screen of settings.

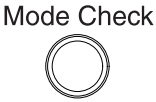


❍ If the “Dot Matrix Original” parameter was selected.



To change the settings

1 Press the [Mode Check] key.



2 Touch [Next] or [BackUp] until the screen containing the setting that you wish to change appears.

3 Touch the setting that you wish to change.
The corresponding screen appears.

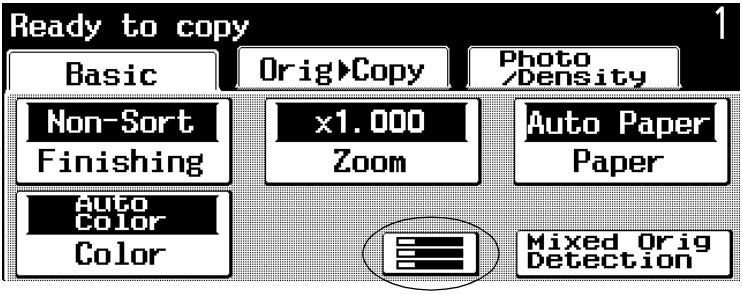
4 Follow the appropriate procedure to change the setting.

Job List Screen

6

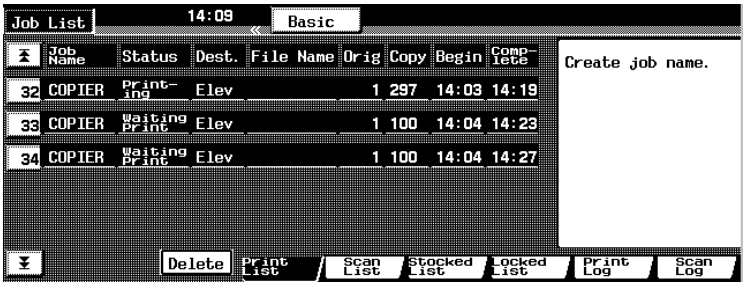
6.1 Displaying the Job List Screen

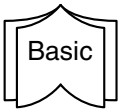
1 If a job has been programmed, the key for displaying the Job List screen appears in the Basic screen.



2 Touch this key to display the Job List screen.

To return to the Basic screen, touch [Basic].





p.6-2

6.2 Overview of Jobs

Job

Any set of consecutive operations, such as those for making copies, scans or computer printouts

Multi-job feature

- While one job is being printed, another job can be queued. As many as 49 jobs can be queued.

Queuing jobs

➜ Specifying the desired copy settings, then pressing the [Start] key queues the copy operation as a job.

- The queued jobs are listed in the Print List screen. The jobs are printed starting with the one at the top of the list.

Basic
p.6-3

6.3 Deleting a Job

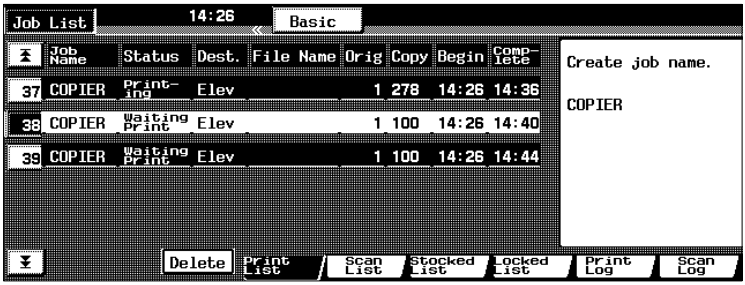
To delete a queued job

Jobs marked as “Waiting Print” can be deleted.

1 The queued job appears in the Job List screen.

2 Select the job that you wish to delete, and then touch [Delete].

The queued job is deleted.



To delete a job that is being printed

While a job is being printed, it cannot be deleted from the Job List screen.

For details on deleting a job that is being printed, refer to *“2.3 Stopping/Restarting/Deleting a Print Job”*.

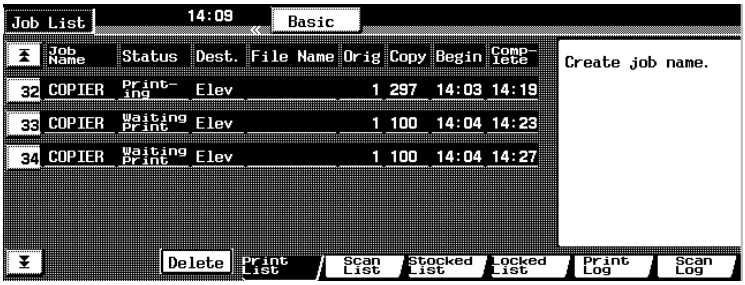
Basic
p.6-4

6.4 Job List Screens

When the key for a screen is touched, the list or details of programmed jobs can be viewed.

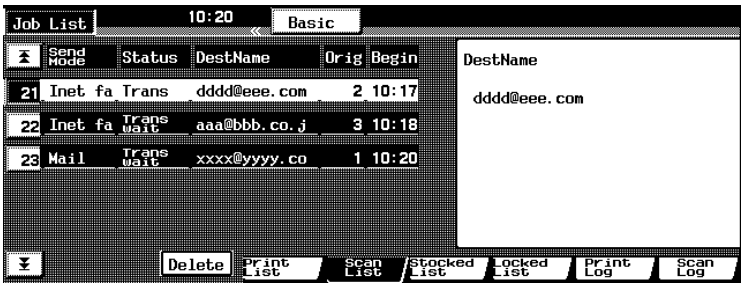
Print List Screen

When the key for displaying the Job List screen is touched, the Print List screen appears and the programmed details of the print jobs can be viewed.



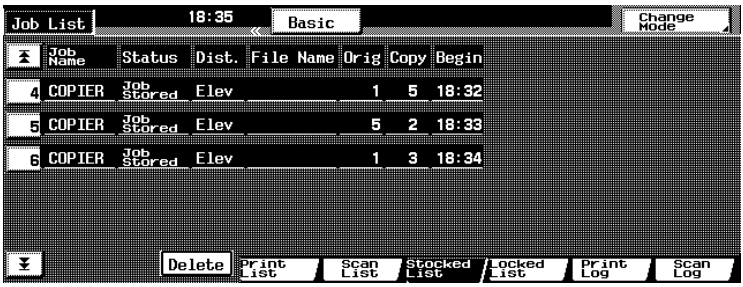
Scan List Screen

When [Scan List] in the Job List screen is touched, the Scan List screen appears and the programmed details of the scan jobs can be viewed.



Stocked List Screen

When [Stocked List] in the Job List screen is touched, a list of scanned images appearing as jobs can be viewed.



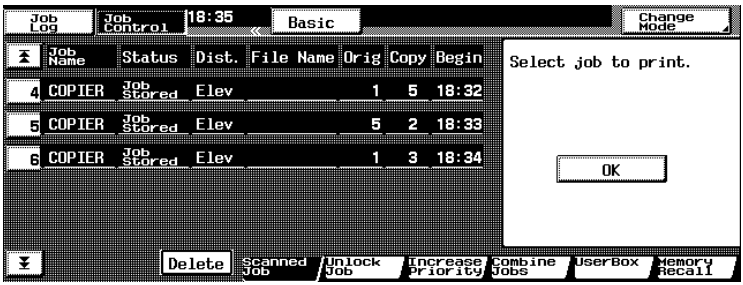
...

Note

The scanned jobs cannot be removed from the Stocked List screen.

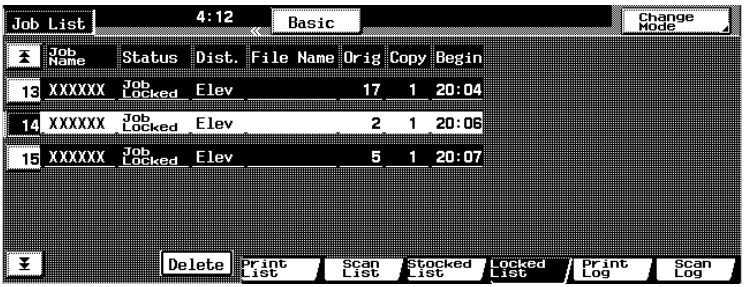
To remove a scanned job, touch [Basic], and then press the [Enlarge Display] key to display the standard-sized screen, and then remove the scanned job from the Scanned Job screen, displayed after [Job Control] is touched.

Scanned Job screen, displayed after [Job Control] is touched.



Locked List Screen

When [Locked List] in the Job List screen is touched, a list of jobs that are locked can be viewed.

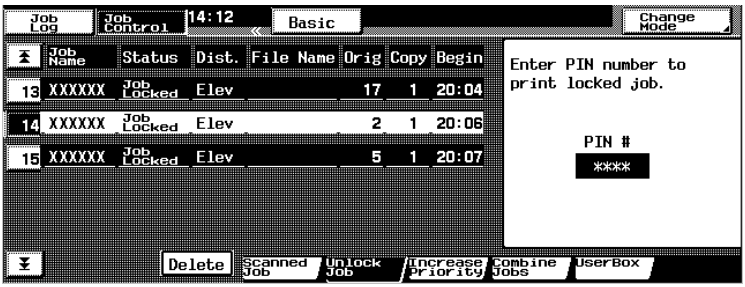


...

Note

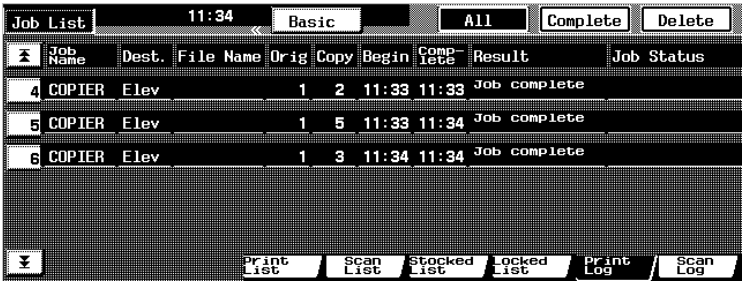
The locked jobs cannot be removed from the Locked List screen.

To remove a locked job, touch the [Basic] and then press the [Enlarge Display] key to display the standard-sized screen, and then remove the locked job from the Unlock Job screen, displayed after [Unlock Job] in the Job Control screen is touched.



Print Log Screen

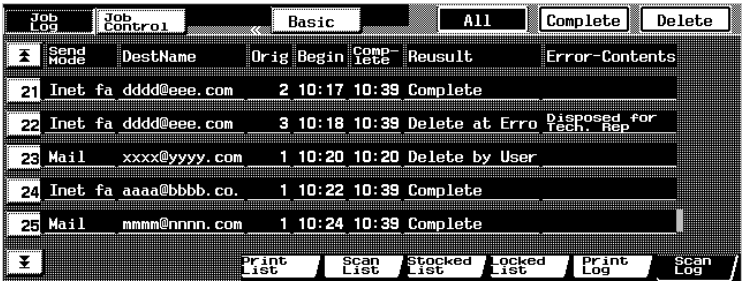
When [Print Log] in the Job List screen is touched, a log of all jobs that have been printed can be viewed.



- To view a list of completed print jobs, touch [Complete].
- To view a list of print jobs that have been deleted after being programmed, touch [Delete].

Scan Log Screen

When [Scan Log] in the Job List screen is touched, a log of all jobs that have been scanned can be viewed.



- To view a list of completed scan jobs, touch [Complete].
- To view a list of scan jobs that have been deleted after being programmed, touch [Delete].

Copyright
2003 MINOLTA CO., LTD.

The information contained in this manual is subject to change without notice to incorporate improvements made on the product or products the manual covers.

MINOLTA CO., LTD.
2003. 02 3-13, 2-chome, Azuchi-Machi, Chuo-ku, Osaka. 541-8556, Japan 4025776301