

# 4 Copy Paper

## 4.1 Paper Specifications

Use paper that meets the following specifications.

### Paper Types

Paper Types	Standard Paper	Special Paper			
		Thick Paper1	Thick Paper2	Overhead Projector Transparencies	Postcards
Weight (lbs.)	16 lbs. to 24 lbs.	24-1/4 lbs. to 43-1/4 lbs.	43-1/2 lbs. to 55-1/2 lbs.		
Weight (g/m <sup>2</sup> )	(64 g/m <sup>2</sup> to 90 g/m <sup>2</sup> )	(91 g/m <sup>2</sup> to 163 g/m <sup>2</sup> )	(164 g/m <sup>2</sup> to 209 g/m <sup>2</sup> )		
Manual Bypass Tray	○	○	○	○	○
1st Drawer	○	○	—	○	○
2nd Drawer	○	—	—	—	—
Paper Feed Unit <sup>*1</sup>	○	—	—	—	—
Large-Capacity Cabinet <sup>*1</sup>	○	—	—	—	—
Double-Sided Copies <sup>*2</sup>	○	—	—	—	—
Finished Copies <sup>*3</sup>	○	—	—	—	—

\* 1: The paper feed unit and large-capacity cabinet are optional.  
2: If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.  
3: If the optional 10-mailbin sorter is used to sort or group copies, only certain types of paper can be used.

## Paper Sizes

Non-standard paper:

Paper Source	Paper Width	Paper Length
Manual Bypass Tray	3-9/16 in. to 12-1/4 in. (90 mm to 311 mm)	5-1/2 in. to 18 in. (140 mm to 457 mm)
1st Drawer		
2nd Drawer	—	—
Paper Feed Unit* <sup>1</sup>		
Large-Capacity Cabinet* <sup>1</sup>	—	—

\* 1: The paper feed unit and large-capacity cabinet are optional.

Standard paper:

Paper Size  Paper Source, Etc.	LetterL	LetterC	LegalL	Execu- tiveL	Execu- tiveC	12-1/4 x 18L	11 x 17 L
Manual Bypass Tray	○	○	○	○	○	○	○
1st Drawer	○	○	○	○	○	○	○
2nd Drawer	○	○	○	—	—	—	○
Paper Feed Unit* <sup>1</sup>	○	○	○	—	—	—	—
Large-Capacity Cabinet* <sup>1</sup>	—	○	—	—	—	—	—
Double-Sided Copies* <sup>2</sup>	○	○	○	○	○	○	○
Finished Copies* <sup>3</sup>	○	○	○	○	○	○	○

Paper Size Paper Source, Etc.	11 × 14 L	8-1/4 × 13L	8 × 13L	8-1/2 × 13L	8-3/4 × 13L	8 × 10- 1/2L	8 × 10L
Manual Bypass Tray	○	○	○	○	○	○	○
1st Drawer	○	○	○	○	○	○ <sup>*4</sup>	○
2nd Drawer	○	○ <sup>*5</sup>	○ <sup>*5</sup>	○ <sup>*5</sup>	○ <sup>*5</sup>	—	—
Paper Feed Unit <sup>*1</sup>	○	○ <sup>*5</sup>	○ <sup>*5</sup>	○ <sup>*5</sup>	○ <sup>*5</sup>	—	—
Large-Capacity Cabinet <sup>*1</sup>	—	—	—	—	—	—	—
Double-Sided Copies <sup>*2</sup>	○	○	○	○	○	○	○
Finished Cop- ies <sup>*3</sup>	○	○	○	○	○	○	○

Paper Size Paper Source, Etc.	5-1/2 × 8-1/2L	10-1/2 × 8C	10 × 8C	8-1/2 × 5-1/2C	4 × 6L
Manual Bypass Tray	○	○	○	○	○
1st Drawer	○	○ <sup>*4</sup>	○	○	○
2nd Drawer	—	○	—	—	—
Paper Feed Unit <sup>*1</sup>	—	○	—	—	—
Large-Capacity Cabinet <sup>*1</sup>	—	—	—	—	—
Double-Sided Copies <sup>*2</sup>	○	○	○	—	—
Finished Cop- ies <sup>*3</sup>	○	○	○	○	—

\* 1: The paper feed unit and large-capacity cabinet are optional.

2: If the optional duplex unit is used to make double-sided copies, only certain types of paper can be used.

3: If the optional 10-mailbin sorter is used to sort or group copies, only certain types of paper can be used.

4: The size should be entered using the "User's Choice" function.

5: The paper size should be changed by your service representative.

## Paper capacity:

Paper Type  Paper Source, Etc.	Standard Paper	Special Paper			
		Thick Paper1	Thick Paper2	Overhead Projector Transpar- encies	Postcards
Manual Bypass Tray	1 sheet	1 sheet	1 sheet	1 sheet	1 sheet
1st Drawer	250 sheets	20 sheets	—	20 sheets	20 sheets
2nd Drawer	500 sheets	—	—	—	—
Paper Feed Unit* <sup>1</sup>	500 sheets	—	—	—	—
Large-Capacity Cabinet* <sup>1</sup>	2,500 sheets	—	—	—	—

\* 1: The paper feed unit and large-capacity cabinet are optional.

## Recommended paper:

Paper Type		Recommended Paper
Standard Paper	For full-color copies	Hammermill Laser Print New Radiant White 24 lbs.
	For black-and-white copies	MINOLTA Bond I
		MINOLTA Bond IV
Thick Paper 1		MINOLTA CF paper 28 lbs.
		NS 700
Thick Paper 2		NS 1000C
Overhead Pro- jector Transpar- encies	For full-color copies	MINOLTA CF300 (D)
	For black-and-white copies	MINOLTA M100 (D)

**Paper Types To Be Avoided**

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the copier may occur.

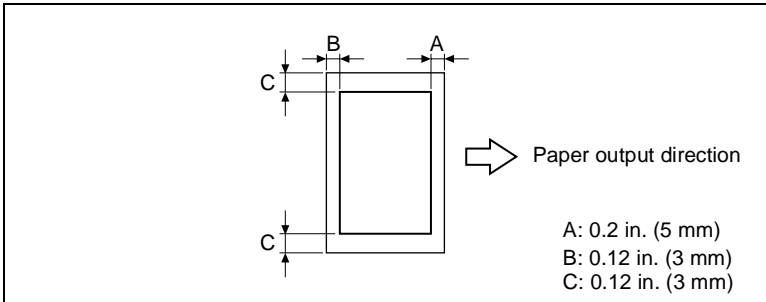
- Overhead transparencies that have already been fed through the copier (even if the transparency is still blank)
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, rolled, wrinkled, or torn paper
- Perforated paper or paper with holes punched in it
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed paper, or heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of various sizes
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples, or clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached

## 4.2 Print Area

Any part of the image within the area shown below is not copied.

- A margin 0.2 in. (5 mm) from the leading edge of the paper (A)
- A margin 0.12 in. (3 mm) from the trailing edge of the paper (B)
- A margin 0.12 in. (3 mm) on both sides of the paper (C)

When using the printer controller to print from a computer, the image cannot be printed within the area 0.2 in. (5 mm) from all edges of the paper.



## 4.3 Paper Storage

Observe the following precautions when storing the paper.

- ✚ Store the paper in a location that meets the following requirements.
  - Not exposed to direct sunlight
  - Not exposed to fire
  - Not exposed to high humidity
  - Not extremely dusty
- ✚ Unwrapped paper should be stored in a plastic bag in a cool, dry location.
- Keep paper out of the reach of children.

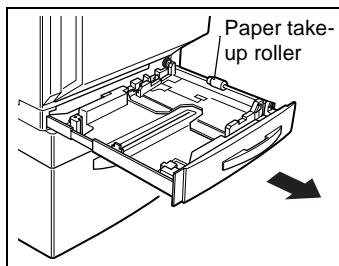
## 4.4 Loading Paper

### To load paper into the 1st drawer (250-sheet multipurpose tray)

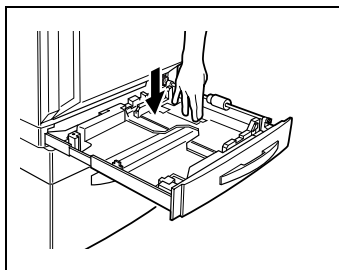
- 1 Pull out the paper drawer for the 1st drawer.

? *Has the paper take-up roller been touched?*

- Be careful not to touch the surface of the paper take-up roller with your hands. If the roller has been touched, wipe it with a dry cloth.

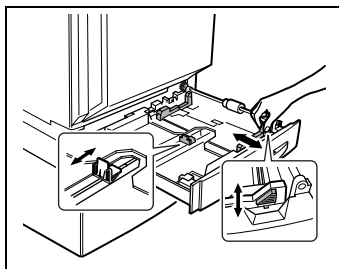


- 2 Press down on the paper-lifting plate until it locks into place.

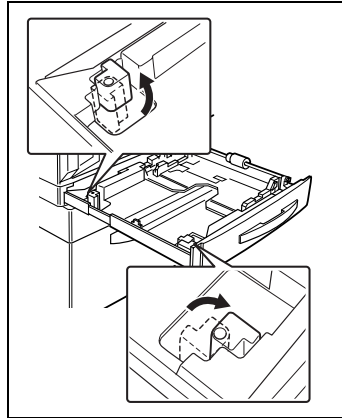


- 3 Slide the lateral guides to fit the size of paper to be loaded.

- For paper of a non-standard size, first load the paper, and then adjust the lateral guides to the size of the loaded paper.



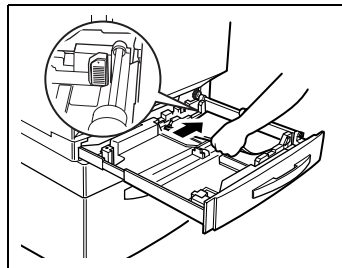
- For “12-1/4 × 18” paper, adjust the trailing-edge guides as shown in the illustration.



- 4 Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

? *Has the paper been loaded correctly?*

If the paper is not loaded correctly, a paper misfeed may occur.

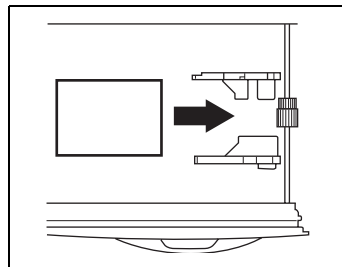


- Do not load so much paper that the top of the stack is higher than the ▼ mark.
- Do not load more than 20 sheets of thick paper 1, overhead projector transparencies, or postcards.
- Do not load thick paper 2 into the 1st drawer. If you wish to make copies onto thick paper 2, feed it through the manual bypass tray.
- When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- We recommend replenishing the paper only after all of the paper in the drawer has been used.

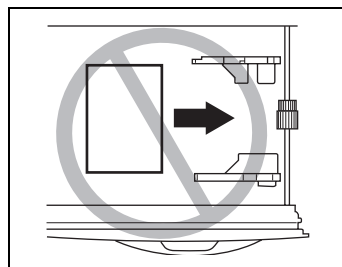


? *Are postcards loaded?*

→ When loading postcards, load them as shown.

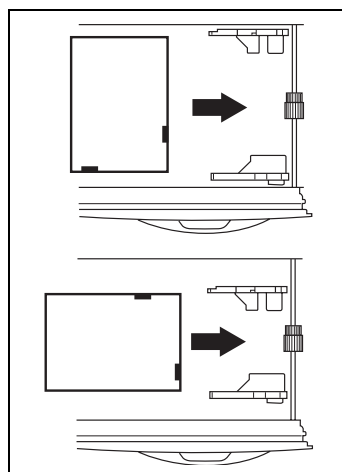


→ Do not load postcards cross-wise, as shown.

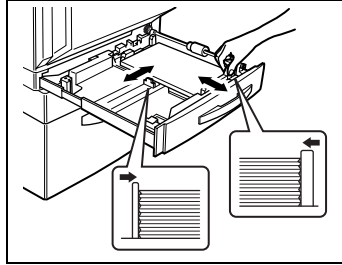


? *Are the recommended overhead projector transparencies (MINOLTA CF300 (D)) loaded?*

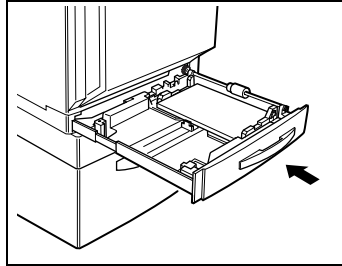
→ When loading the recommended overhead projector transparencies (MINOLTA CF300 (D)), load them as shown in the illustration.



- 5 Slide the lateral guides against the edges of the paper.
- Make sure that the paper is not curled when it is loaded. Check that the lateral guides are pushed up against the edges of the paper.



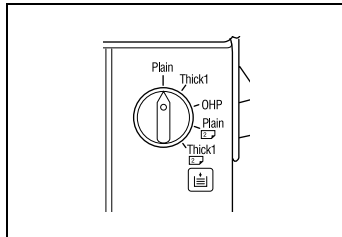
- 6 Close the paper drawer.



- 7 Turn the media type selection dial on the drawer to the setting for the type of paper loaded.

? *Are postcards loaded into the 1st drawer?*

- If postcards are loaded into the 1st drawer, set the paper type dial to “Thick 1”.

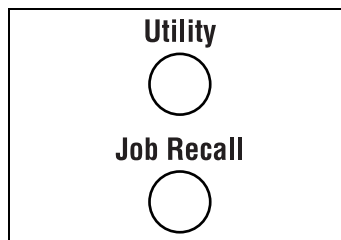


### Setting the Paper Size

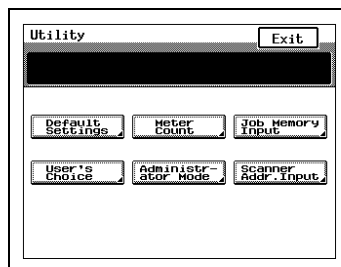
*The default setting for the paper size of the 1st drawer is “Auto Detect”. For postcards, non-standard or metric paper sizes, change the paper size according to the procedure in the following section.*

## To set the paper size for the 1st drawer

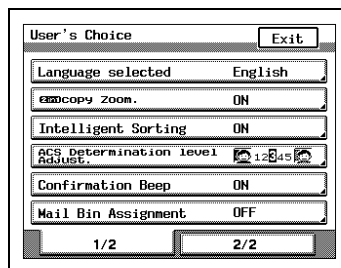
- 1 Press the [Utility] key to enter Utility mode.



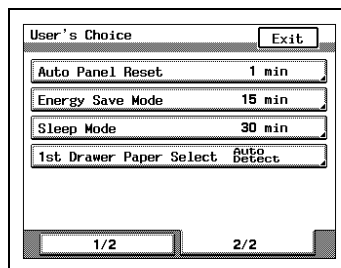
- 2 Touch [User's Choice].



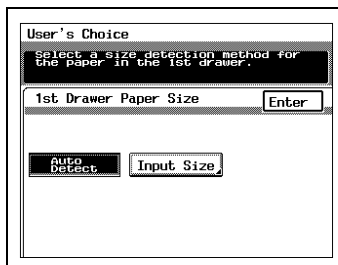
- 3 Touch [2/2] to view the next page.



- 4 Touch [1st Drawer Paper Select].



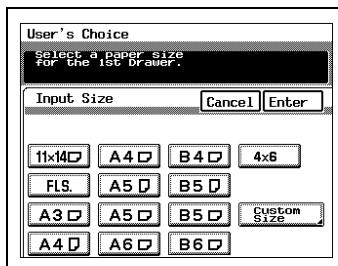
## 5 Touch [Input Size].



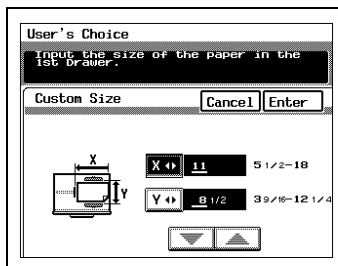
## 6 Select the desired paper size, and then touch [Enter].

? Will postcards be loaded into the 1st drawer?

→ If postcards are to be loaded into the 1st drawer, select [4 × 6].



## 7 To specify a paper size other than those listed, touch [Custom Size], touch [X], [Y], and to specify the desired size, and then touch [Enter].



## 8 In the Input Size screen, touch [Enter].

## 9 In the 1st Drawer Paper Size screen, touch [Enter].

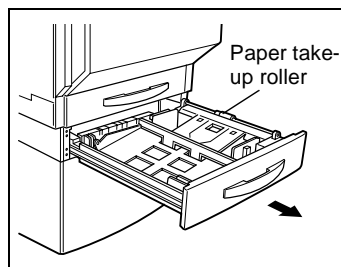
## 10 In the User's Choice screen, touch [Exit].

**To load paper into the 2nd drawer or the 500-sheet paper feed unit**

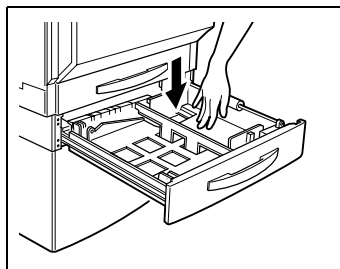
- 1 Pull out the paper drawer.

? *Has the paper take-up roller been touched?*

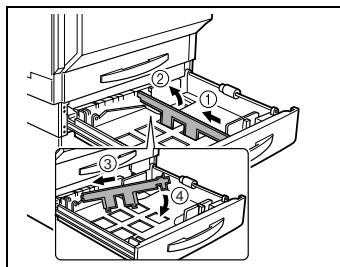
- Be careful not to touch the surface of the paper take-up roller with your hands. If the roller has been touched, wipe it with a dry cloth.



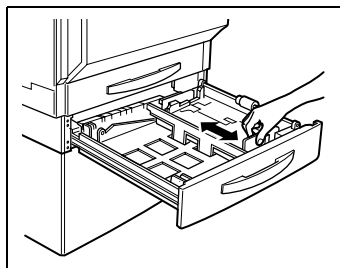
- 2 Press down on the paper-lifting plate until it locks into place.



- 3 Remove the trailing-edge guide, and then re-install it for the size of paper to be loaded.



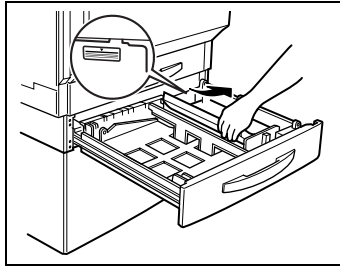
- 4 Slide the lateral guides to fit the size of paper to be loaded.



- 5 Load the paper into the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

? *Has the paper been loaded correctly?*

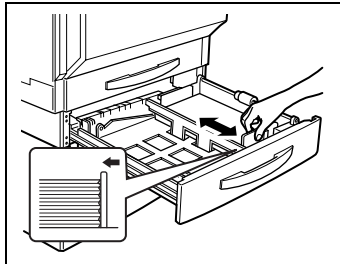
If the paper is not loaded correctly, a paper misfeed may occur.



- Do not load so much paper that the top of the stack is higher than the ▼mark.
- Special paper cannot be fed from the 2nd drawer or optional paper feed units. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.
- When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- We recommend replenishing the paper only after all of the paper in the drawer has been used.

- 6 Slide the lateral guides against the edges of the paper.

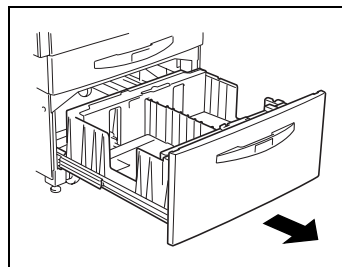
- Make sure that the paper is not curled when it is loaded. Check that the lateral guides are pushed up against the edges of the paper.



- 7 Close the paper drawer.

## To load paper into the large-capacity cabinet

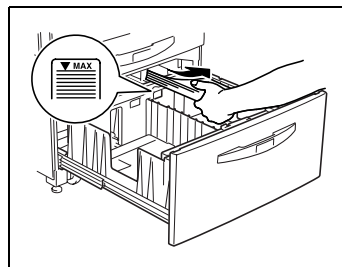
- 1 Pull out the paper drawer.



- 2 Load paper into the right side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

? *Has the paper been loaded correctly?*

If the paper is not loaded correctly, a paper misfeed may occur.

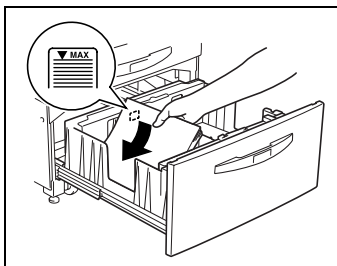


- Make sure that the paper is not curled when it is loaded.
- Do not load so much paper that the top of the stack is higher than the ▼mark.
- Special paper cannot be fed from the 2nd drawer or optional paper feed units. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.
- When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- We recommend replenishing the paper only after all of the paper in the drawer has been used.

- 3 Load paper into the left side of the drawer so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

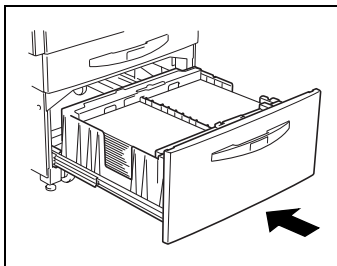
? *Has the paper been loaded correctly?*

If the paper is not loaded correctly, a paper misfeed may occur.



- Make sure that the paper is not curled when it is loaded.
- Do not load so much paper that the top of the stack is higher than the ▼mark.
- Special paper cannot be fed from the 2nd drawer or optional paper feed units. If you wish to make copies onto special paper, feed it through the manual bypass tray or the 1st drawer.
- When loading additional paper, remove any paper remaining in the drawer, place it on the new paper, and then align the paper in the stack well before loading it into the drawer.
- We recommend replenishing the paper only after all of the paper in the drawer has been used.

- 4 Close the paper drawer.

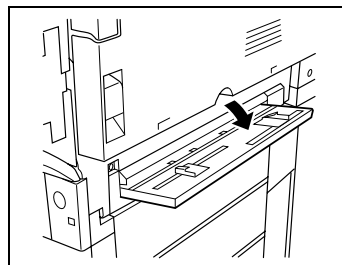




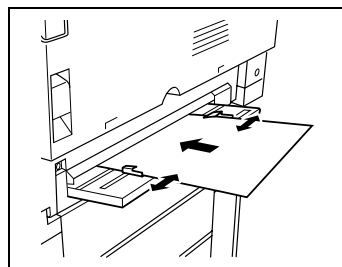
### To load paper into the manual bypass tray

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, such as overhead transparencies, postcards, or thick paper 1 or 2.

- 1 Open the manual bypass tray.



- 2 Adjust the paper guides to the size of the paper, and then load the paper so that the front side of the paper (the side facing up when the package was unwrapped) faces down. Lightly slide the paper into the feed slot as much as possible so that it is ready to be fed into the copier.

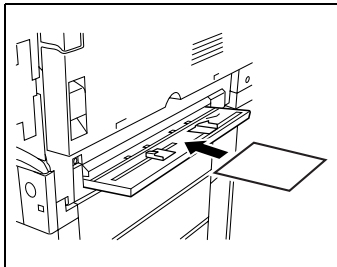


? *Do you need more information on feeding paper through the manual bypass tray?*

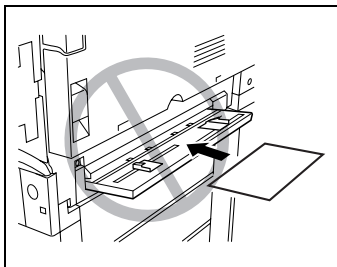
- Feed only one sheet of paper at a time.
- Copies will be made on the surface of the paper facing down when it is loaded into the manual bypass tray.

? *Is a postcard loaded?*

- When loading a postcard, load it as shown.

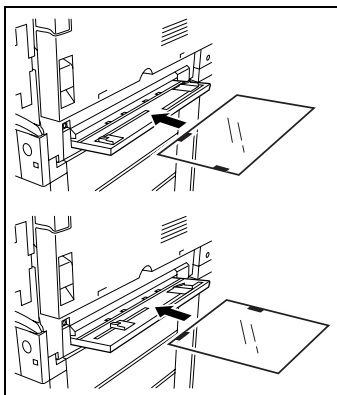


- Do not load the postcard cross-wise, as shown.



? *Is the recommended overhead projector transparency (MINOLTA CF300 (D)) loaded?*

- When loading the recommended overhead projector transparency (MINOLTA CF300 (D)), load it as shown in the illustration.



- 3 Make sure that the screen that allows you to select the manual bypass tray paper size is displayed, and then select the desired paper size.

**or**

For a paper size preceded by “A” or “B”, touch [Metric] to display a screen containing metric paper size settings.





**or**

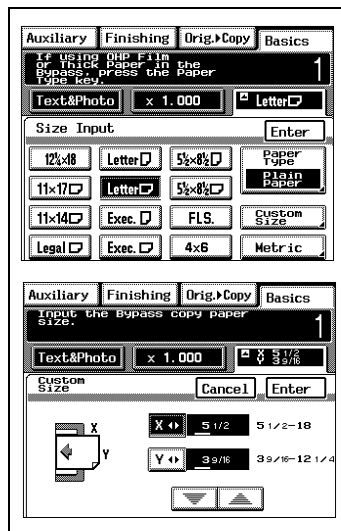
For a paper size other than the standard sizes listed on the screen, touch [Custom Size] to display a screen that allows you specify a size.

? Do you wish to return to the screen displaying paper sizes in inches?

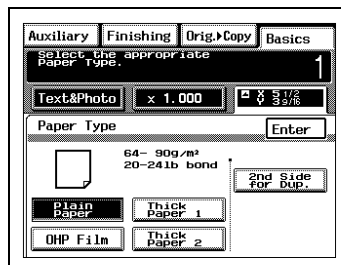
→ Touch [Inch] to display the inch paper size settings.

? Do you wish to specify a non-standard paper size?

→ Touch , , and ,  to select the desired size, and then touch [Enter].



- 4 Touch [Paper Type], select the setting for the type of paper loaded, and then touch [Enter].





## 5 Original Documents

### 5.1 Feeding the Document

The document can be fed in three different ways. Depending on the type of document being fed, position the document correctly so that it is fed using the appropriate feed method.

Document Feed Method	Features
Multi-sheet feeding	Using the duplexing document feeder, a multi-page document can be fed automatically. This feed method can also be used with double-sided documents, and is best with multi-page double-sided documents. See p. 5-4, p. 5-5, p. 7-17.
Single-sheet feeding	Using the duplexing document feeder, the document is fed one page at a time. This feed method cannot be used with double-sided documents (however, they can be scanned one side at a time). This feed method is best with a document consisting of a few single-sided pages. In addition, thick paper and thin paper can be scanned using this feed method. See p. 5-7, p. 5-9.
Manual feeding	The document is placed directly on the original glass, then scanned. Each document must be positioned manually (the previous one must be removed and the next one placed on the original glass). This method is best with books and other documents that cannot be fed through the duplexing document feeder. See p. 5-11, p. 5-12, p. 5-13, p. 5-14.

## Document Paper Types



### Note

*Be sure to use the document paper type appropriate for the feed method being used.*

*If the correct paper type is not used, a paper misfeed or damage to the document may occur.*

Document Feed Method	Document Paper Type	Document Paper Size
Multi-sheet feeding	Sheet documents <ul style="list-style-type: none"> <li>• Capacity of single-sided documents: 13-1/4 lbs. to 29-1/4 lbs.</li> <li>• Capacity of double-sided documents: 16 lbs. to 24 lbs.</li> <li>• Capacity of documents of mixed sizes: 16 lbs. to 24 lbs.</li> </ul>	Document width: 5-1/2 in. to 11-3/4 in. Document length: 8-1/4 in. to 17 in.
Single-sheet feeding	Sheet documents <ul style="list-style-type: none"> <li>• Capacity of single-sided documents: 9-1/4 lbs. to 53-1/4 lbs.</li> </ul>	Document width: 5-1/2 in. to 11-3/4 in. Document length: 8-1/4 in. to 17 in.
Manual feeding	Documents, books, large objects up to a weight of 4-1/2 lbs.	Document width: Less than 11-3/4 in. Document length: Less than 17 in.

## Precautions for Multi-Sheet Feeding and Single-Sheet Feeding

The following types of documents should not be used for multi-sheet feeding or single-sheet feeding, otherwise paper misfeeds or damage to the document may occur. Instead, these types of documents should be fed manually.

- Thin documents such as typewriter paper or paraffin paper
- Thick documents
- Standard size documents larger than 11 × 17L or smaller than 5-1/2 × 8-1/2
- Documents that are transparent or translucent, such as overhead transparencies or diazo photosensitive paper
- Wrinkled, folded, rolled, or torn documents
- Documents bound with clips or staples
- Coated documents such as carbon-backed paper

### Precautions for Manual Feeding

The following precautions should be observed when manually feeding the types of documents listed.

- For non-standard sized documents:  
The document size cannot be detected automatically, therefore, the Paper setting “Auto Paper” and the Zoom setting “Auto Size” cannot be used together. Select a different Paper setting by touching “Paper” on the Basic screen, then selecting the paper size of the document, or select a different Zoom setting by touching [Zoom] on the Basic screen, then selecting a zoom ratio. (Refer to page 6-14 for more details.)
- For documents that are transparent or translucent, such as overhead transparencies or diazo photosensitive paper:  
Place a blank sheet of paper of the same size as the document over the document. (Refer to page 5-12 for more details.)
- For thick objects, such as books:  
Scan without closing the original cover or duplexing document feeder. In addition, do not press down extremely hard on the document, otherwise the copier may be damaged. (The original glass can only resist a weight of up to 4-1/2 lbs.)

## 5.2 Feeding the Document Through the Duplexing Document Feeder

The duplexing document feeder feeds in, scans, then automatically feeds out each page in a multi-page document, one page at a time. The correct types of documents must be loaded in order for the duplexing document feeder to function properly.

### Multi-Sheet Feeding (Sheet Documents)

A stack of documents of different sizes can be copied as a set using the duplexing document feeder. (Refer to “Feeding Documents of Different Sizes (“Mixed Orig Detection” Function)” on page 7-17.)

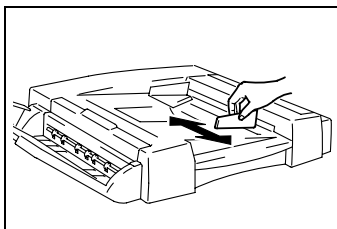
#### To make copies using multi-sheet feeding (sheet documents)

A maximum of 50 document pages can be loaded.

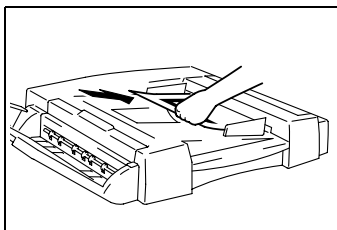
When loading the documents:

- ✓ Be sure to adjust the paper guide to the size of the document, otherwise the documents may not be fed in straight.

- 1 Slide the adjustable document guide to fit the size of the documents.

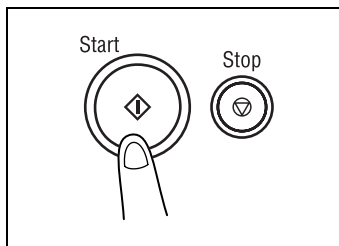


- 2 Load the documents face up into the document feed tray.



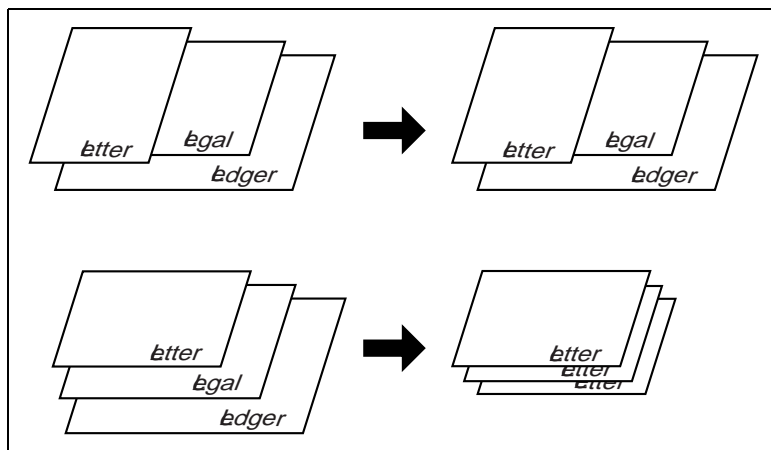


- 3 Press the [Start] key to start feeding and copying the documents from the top page.



### Multi-Sheet Feeding (Documents of Mixed Sizes)

With this feature, a stack of documents of different sizes can be copied as a set using the duplexing document feeder. (For more details, refer to “Feeding Documents of Different Sizes (“Mixed Orig Detection” Function)” on page 7-17.)



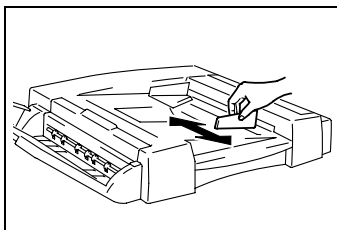
**To make copies using multi-sheet feeding (documents of mixed sizes)**

A maximum of 50 document pages can be loaded.

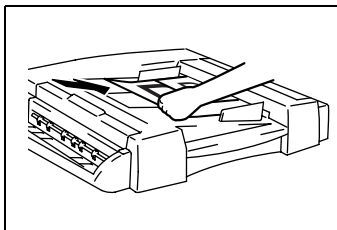
When loading the documents:

- ✓ Be sure to adjust the paper guide to the size of the document, otherwise the documents may not be fed in straight.

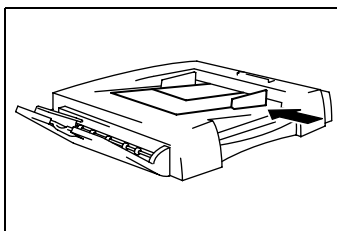
- 1 Slide the adjustable document guide to fit the size of the documents.



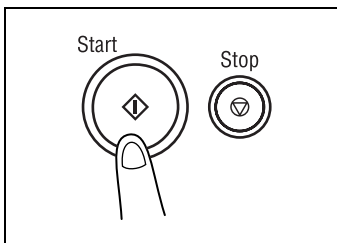
- 2 Load the documents face up into the document feed tray, making sure that one side of all loaded documents are aligned along the fixed document guide.



- 3 Slide the adjustable document guide to the edge of the largest document



- 4 Press the [Start] key to start feeding and copying the documents from the top page.



### Single-Sheet Feeding (Standard Paper/Thick Paper)

With single-sheet feeding, the following are not available:

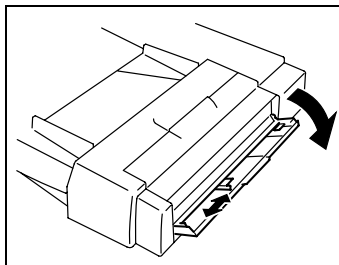
“Double-Sided” setting, “2in1” setting, “Book” setting, “Sort” setting, “OHP Interleaving” function, manual feeding

### To make copies using single-sheet feeding

When loading the documents:

- ✓ Be sure to load the documents one sheet at a time.
  - ✓ Be sure the documents are not folded or curled when they are fed.
- 1 Specify the settings that can be used with single-sheet feeding (for example, the Zoom setting and the number of copies).
    - ? *Do you need more information about the settings?*
      - Refer to “6 Basic Operations” and “7 Advanced Operations”.
  - 2 Open the single-sheet feed tray, and then slide the adjustable document

guide to fit the size of the document.

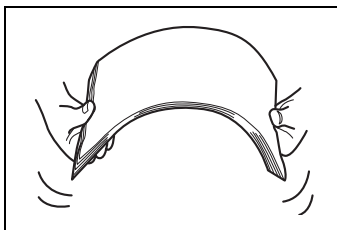
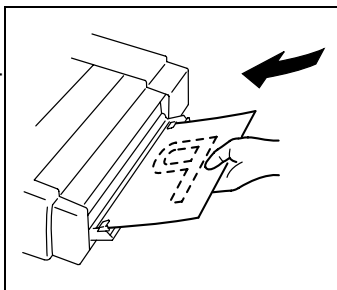


- 3 When the indicator on the [Start] key lights up in green, insert one page of the document face down into the single-sheet feed tray.

The indicator on the [Start] key lights up in orange and the document is fed and copied.

? *Is the document inserted correctly?*

- Insert the document pages one at a time.
- Be sure the documents are not folded or curled when they are fed.



- 4 Make sure the indicator on the [Start] key lights up in green before feeding the next page of the document.

### Single-Sheet Feeding (Thin Paper)

With single-sheet feeding, the following are not available:

“Double-Sided” setting, “2in1” setting, “Book” setting, “Sort” setting, “OHP” Interleaving function, manual feeding

Before loading documents printed on thin paper (thickness: 9-1/4 to 13-1/4 lbs.), set the “Thin Orig.” parameter of the Expert User’s mode to “ON”. For more details, refer to the section “To set the “Thin Orig.” parameter” of “Specifying the Expert Settings (“Expert User’s Mode” Function)” on page 9-33.

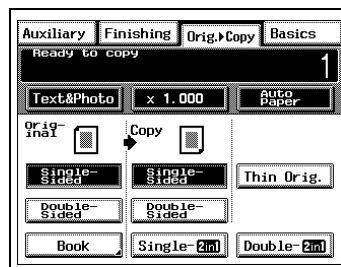
### To make copies using single-sheet feeding

When loading the documents:

- ✓ Be sure to load the documents one sheet at a time.
- ✓ Be sure the documents are not folded or curled when they are fed.

1 Touch [Orig. ► Copy].

2 Touch [Thin Orig.]



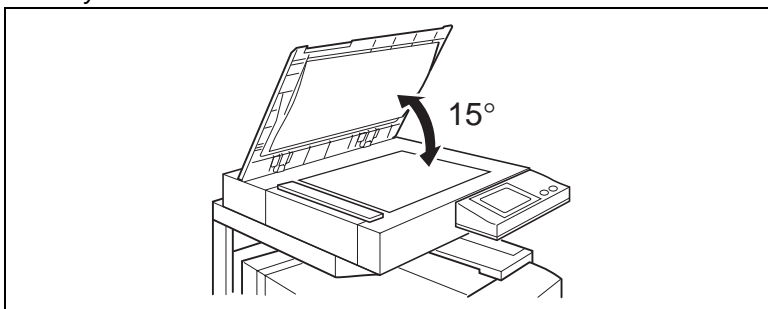
- 3 Select the desired settings for functions that can be used with single-sheet feeding (such as the zoom ratio and the number of copies). For more details, refer to “6 Basic Operations” and “7 Advanced Operations”.
- 4 Continue with steps 2 through 4 of “Single-Sheet Feeding (Standard Paper/Thick Paper)” on page 5-7.

### 5.3 Positioning the Document on the Original Glass

The method for positioning the document differs depending on the type of document being copied, therefore be sure the document is positioned correctly. For information on using the duplexing document feeder, refer to page 5-4.

**Note**

*Lift open the original cover, or the duplexing document feeder if it is installed, 15° or more, otherwise the document size will not be detected and the correct paper size or zoom ratio may not be selected automatically.*



## Manual Feeding (Sheet Documents)

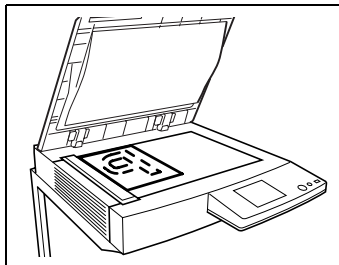
### To make copies using manual feeding (sheet documents)

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

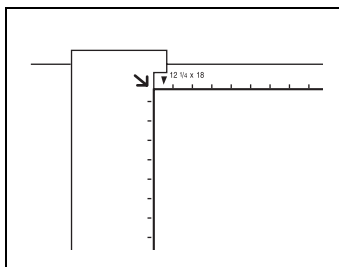
- 2 Position the document face down onto the original glass.

? *Does the object that is placed on the original glass exceed the maximum weight allowable?*

- Do not place a document heavier than 4-1/2 lbs. on the original glass.



- 3 Align the corner of the document with the arrow marks on the document scales above and to the left of the original glass.



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

- 5 Select the desired settings.

? *Do you need more information about the settings?*

- Refer to "6 Basic Operations" and "7 Advanced Operations".

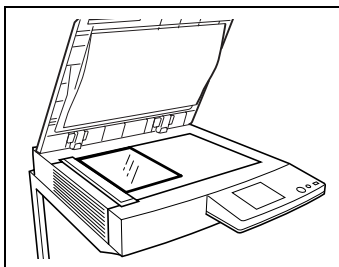
- 6 Press the [Start] key to copy the document.

## Manual Feeding (Transparent or Translucent Documents)

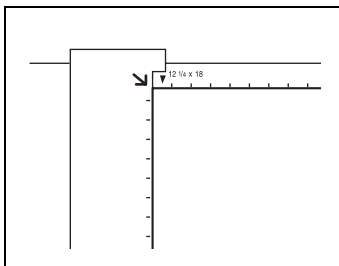
### To make copies using manual feeding (transparent or translucent documents)

When copying a transparent or translucent document, such as overhead transparencies, tracing paper or diazo photosensitive paper, position it as described below.

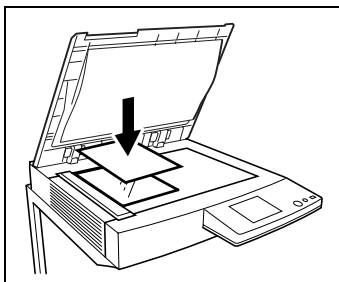
- 1 Lift open the original cover, or the duplexing document feeder if it is installed.
- 2 Position the document face down onto the original glass.



- 3 Align the corner of the document with the arrow marks on the document scales above and to the left of the original glass.



- 4 Place a blank sheet of paper of the same size as the document over the document.



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



- 6 Select the desired settings.

? *Do you need more information about the settings?*

→ Refer to “6 Basic Operations” and “7 Advanced Operations”.

- 7 Press the [Start] key to copy the document.

## Manual Feeding (Books)




### Note

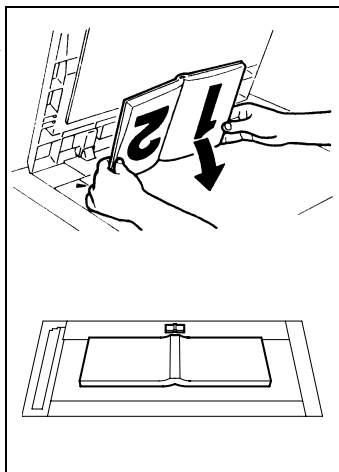
*Do not place objects weighing more than 4-1/2 lbs. on the original glass. In addition, do not press down extremely hard on the document.*

***Applying a strong force to the original glass may damage it.***

## To make copies using manual feeding (books)

When copying a document spread over two facing pages, such as in a book or magazine, position it as described below.

- 1 Lift open the original cover, or the duplexing document feeder if it is installed.
- 2 Position the book face down onto the original glass, with the top of the book toward the rear of the copier and with the center of the book aligned with the book mark (  ) on the document scale.



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

? *Is a thick book or object being copied?*

→ Make the copy without closing the original cover or duplexing document feeder.

? *Is the document being scanned without closing the original cover or duplexing document feeder?*

- Do not look directly at the bright light that may shine through the original glass. Although the light that shines through the glass is bright, it is not a laser beam and, therefore, is not as dangerous.

4 Select the desired settings.

? *Do you need more information about the settings?*

- Refer to “6 Basic Operations” and “7 Advanced Operations”.

5 Press the [Start] key to copy the document.

### Manual Feeding (“12-1/4 × 18” Paper)



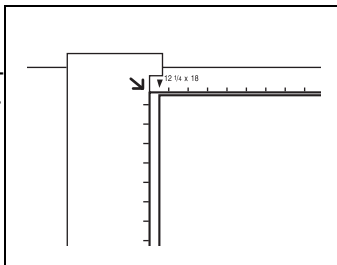
#### Note

*Do not place objects weighing more than 4-1/2 lbs. on the original glass. In addition, do not press down extremely hard on the document. Applying a strong force to the original glass may damage it.*

### To make copies using manual feeding (“12-1/4 × 18” paper)

When copying 11 × 17-size documents onto “12-1/4 × 18” paper, position the document as described below.

- 1 Lift open the original cover, or the duplexing document feeder if it is installed.
- 2 Position the document face down onto the original glass, aligning it with the “12-1/4 × 18” mark on the top document width scale as shown in the illustration.



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

- 4 Select the desired settings.
  - ? *Do you need more information about the settings?*
  - Refer to “6 Basic Operations” and “7 Advanced Operations”.
- 5 Press the [Start] key to copy the document.



## 6 Basic Operations

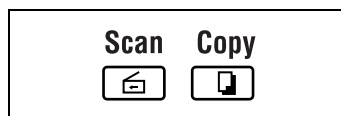
### 6.1 Making Copies

The following procedure describes how to insert the document and make a basic copy of it.

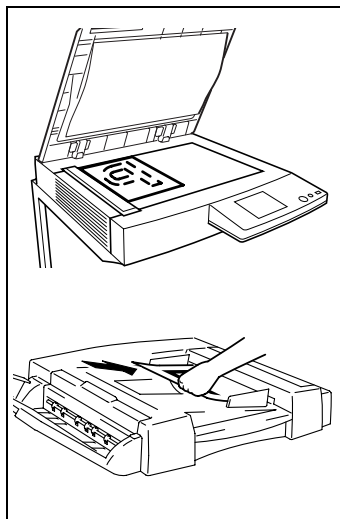
#### To copy a document (To make a basic copy)

The default settings (specified during manufacturing of the copier) of the Basic screen are: the “Full Color” copy mode selected, Original Image Type set to “Text&Photo”, Zoom set to “×1.000”, Paper set to “Auto Paper”, and the number of copies set to “1”.

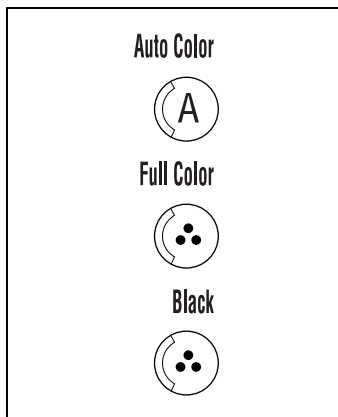
- 1 Press the [Copy] key to enter Copy mode.



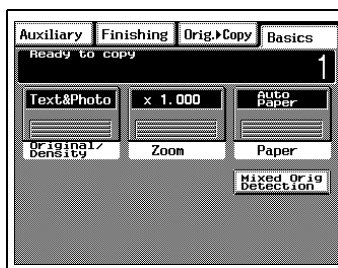
- 2 Position the document(s) to be copied. (Refer to page 5-1 for more details.)



- 3 Select the desired color mode (Auto Color, Full Color, or Black). (Refer to page 3-20 for more details.)



- 4 Make sure that the Basic screen is displayed.



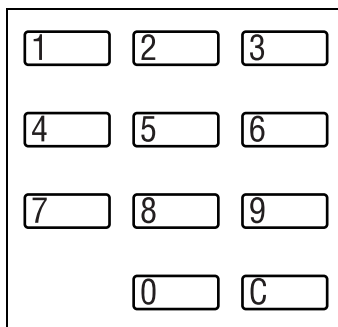
- 5 Specify any other necessary settings.

- Paper (Refer to page 6-4 for more details.)
- Zoom (Refer to page 6-14 for more details.)
- Original Image Type (Refer to page 6-18 for more details.)
- Density (Refer to page 6-20 for more details.)

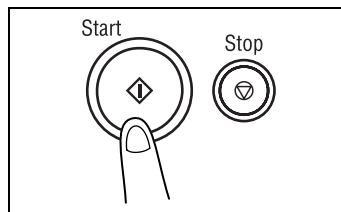
- 6 Using the keypad, enter the number of copies you wish to make.

? Does the wrong number of copies appear?

- Press the [C] (clear) key, and then enter the correct number of copies.
- The number of copies can only be set to a number between 1 and 100.



- 7 Press the [Start] key.  
The set number of copies are made.
- ? *Do you wish to stop copying before the set number of copies are made?*
- Press the [Stop] key.



## 6.2 Selecting the Paper Source

Before making a copy, the tray or drawer containing the paper that will be used must be selected.

Either the paper source is selected automatically when the size of the document is detected, or the desired paper source can be selected manually.

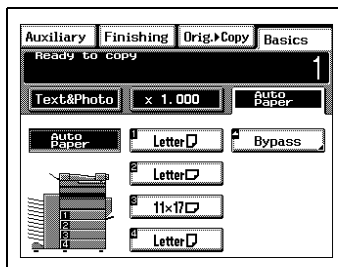
- **Auto Paper:**  
If "Auto Paper" is selected, the tray or drawer containing the most suitable size of paper is selected based on the size of the document and the specified Zoom setting.
- **Manual paper selection:**  
The tray or drawer containing the paper that you wish to use can be selected.

### To select the paper source before copying

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)

- 3 Make sure that the Basic screen is displayed, and then touch [Paper].

A screen that allows you to select the paper source appears.



- 4 Select the tray or drawer containing the paper that you wish to use.
- 5 Specify any other necessary settings.
  - Zoom (Refer to page 6-14 for more details.)
  - Original Image Type (Refer to page page 6-18 for more details.)
  - Density (Refer to page 6-20 for more details.)
- 6 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.



### 6.3 Making Copies on Paper Loaded into the 1st Drawer (Multipurpose Paper Drawer)

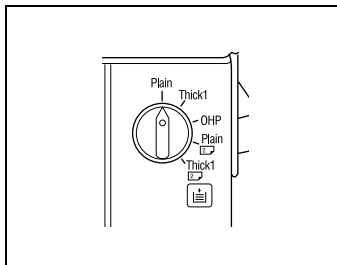
When making continuous copies onto special paper, such as overhead projector transparencies, postcards or thick paper, whether a standard or non-standard size, load the paper into the 1st drawer (the multipurpose paper drawer).

Sizes and types of paper that can be used:

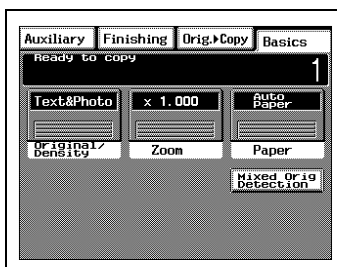
- Automatically detected paper sizes:  
5-1/2 × 8-1/2L, 5-1/2 × 8-1/2C, ExecutiveL, ExecutiveC, LetterL, LetterC, LegalL, 11 × 17L, 12-1/4 × 18L
- Manually set paper sizes:  
A6L, B6L, A5L, A5C, B5L, B5C, A4L, A4C, B4L, A3L, 11 × 14L, FLS L, 4 × 6  
Refer to the section “To set the “1st Drawer Paper Select” parameter” on page 8-18 for more details.
- Selectable paper sizes  
Width: 3-9/16 to 12-1/4 in. (90 to 311 mm)  
Length: 5-1/2 to 18 in. (140 to 457 mm)  
Refer to the section “To set the “1st Drawer Paper Select” parameter” on page 8-18 for more details.
- Paper types:  
Standard paper (thickness: 17 to 24 lbs.)  
Thick paper 1 (thickness: 24-1/4 to 43-1/4 lbs.)  
Overhead projector transparencies  
Second side of a double-sided copy on standard paper  
Second side of a double-sided copy on thick paper 1

## To copy a document

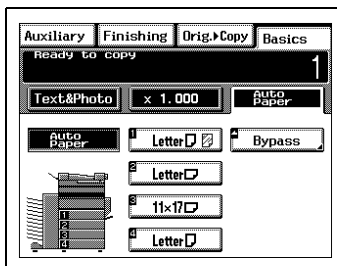
- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Turn the media type selection dial on the 1st drawer to the setting for the type of paper loaded. (Refer to page 4-7 for more details.)



- 3 Select the desired color mode. (Refer to page 3-20 for more details.)
- 4 Make sure that the Basic screen is displayed, and then touch [Paper]. A screen that allows you to select the paper source appears.



- 5 Select the 1st drawer. (In the example screen shown at the right, overhead projector transparencies have been loaded into the 1st drawer.)



- 6 Specify any other necessary settings.
  - Zoom (Refer to page 6-14 for more details.)
  - Original Image Type (Refer to page 6-18 for more details.)
  - Density (Refer to page 6-20 for more details.)
- 7 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

## 6.4 Feeding Paper Manually

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, such as overhead transparencies, postcards or thick paper.

Types of paper that can be fed through the manual bypass tray:

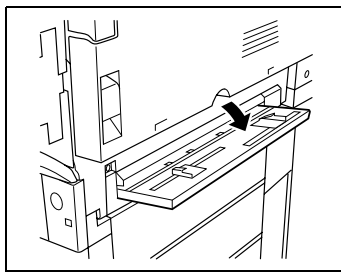
- Normal paper with a thickness between 17 and 24 lbs. ("Plain Paper" setting)
- Thick paper with a thickness between 24-1/4 and 43-1/4 lbs. ("Thick Paper 1" setting)
- Thick paper with a thickness between 43-1/2 and 55-1/2 lbs. ("Thick Paper 2" setting)
- Overhead projector transparencies ("OHP Film" setting)
- Postcards.

Size of paper that can be fed through the manual bypass tray:

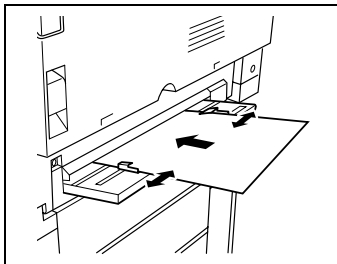
- Maximum size: 12-1/4 x 18 in. (311 x 457 mm)
- Minimum size: 3-9/16 x 5-1/2 in. (90 x 140 mm)

### To feed the paper manually

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Open the manual bypass tray.



- 4 Adjust the paper guides to the size of the paper, and then load the paper so that the front side of the paper (the side facing up when the package was unwrapped) faces down. Lightly slide the paper into the feed slot as much as possible so that it is ready to be fed into the copier.



? *Do you wish to use the manual bypass tray to feed paper manually?*

- Feed only one sheet of paper at a time.
- Copies will be made on the surface of the paper facing down when it is loaded into the manual bypass tray.

- 5 Make sure that the screen that allows you to select the manual bypass tray paper size is displayed, and then select the desired paper size.

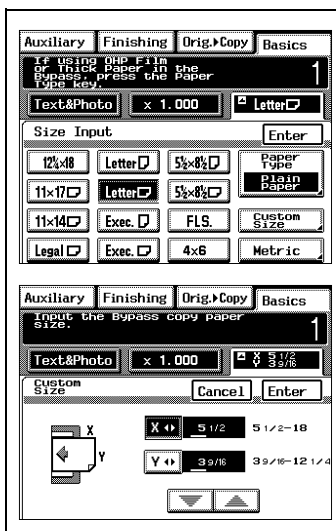
- For paper sizes in metric measurements, touch [Metric] to display a screen that allows you to select metric paper sizes.
- To specify a paper size other than the standard sizes listed on the screen, touch [Custom Size].  
Touch **X**  $\leftrightarrow$ , **Y**  $\leftrightarrow$ ,  $\nabla$ , and  $\blacktriangle$  to select the desired size, and then touch [Enter].

? *Do you wish to set the fractional units?*

- Touch **X**  $\leftrightarrow$  or **Y**  $\leftrightarrow$  until the cursor moves below the fraction that you wish to change.

? *Has paper not been loaded into the manual bypass tray yet?*

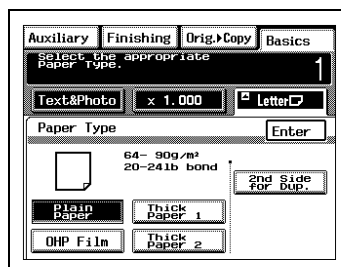
- Copies can also be made by loading paper into the manual bypass tray after selecting the paper size by touching [Paper] in the Basic screen, then touching [Bypass].



- 6 Touch [Paper Type], select the type of paper that will be loaded, and then touch [Enter].

? *Do you wish to continue copying on the back of a manually fed copy?*

- For best results when copying onto the back of a manually fed copy, touch [2nd Side for Dup.].



- 7 Specify any other necessary settings.

- Zoom (Refer to page 6-14 for more details.)
- Original Image Type (Refer to page 6-18 for more details.)
- Density (Refer to page 6-20 for more details.)

- 8 Press the [Start] key.

? *Do you wish to continue copying using the same settings?*

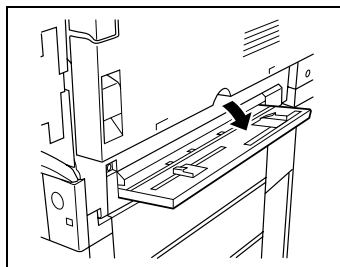
- To copy more pages after the second page with the same settings, feed paper into the manual bypass tray to begin making copies automatically.

### To make copies onto overhead projector transparencies

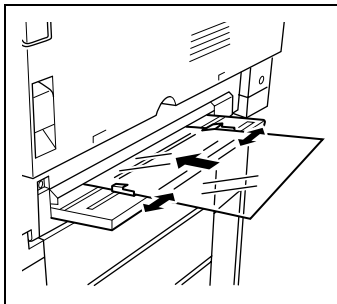
Overhead transparencies have a top and bottom side.

- ✓ In order to make crisp copies, be sure to insert the overhead transparencies correctly into the tray.
- ✓ When using overhead transparencies with a white frame printed on them, load them so that the top surface faces down.

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Open the manual bypass tray.



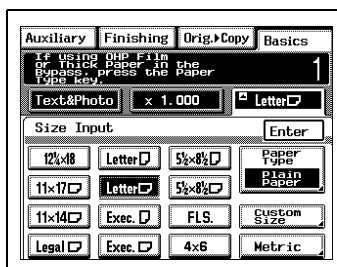
- 4 Adjust the paper guides to the size of the paper, and then load the paper so that the front side of the paper faces down. Lightly slide the paper into the feed slot as much as possible so that it is ready to be fed into the copier.



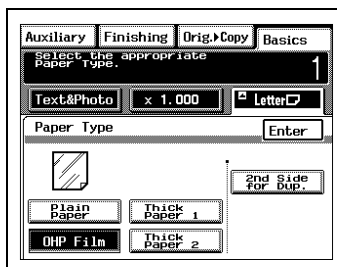
? Are the recommended overhead projector transparencies (MINOLTA CF300 (D)) being used?

- When using the recommended overhead projector transparencies (MINOLTA CF300 (D)), load them as described on page 4-17.

- 5 Make sure that the screen that allows you to select the manual bypass tray paper size is displayed, check that the desired paper size is selected, and then touch [Paper Type].



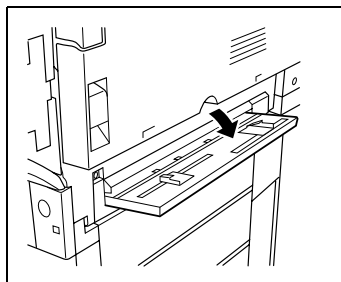
- 6 Touch [OHP Film], and then touch [Enter].



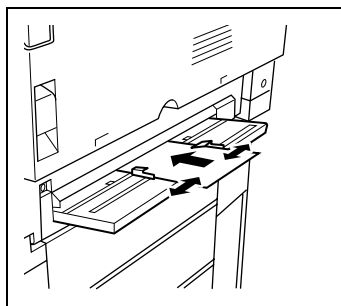
- 7 Specify any other necessary settings.
- Zoom (Refer to page 6-14 for more details.)
  - Original Image Type (Refer to page 6-18 for more details.)
  - Density (Refer to page 6-20 for more details.)
- 8 Press the [Start] key.

### To make copies onto postcards

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Open the manual bypass tray.



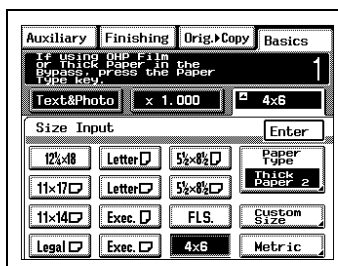
- 4 Adjust the paper guides to the size of the paper, and then load the paper so that the front side of the paper faces down. Lightly slide the paper into the feed slot as much as possible so that it is ready to be fed into the copier.



- Load postcards widthwise into the manual bypass tray with the surface to be copied onto facing down.

- 5 Make sure that the screen allowing you to select the manual bypass tray paper size is displayed, and then touch [4 × 6].

The "Paper Type" setting automatically changes to "Thick Paper 2".  
 (\* Setting the paper size for the manual bypass tray to "4 × 6" automatically changes the "Paper Type" setting to "Thick Paper 2".)

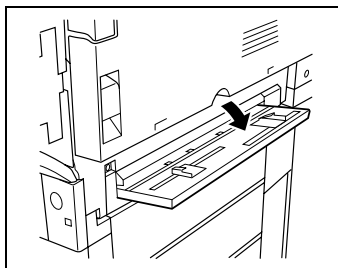


- 6 Specify any other necessary settings.
  - Zoom (Refer to page 6-14 for more details.)
  - Original Image Type (Refer to page 6-18 for more details.)
  - Density (Refer to page 6-20 for more details.)

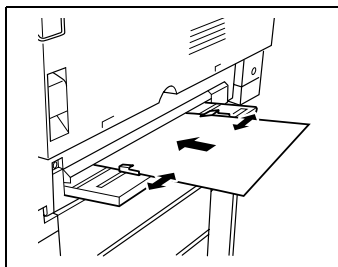
- 7 Press the [Start] key.

### To make copies onto thick paper

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Open the manual bypass tray.

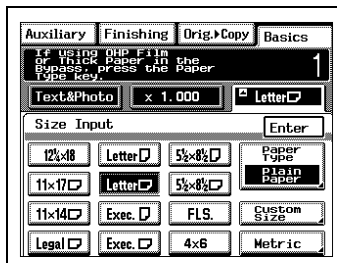


- 4 Adjust the paper guides to the size of the paper, and then load the paper so that the front side of the paper faces down. Lightly slide the paper into the feed slot as much as possible so that it is ready to be fed into the copier.



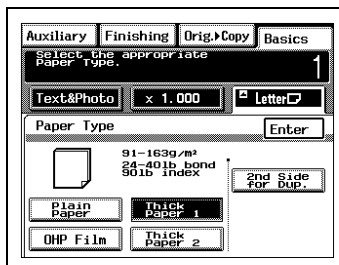
- Load paper into the manual bypass tray with the surface to be copied onto facing down.

- 5 Make sure that the screen that allows you to select the manual bypass tray paper size is displayed, check that the desired paper size is selected, and then touch [Paper Type].







- 6 Touch [Thick Paper 1] (for a paper thickness of 24-1/4 to 43-1/4 lbs.) or touch [Thick Paper 2] (for a paper thickness of 43-1/2 to 55-1/2 lbs.), and then touch [Enter].



- 7 Specify any other necessary settings.
- Zoom (Refer to page 6-14 for more details.)
  - Original Image Type (Refer to page 6-18 for more details.)
  - Density (Refer to page 6-20 for more details.)
- 8 Press the [Start] key.

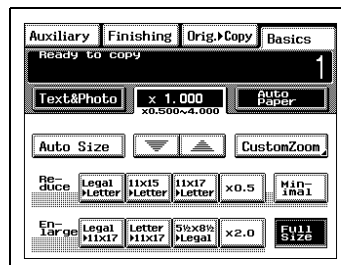
## 6.5 Specifying a Zoom Setting

By specifying a zoom ratio, the copy can be enlarged or reduced.

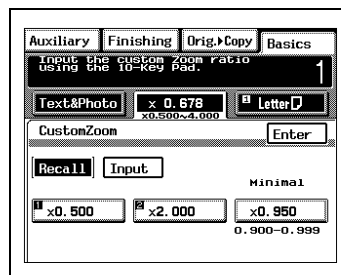
Zoom settings	
Auto Size:	This setting automatically selects the most appropriate zoom ratio based on the size of the document loaded and the specified paper size.
Preset sizes:	<p>The following common Zoom settings for copying from various standard document sizes to standard paper sizes are available.</p> <ul style="list-style-type: none"> <li>• × 0.500</li> <li>• × 0.647 (11 × 15 ► Letter)</li> <li>• × 0.733 (11 × 17 ► Letter)</li> <li>• × 0.785 (Legal ► Letter)</li> <li>• × 1.214 (Legal ► 11 × 17)</li> <li>• × 1.294 (Letter ► 11 × 17)</li> <li>• × 1.545 (5 1/2 × 8 1/2 ► Legal)</li> <li>• × 2.000</li> </ul>
Minimal:	<p>This setting slightly reduces the copy, ensuring that an original image positioned at the edge of the page will not be cut off in the copy.</p> <p>* The zoom ratio of the "Minimal" setting can be set between × 0.900 and × 0.999. See p. 6-16.</p>
 and  :	Touch the up or down arrows to increase or decrease the zoom ratio in 0.001 increments. Keep touching the arrow to change the zoom ratio more quickly.
Full Size:	This setting makes a copy the same size as the document (×1.000).
CustomZoom:	With this setting, the keypad can be used to enter a zoom ratio.

## To specify the zoom ratio before copying

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Make sure that the Basic screen is displayed, and then touch [Zoom]. A screen that allows you to select the zoom ratio appears.



- 4 Specify the desired zoom ratio.
  - Touch and to select the desired zoom ratio. The desired zoom ratio can also be entered by touching [CustomZoom], then using the keypad to type in the desired zoom ratio. Touch [OK] in the CustomZoom screen to set the zoom ratio.



- 5 Specify any other necessary settings.
  - Paper (Refer to page 6-4 for more details.)
  - Original Image Type (Refer to page 6-18 for more details.)
  - Density (Refer to page 6-20 for more details.)
- 6 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

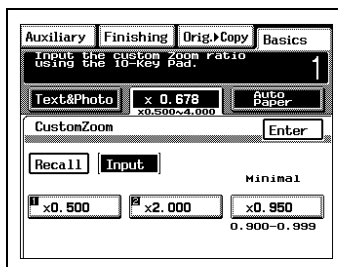
## To record a zoom ratio

Frequently used zoom ratios can be recorded, so that they can be used again later.

- 1 In the screen that allows you to select the zoom ratio, touch [CustomZoom].



- 2 Touch [Input], and then use the keypad to enter the zoom ratio that you wish to record.



- 3 Touch the record ("1", "2" or "Minimal") where you wish to store the new zoom ratio.

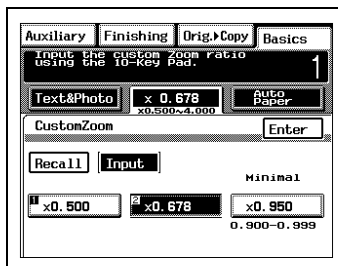
The new zoom ratio is recorded and appears within the box where it is stored.

? Do you wish to overwrite a previously recorded zoom ratio?

- When a new zoom ratio is recorded, the previous one is replaced with the old one. If you wish to continue using the previously recorded zoom ratio, select a different record for storing the new one.

? Do you know what is the range for the "Minimal" zoom ratio?

- The zoom ratio of the "Minimal" setting can be set between  $\times 0.900$  and  $\times 0.999$ .



- 4 Touch [Enter].

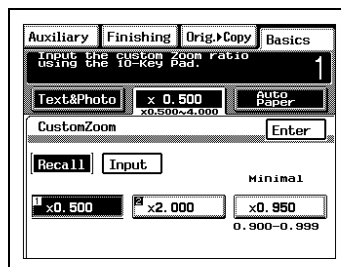
### To recall a recorded zoom ratio

The recorded zoom ratios can be recalled whenever they are needed.

- 1 In the screen that allows you to select the zoom ratio, touch [CustomZoom].



- 2 Touch the zoom ratio that you wish to recall ("1", "2" or "Minimal").



- 3 Touch [Enter].

## 6.6 Selecting the Original Image Type

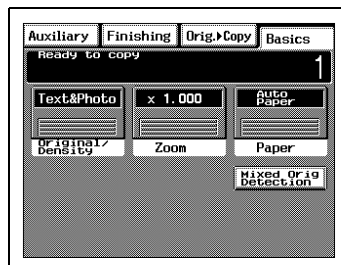
By selecting the document type that describes your document, a more faithful copy can be made.

Original Image Type settings and Screen Pattern settings

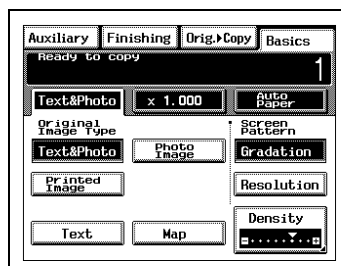
- Original Image Type settings
  - Text&Photo:  
With this setting, a document containing both text and photos is scanned with a medium gradation, enabling both the text and photos to be reproduced faithfully.
  - Photo Image:  
With this setting, a document containing photos printed on photographic paper is scanned with a high gradation, enabling the photos to be reproduced faithfully.
  - Printed Image:  
Select this setting when copying a document containing printed photos.
  - Text:  
With this setting, a clear copy of a document containing only text can be made by emphasizing the contours.
  - Map:  
Select this setting when copying a document containing detailed diagrams and text.
- Screen Pattern settings  
If moiré effects should occur in copies containing lines or shading, reduce their effects by selecting the appropriate setting. "Gradation" is the default setting; however, "Resolution" is also available. These settings are only available if "Text&Photo", "Photo Image" or "Printed Image" are selected.

### To select the document type before copying

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Make sure that the Basic screen is displayed, and then touch [Original/Density].



- 4 Select the Original Image Type that best describes your document.



- 5 Specify any other necessary settings.
  - Paper (Refer to page 6-4 for more details.)
  - Zoom (Refer to page 6-14 for more details.)
  - Density (Refer to page 6-20 for more details.)
- 6 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

## 6.7 Specifying the Copy Density

### Density settings

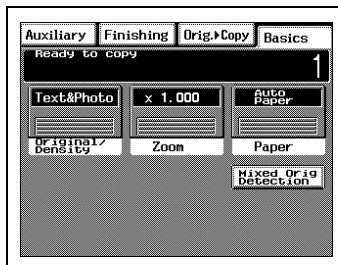
- Background:
 

This density can be set to adjust itself automatically or it can be manually set to one of eight levels.
- If the background density is set to “Auto”, the background of the copy is automatically adjusted according to the background of the original document.
- To prevent the image on the back of newspaper or magazine articles from being copied, select a setting toward “Lighter”. To copy pale colors in a bright area of the image, select a setting toward “Darker”. Since selecting a setting too much toward “Darker” may print the image on the back of the document or selecting a setting too much toward “Lighter” may produce a very faint copy, select the appropriate level depending on the document.
- Density:
 

This density can be set to one of eight different levels.
- Fine adjustments can be made to the copy density using the “Density” parameter of the “Color Adjustment” function on the Auxiliary screen. For more details, refer to the section “To adjust the density” on page 7-29.

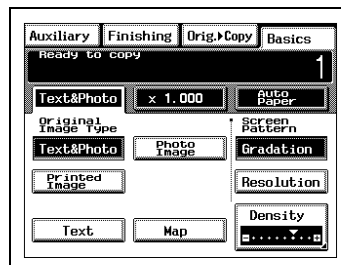
### To specify the copy density before copying

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Make sure that the Basic screen is displayed, and then touch [Original/Density].



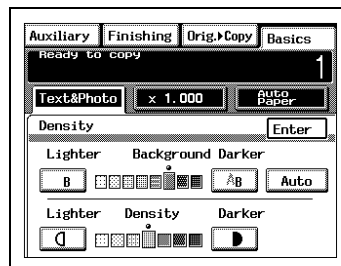


#### 4 Touch [Density].



#### 5 Specify the desired Density settings, and then touch [Enter].

- If Background is set to “Auto”, the density of the copy is automatically adjusted to the density of the document.



#### 6 Specify any other necessary settings.

- Paper (Refer to page 6-4 for more details.)
- Zoom (Refer to page 6-14 for more details.)
- Original Image Type (Refer to page 6-18 for more details.)

#### 7 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

## 6.8 Interrupting a Copy Job

A long continuous copy operation or print job from the computer can be quickly paused in order to copy a different document.



### Note

*Some functions cannot be interrupted. In addition, some settings may not be available while a copy job is interrupted. For more details, refer to the "Function Combination Table" on page 12-10.*

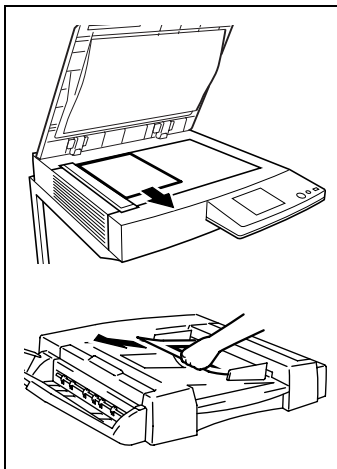
### To interrupt a copy job

- 1 Press the [Interrupt] key.

The indicator on the [Interrupt] key lights up and the copy operation is paused.



- 2 Remove the document for the interrupted copy job, and then load the other document that you wish to copy.



- 3 Specify any necessary settings.

**?** *Do you know what settings are selected when the [Interrupt] key is pressed?*

→ When the [Interrupt] key is pressed, all functions and settings are reset to their defaults.

- 4 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key to copy the other document.

- 5 After the other document is copied, press the [Interrupt] key.  
The indicator on the [Interrupt] key goes off.
- 6 Reposition the document for the interrupted copy job that was removed in step 2.
- 7 Press the [Start] key.  
The interrupted copy job continues.



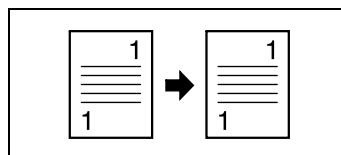
## 7 Advanced Operations

### 7.1 Making Single-Sided/Double-Sided Copies

The setting combinations of the various document and copy types and the procedure for selecting the appropriate settings is described below. Touching [Orig. ► Copy] displays a screen that allows you to specify the type of the original document and the type of copy you wish to make.

#### Single-Sided ► Single-Sided:

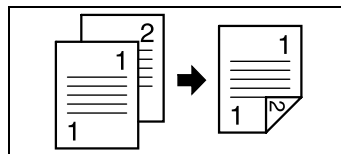
- This setting makes a single-sided copy from a single-sided document.



#### Single-Sided ► Double-Sided:

Important)

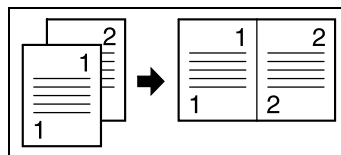
- ✓ This setting is only available if both the duplex unit (AD-14) and the memory (M128-2) are installed.
- This setting makes a double-sided copy from two single-sided documents



#### Single-Sided ► Single-2in1:

Important)

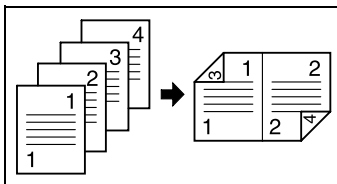
- ✓ This setting is only available if both the duplexing document feeder (AFR-16) and the memory (M128-2) are installed.
- This setting makes a single-sided copy of two pages side-by-side from two single-sided documents.



**Single-Sided ► Double-2in1:**

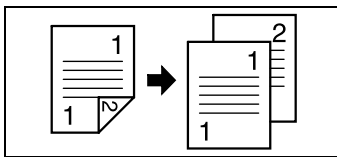
Important)

- ✓ This setting is only available if the duplex unit (AD-14), the duplexing document feeder (AFR-16) and the memory (M128-2) are all installed.
- This setting makes a double-sided copy of two pages side-by-side from four single-sided documents.

**Double-Sided ► Single-Sided:**

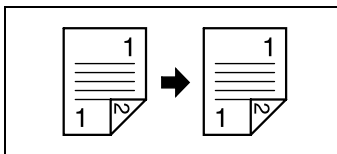
Important)

- ✓ This setting is only available if the duplexing document feeder (AFR-16) is installed.
- This setting makes two single-sided copies from a double-sided document.

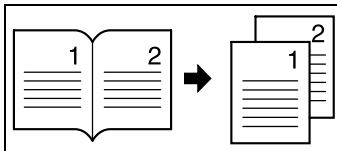
**Double-Sided ► Double-Sided:**

Important)

- ✓ This setting is only available if the duplex unit (AD-14), the duplexing document feeder (AFR-16) and the memory (M128-2) are all installed.
- This setting makes a double-sided copy from a double-sided document.

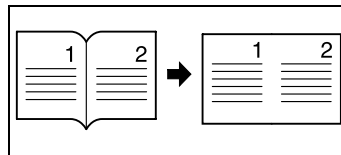
**Book (Separation) ► Single-Sided:**

- This setting makes a single-sided copy of each of the two pages of an open book.



**Book (Spread) ► Single-Sided:**

- This setting makes a single-sided copy of two pages side-by-side from the two pages of an open book.

**Book (either Standard Book or RightBound) ► Book Erase:**

- This setting erases the area around the text (frame erase) or the binding of the book (center erase) so that it does not appear in the copy.

## To make settings for single- or double-sided documents and copies

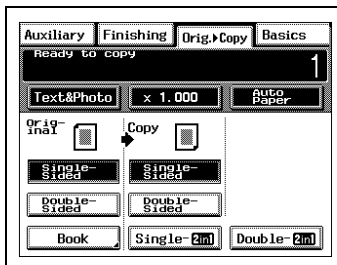
- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)

- 2 Select the desired color mode. (Refer to page 3-20 for more details.)

- 3 Touch [Orig. ► Copy].

The Orig. ► Copy screen appears.

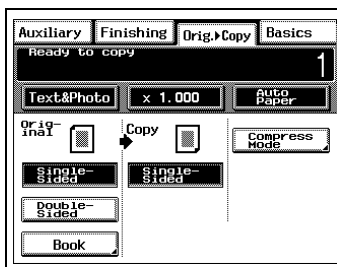
- 4 Select the type of document that is to be copied and the desired type of copy.



- If the optional memory (M128-2) is not installed, the screen shown at the right appears. Select the type of document that is to be copied.

? When is [Compress Mode] touched?

- If [Compress Mode] is touched, [Color] (image quality priority) is set as the default. If the memory is not installed, touch [Compress] to prevent errors. (Refer to page 10-45.) Since copy quality will decrease when Compress Mode is changed, the setting should normally not be changed.



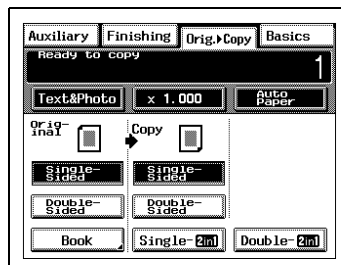
- 5 Specify any other necessary settings.

- 6 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.



### To make settings for copying a book

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Touch [Orig. ► Copy].



- 4 Touch [Book].

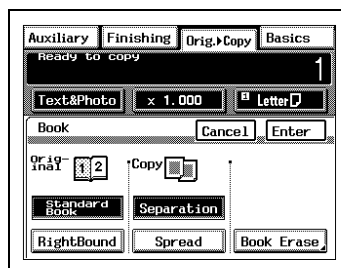
The Book screen appears.

? *Is the "Book" setting not available?*

If the "Frame Erase" or "Mirror Image" functions are selected, the "Book" setting cannot be selected.

- Cancel the "Frame Erase" and "Mirror Image" functions before selecting the "Book" setting.

- 5 Select the type of document that is to be copied and the desired type of copy.






- 6 To erase the area around the text (frame erase) or the binding of the book (center erase) so that it does not appear in the copy, touch [Book Erase].

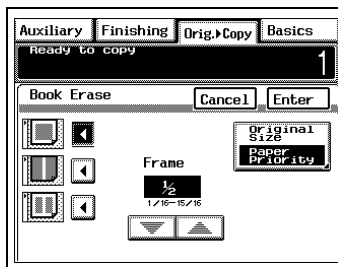
The Book Erase screen appears.



? *Is frame erasing and center erasing unnecessary?*

- If frame erasing and center erasing are unnecessary, skip to step 12.

- 7 On the left side of the screen, select the pattern of the area that you wish to be erased.

- To erase an area all along the outer edge of the book, touch  (frame erase).
- To erase an area just along the center binding of the book, touch  (center erase).
- To erase an area both along the outer edge and along the center binding of the book, touch  (frame and center erase).

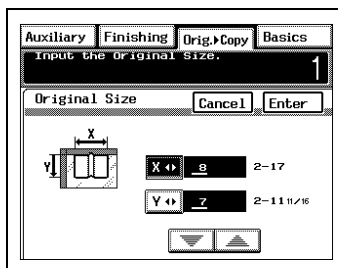






- 8 Touch  and  to specify the width that is to be erased.
- The width of the frame that is erased can be set between 1/16 and 15/16 in. (in units of 1/16 in.).  
The default setting is "1/2".
  - The specified width of the area to be erased is the width before copying. Therefore, be careful when selecting this setting while making enlarged or reduced copies.

- 9 Normally, the document size is automatically detected. However, when copying a document of a non-standard size, touch [Original Size].

? *Is it unnecessary to specify the size of the document?*

- If the size of the document is not to be specified, skip to step 12.



- 10 In the Original Size screen, touch , , , and  to specify the desired size, and then touch [Enter].

The Book Erase screen reappears.

**11** In the Book Erase screen, touch [Enter].

**?** *Has the document size already been specified using a setting on another screen?*

- Even if the document size has already been specified using a setting on another screen, the size set here determines the document size setting.

**12** In the Book screen, touch [Enter].

**13** Specify any other necessary settings.

**14** Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

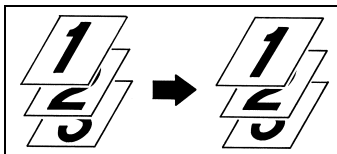
## 7.2 Finishing (“Sort” and “Group” settings)

When copying or printing two or more copies of the document, the copies can be divided either by sets containing a copy of each page (sorted) or by pages (grouped).

For more details on the paper sizes and types that can be used with these finishing settings, refer to page 12-5, page 12-6, and page 12-7.

### Non-Sort:

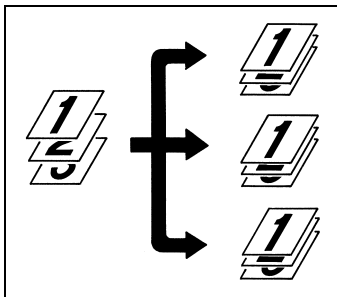
- The copies are stacked on top of each other as they are made.



### Sort:

Important)

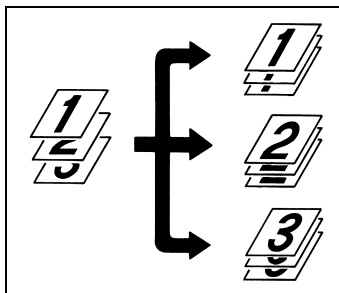
- ✓ When used as a copier, the 10-mailbin sorter (JS-1002) must be installed.
- The copies are automatically divided into sets with each set containing a copy of each page.



**Group:**

Important)

- ✓ When used as a copier, the 10-mailbin sorter (JS-1002) must be installed.
- The copies are automatically divided into stacks containing copies of the same page.



...

**Note**

*The orientation in which the copies are fed out depends on the selected settings.*

## Sorting/Grouping



### Note

*How pages are fed depends on whether the following options are installed and on whether the pages are being copied or printed.*

- 10-Mailbin sorter (JS-1002) and a printer controller
- Finisher (FN-107 or FN-108) and a printer controller

Setting	Options Installed	Operation
Non-Sort	10-Mailbin Sorter (JS-1002)	For a copy job or for a print job* where a mailbin is not specified, the output is fed into mailbin 1. When the bin reaches its maximum capacity, the output is fed into the next mailbin. For a print job where a mailbin is specified, the output is fed into the specified mailbin.
	Finisher (FN-107 or FN-108) and a printer controller	For a copy job, the output is fed into the upper paper output tray. For a print job*, the output is fed into the lower paper output tray. While printing, printouts of paper sizes and types not compatible with the lower paper output tray are fed into the upper paper output tray. For more details, refer to page 12-6 and page 12-7 of "12 Appendix".
Sort	10-Mailbin Sorter (JS-1002)	For a copy job, the output is fed into mailbin 1. The number of mailbins that can be used to receive the output can be set between a maximum of 10 and a minimum of 2, according to the "Mail Bin Assignment" parameter setting. For more details, refer to the section "To set the "Mail Bin Assignment" parameter" on page 8-14. For a print job* where a mailbin is not specified, the output is sorted and fed into mailbin 1. For a print job* where a mailbin is specified, the output is sorted and fed into the specified mailbin.
	Finisher (FN-107 or FN-108) and a printer controller	For a print job*, the printed sets of pages are sorted and fed out into the lower paper output tray shifted to opposite sides so that they are separated from each other.
	None	For a print job*, the printouts are sorted and fed out into the normal copy output tray.

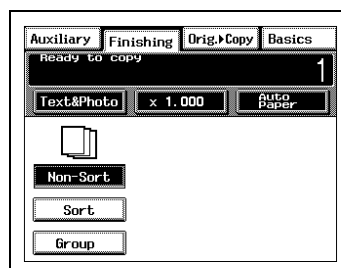
Setting	Options Installed	Operation
Group	10-Mailbin Sorter (JS-1002)	For a copy job, the output is fed into mailbin 1. The number of mailbins that can be used to receive the output can be set between a maximum of 10 and a minimum of 2, according to the "Mail Bin Assignment" parameter setting. For more details, refer to the section "To set the "Mail Bin Assignment" parameter" on page 8-14.

\* A print job is a print command sent from a computer to the optional printer controller, then printed by this machine.

### To select the finishing settings

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Touch [Finishing].

- 4 Select the desired finishing settings.  
The screen shown at the right appears when the 10-mailbin sorter (JS-1002) is installed. If the finisher is installed, [Sort] and [Group] do not appear.



- 5 Specify any other necessary settings.
- 6 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

## 7.3 Staple Binding

If an optional finisher (FN-107 or FN-108) and a printer controller are installed, grouped or sorted printouts from a computer can be stapled together. The type of stapling depends on the model of the finisher installed.



### Note

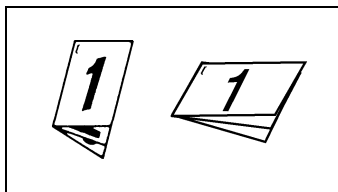
*If finisher FN-108 is installed, the pages can only be stapled in the corner.*

### Types of stapling

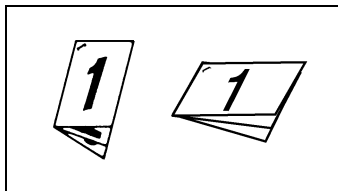
The pages are bound either with one staple in the corner (parallel or diagonally) or with two staples.

Whether the staple in the corner is positioned parallel or diagonally depends on the orientation of the print image and the feeding direction of the paper.

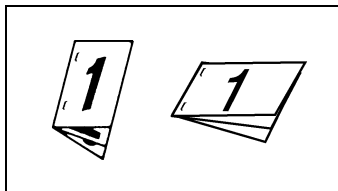
- **Corner stapling (Parallel):**  
The printed pages are bound with one staple parallel to the edge of the paper.



- **Corner stapling (Diagonal):**  
The printed pages are bound with one staple diagonally in the corner of the pages.



- **2-Point stapling (only with finisher FN-107 installed):**  
The printed pages, positioned according to the specified paper orientation, are bound with two staples at the center, parallel to the edge of the pages.



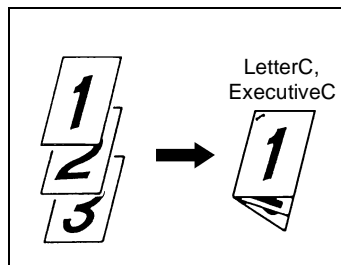


## Staple position

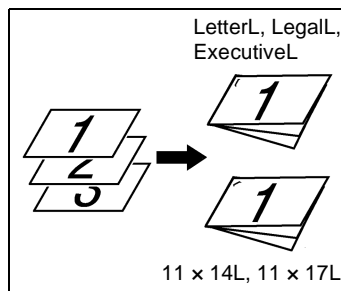
The position of the staple differs according to the orientation of the print image and the feeding direction of the paper.

Corner stapling:

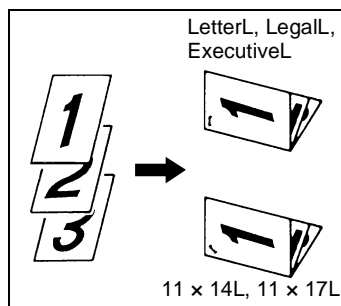
- Printed image: Portrait;  
Paper orientation: Crosswise  
Possible paper sizes: LetterC, ExecutiveC  
Possible paper types: Standard paper (FN-107: 17 to 24 lbs., FN-108: 17 to 21-1/4 lbs.)



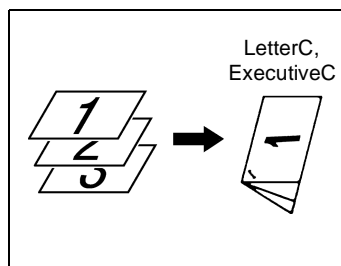
- Printed image: Landscape;  
Paper orientation: Lengthwise  
Possible paper sizes: LetterL, LegalL, ExecutiveL, 11 x 14L, 11 x 17L  
Possible paper types: Standard paper (FN-107: 17 to 24 lbs., FN-108: 17 to 21-1/4 lbs.)



- Printed image: Portrait;  
Paper orientation: Lengthwise  
Possible paper sizes: LetterL, LegalL, ExecutiveL, 11 x 14L, 11 x 17L  
Possible paper types: Standard paper (FN-107: 17 to 24 lbs.)  
\*Only with finisher FN-107 installed

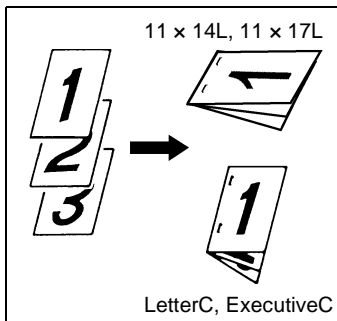


- Printed image: Landscape;  
Paper orientation: Crosswise  
Possible paper sizes: LetterC, ExecutiveC  
Possible paper types: Standard paper (FN-107: 17 to 24 lbs.)  
\*Only with finisher FN-107 installed

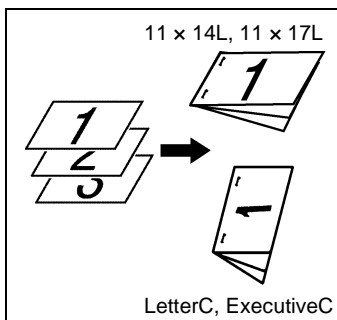


2-Point stapling (only with finisher FN-107 installed):

- Printed image: Portrait;  
Paper orientation: Lengthwise,  
Crosswise  
Possible paper sizes: LetterC, ExecutiveC, 11 x 14L, 11 x 17L  
Possible paper types: Standard  
paper (17 to 24 lbs.)



- Printed image: Landscape;  
Paper orientation: Lengthwise,  
Crosswise  
Possible paper sizes: LetterC, ExecutiveC, 11 x 14L, 11 x 17L  
Possible paper types: Standard  
paper (17 to 24 lbs.)



For more details on selecting the stapling settings, refer to the manual for the printer controller.

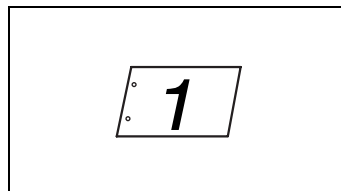
## 7.4 Hole Punching (“Hole-Punch” Setting)

If an optional finisher (FN-107) and a printer controller are installed, holes for filing the pages in binders can be punched in printouts sent from a computer.

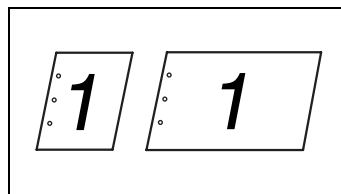
### Types of hole punching

The number of holes punched (either two or three) is automatically selected according to the paper size and the paper feed method.

- Number of holes punched: 2  
Possible paper sizes: LetterL, LegalL  
Possible paper types: Standard paper (17 to 24 lbs.)



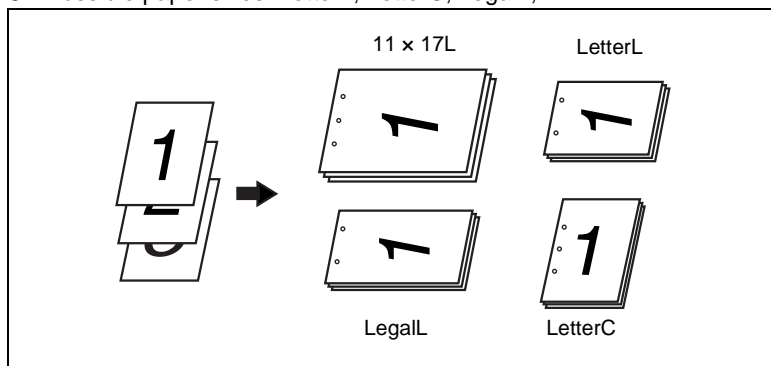
- Number of holes punched: 3  
Possible paper sizes: LetterC, 11 × 17L  
Possible paper types: Standard paper (17 to 24 lbs.)



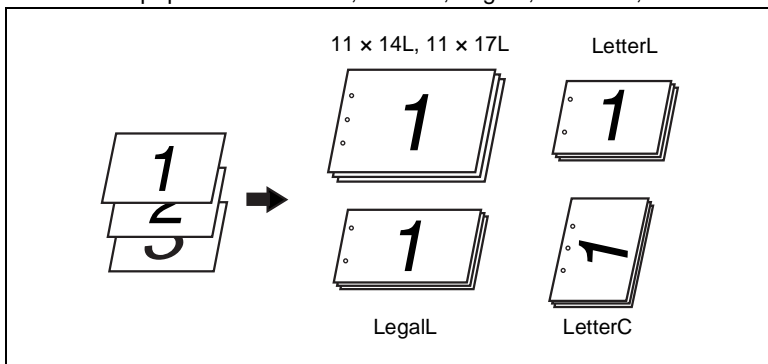
### Punched hole position:

The position of the punched hole differs according to the printed image and paper orientation.

- Possible paper sizes: LetterL, LetterC, LegalL, 11 × 17L



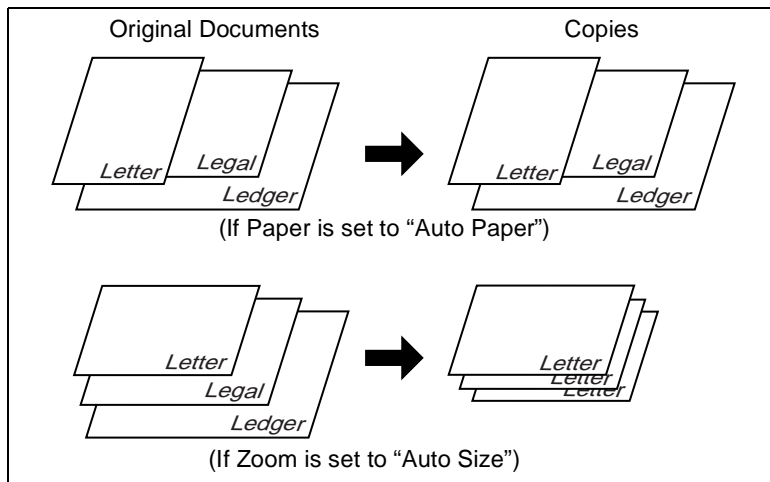
- Possible paper sizes: LetterL, LetterC, LegalL, 11 × 14L, 11 × 17L



For more details on selecting the “Hole-Punch” setting, refer to the manual for the printer controller.

## 7.5 Feeding Documents of Different Sizes (“Mixed Orig Detection” Function)

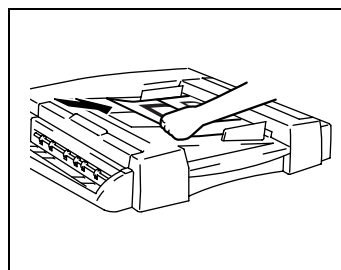
If the duplexing document feeder is installed, a stack of documents of different sizes can be copied as a set.



### To set the “Mixed Orig Detection” function

A set of documents containing up to 50 sheets of various sizes can be copied at a time.

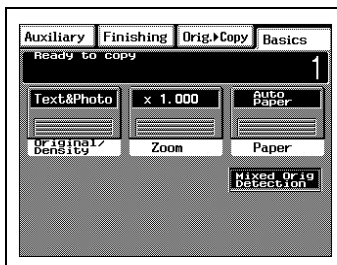
- 1 Load the documents into the document feed tray, with one side of the documents against the fixed document guide, and then slide the adjustable document guide to the other side of the documents.



- 2 Select the desired color mode. (Refer to page 3-20 for more detail.)

### 3 Touch [Mixed Orig Detection].

The background of “Mixed Orig Detection” changes to black.



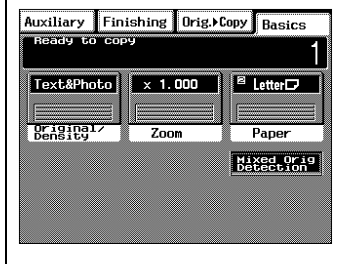
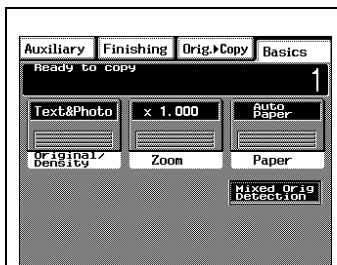
### 4 On the Basic screen, specify the desired Paper and Zoom settings.

? *Do you wish to copy the documents at their original sizes onto paper of the same sizes as the originals?*

- Specify the “x 1.000” Zoom setting and the “Auto Paper” Paper setting.

? *Do you wish to copy documents of different sizes onto paper of one size?*

- Select the “Auto Size” Zoom setting and specify the tray or drawer containing the paper size that you wish to use.



### 5 Specify any other necessary settings.

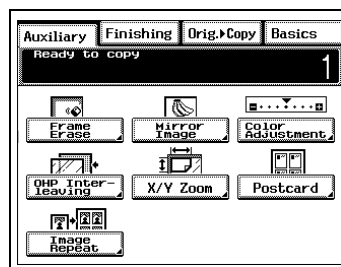
### 6 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.



## 7.6 Erasing Edges (“Frame Erase” Function)

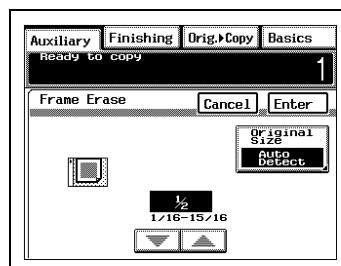
Frames can be erased around copies that you make.

### To set the “Frame Erase” function

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more detail.)
- 2 Select the desired color mode. (Refer to page 3-20 for more detail.)
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Frame Erase].



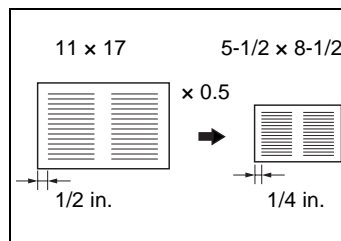
- 5 Touch  and  to specify the width that is to be erased.







? *Is an enlarged or reduced copy being made?*

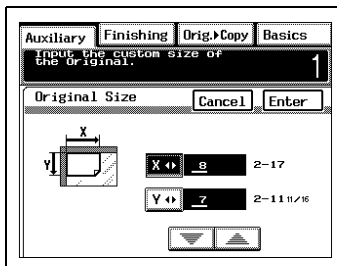
- The specified width of the area to be erased is the width before copying. Therefore, be careful when selecting this setting while making enlarged or reduced copies.

Example) When using the “Frame Erase” function while copying an 11 × 17-size document with a zoom ratio of “× 0.500”



- 6 Although the document size is automatically detected, do the following if you wish to specify the document size:

Touch [Original Size] to display the Original Size screen, touch , , , and  to specify the desired size, and then touch [Enter].



- 7 In the Frame Erase screen, touch [Enter].
- 8 Specify any other necessary settings.
- 9 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

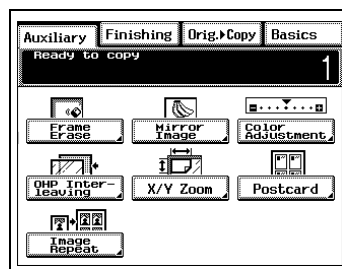


## 7.7 Creating Mirror Image Copy (“Mirror Image” Function)

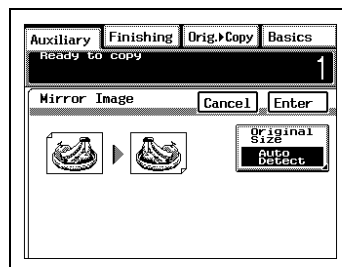
With this function, a mirror image of the original document can be copied.





### To set the “Mirror Image” function

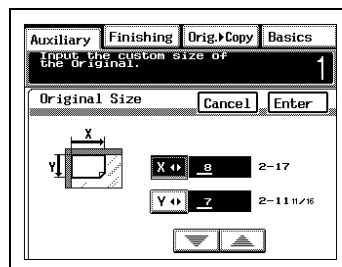
- 1 Position the document(s) to be copied. (Refer to page 5-1 for more detail.)
- 2 Select the desired color mode. (Refer to page 3-20 for more detail.)
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Mirror Image].



- 5 Although the document size is automatically detected, do the following if you wish to change the document size (otherwise, skip to step 8):  
To specify the document size, touch [Original Size].



- 6 In the Original Size screen, touch , , , and  to specify the desired size, and then touch [Enter].



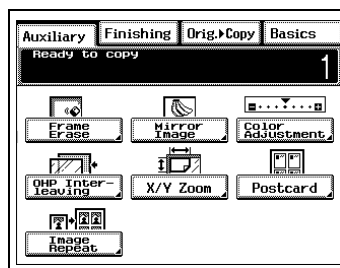
- 7 In the Mirror Image screen, touch [Enter].
- 8 Specify any other necessary settings.
- 9 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

## 7.8 Improving Copy Quality (“Color Adjustment” Function)

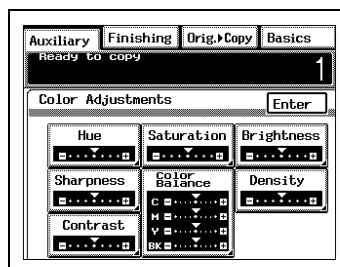
By making various color adjustments, you can adjust the color of the copies as desired.

### To make color adjustments

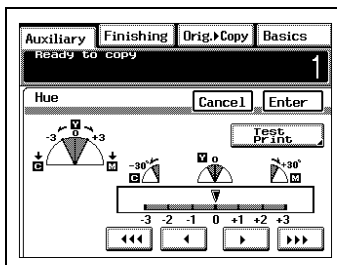
- 1 Position the document(s) to be copied. (Refer to page 5-1 for more detail.)
- 2 Select the desired color mode. (Refer to page 3-20 for more detail.)
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Color Adjustment].



- 5 Touch the parameter that you wish to change.



- 6 Touch the arrows to select the desired setting, and then touch [Enter].  
(Ex: Hue adjustment)



- 7 In the Color Adjustments screen, touch [Enter].
- 8 Specify any other necessary settings.
- 9 Press the [Start] key.

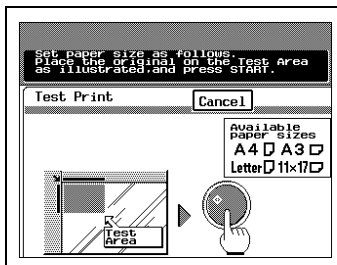
### To make test prints

You can make test prints of your document to see how it would appear at each of the settings for the current parameter combined with the other currently specified color adjustment settings. Follow the procedure below to make a test print.

- 1 Touch [Test Print].

The Test Print screen appears.

- 2 Position the part of the document that you wish to make a test print of within the test area of the original glass.

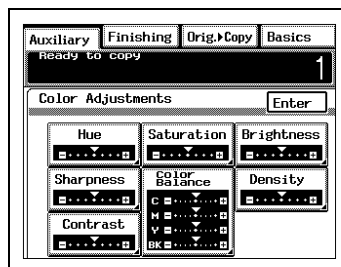


- 3 Press the [Start] key to copy the document at seven levels (-3, -2, -1, 0, +1, +2 and +3) of the current color adjustment parameter.  
The paper for the test print is automatically selected in the following order: A4C, LetterC, A3L, 11 x17L.
- 4 While referring to the test prints, touch the arrows to select the desired setting for the current parameter, and then touch [Enter].
- 5 Correctly position the document for normal printing.

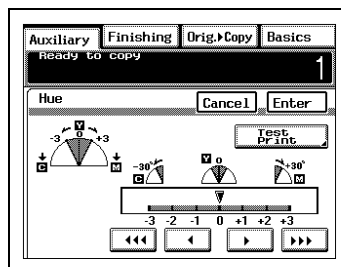
### To adjust the hue

The hue is divided into magenta, yellow and cyan. By adjusting the hue, the image can be made either more reddish or more bluish.

- 1 In the Color Adjustments screen, touch [Hue].



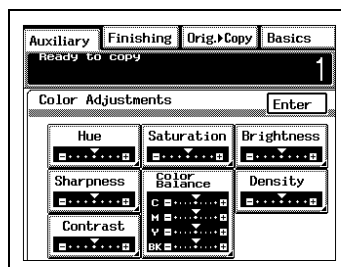
- 2 Touch the arrows to select the desired setting, and then touch [Enter].



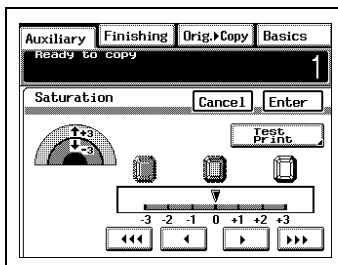
### To adjust the saturation

This parameter can be used to adjust the vividness of the colors.

- 1 In the Color Adjustments screen, touch [Saturation].



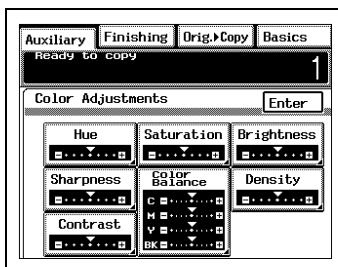
- 2 Touch the arrows to select the desired setting, and then touch [Enter].



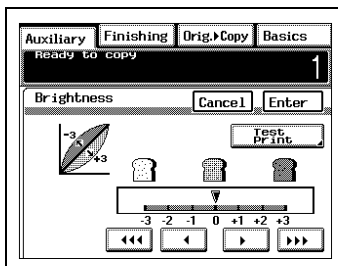
### To adjust the brightness

This parameter can be used to adjust the brightness of the image.

- 1 In the Color Adjustments screen, touch [Brightness].



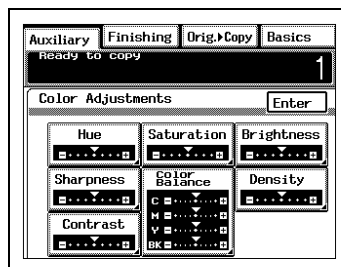
- 2 Touch the arrows to select the desired setting, and then touch [Enter].



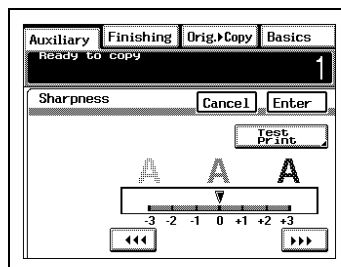
### To adjust the sharpness

This parameter can be used to make an overly sharp image softer or a blurry image clearer.

- 1 In the Color Adjustments screen, touch [Sharpness].



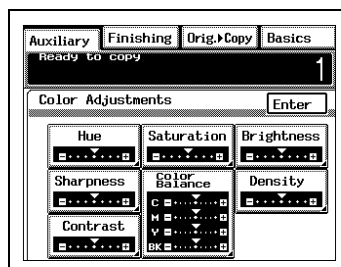
- 2 Touch the arrows to select the desired setting, and then touch [Enter].



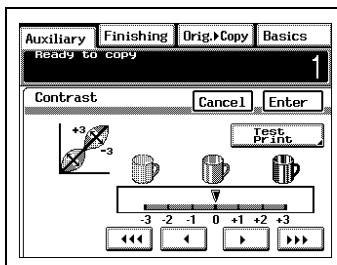
### To adjust the contrast

This parameter can be used to make an image either lighter or darker.

- 1 In the Color Adjustments screen, touch [Contrast].



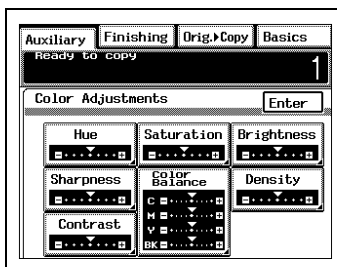
- 2 Touch the arrows to select the desired setting, and then touch [Enter].





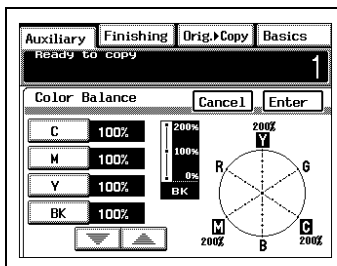
### To adjust the color balance

Change the color balance of the image by adjusting the concentration of each color (cyan, magenta, yellow and black).

- 1 In the Color Adjustments screen, touch [Color Balance].



- 2 Select the color that you wish to adjust, touch  and  to specify the desired setting, and then touch [Enter].

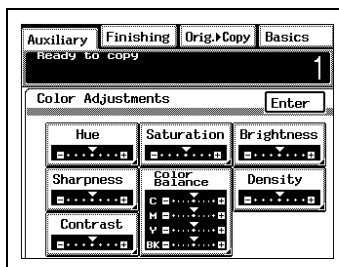




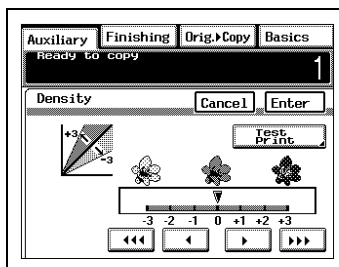
### To adjust the density

This parameter can be used to make an image either more rich or more pale.

- 1 In the Color Adjustments screen, touch [Density].



- 2 Touch the arrows to select the desired setting, and then touch [Enter].



## 7.9 Inserting Pages Between Copies of Overhead Transparencies (“OHP Interleaving” Function)

After each overhead transparency is copied, a page from a different paper source can be added to the stack of transparencies as an overleaf. In order to use this function, the overhead transparencies should be loaded into the multipurpose paper drawer (1st drawer).

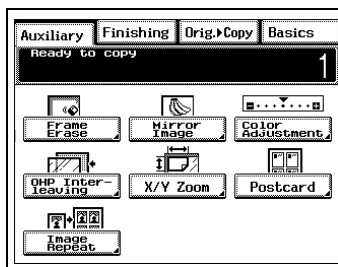


### Note

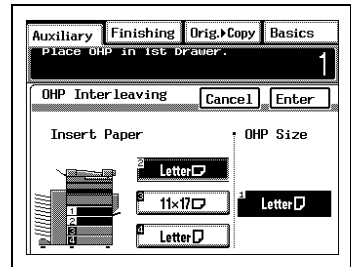
*We recommend that interleaf paper (inserted paper) with the same size as the overhead transparencies first be loaded into any drawer other than the multipurpose paper drawer (1st drawer) with the same orientation as the overhead transparencies.*

### To set the “OHP Interleaving” function

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more detail.)
- 2 Load the overhead transparencies into the 1st drawer, and then set the media type selection dial on the drawer to “OHP”.
- 3 Select the desired color mode. (Refer to page 3-20 for more detail.)
- 4 Touch [Auxiliary].  
The Auxiliary screen appears.
- 5 Touch [OHP Interleaving].



- 6 Select the drawer loaded with the interleaves, and then touch [Enter].



- 7 Specify any other necessary settings.
- 8 Press the [Start] key.

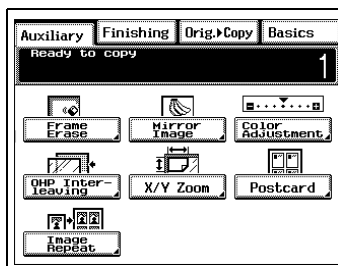
## 7.10 Specifying Different Vertical and Horizontal Scaling Proportions (“X/Y Zoom” Function)

Copies can be made by specifying different scaling proportions for the vertical and the horizontal directions of the document. The zoom ratio can be between  $\times 0.500$  and  $\times 4.000$  (in 0.001 increments).

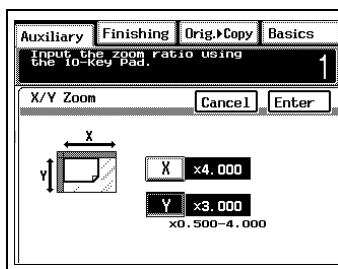
### To specify the vertical and horizontal scaling proportions

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.

- 4 Touch [X/Y Zoom].



- 5 Touch [X] or [Y], and use the keypad to enter the desired zoom ratio, and then touch [Enter].



- 6 Specify any other necessary settings.
- 7 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.

## 7.11 Reducing the Document to Postcard Size and Printing Multiple Copies on One Page (“Postcard” Function)

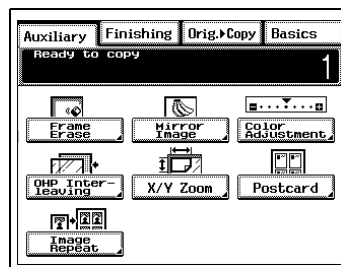
The document can be reduced to the size of a postcard, and up to four copies can be printed on one sheet of Letter-size postcard paper.

Document sizes that can be selected

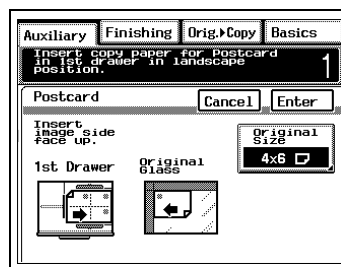
- Preset sizes  
5 1/2 × 8 1/2 in., 3 × 5 in., 4 × 6 in., 2 1/4 × 3 1/4 in., A5L, A6L, B5L, B6L
- Custom sizes  
X: 2 to 9 7/8 in.  
Y: 2 to 8 1/4 in.

### To set the “Postcard” function

- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Postcard].

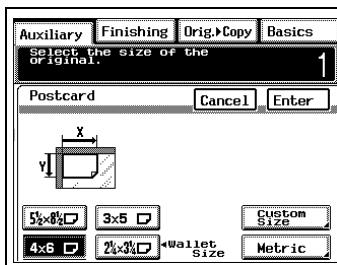


- 5 Touch [Original Size].

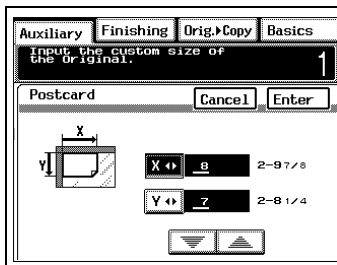


- 6 Select the document size, and then touch [Enter].

- For metric document sizes, touch [Metric] to display a screen containing metric paper size settings.

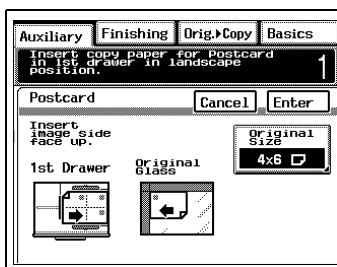


- For a paper size other than the standard sizes listed on the screen, touch [Custom Size]. Touch **X**, **Y**, and to specify the size of the original, and then touch to [Enter].



- 7 Load Letter-size postcard paper lengthwise into the multipurpose paper drawer (1st drawer) with the front side of the paper facing up.

- Set the media type selection dial to "Thick1".
- After specifying the settings, touch [Enter].
- If the document is positioned as shown on the screen, it will be copied onto the paper as shown on the screen.



- 8 Using the keypad, enter the number of copies you wish to make, and then press the [Start] key.



#### Note

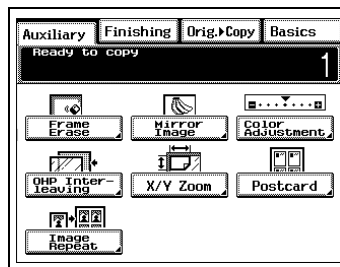
To purchase postcard paper, contact the sales representative for this copier.

## 7.12 Tiling Copies (“Image Repeat” Function)

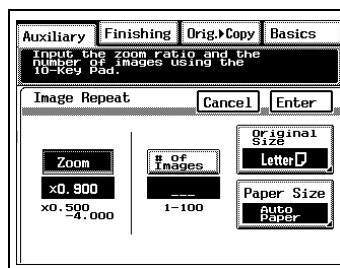
Multiple copies of the original can be printed at the desired zoom ratio to fill the page. The zoom ratio can be set between  $\times 0.500$  and  $\times 4.000$  (in 0.001 increments). In addition, the number of times the original is to be printed can be set between 1 and 100.

### To set the “Image Repeat” function

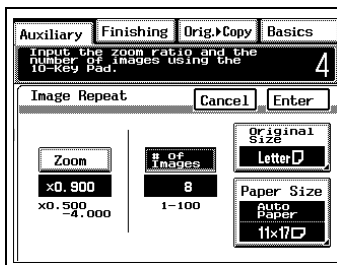
- 1 Position the document(s) to be copied. (Refer to page 5-1 for more details.)
- 2 Select the desired color mode. (Refer to page 3-20 for more details.)
- 3 Touch [Auxiliary].  
The Auxiliary screen appears.
- 4 Touch [Image Repeat].



- 5 Make sure that [Zoom] is selected, and then use the keypad to enter the desired zoom ratio.

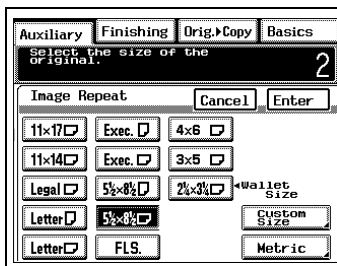


- 6 Touch [# of Images], and then use the keypad to enter the desired number of times that you wish to print the original.

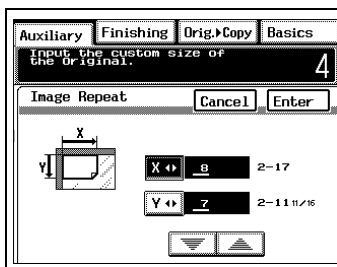


- 7 Touch [Original Size], select the document size, and then touch [Enter].

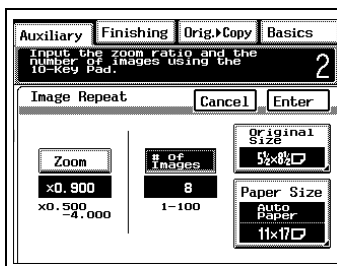
- For metric document sizes, touch [Metric] to display a screen containing metric paper size settings.



- For a paper size other than the standard sizes listed on the screen, touch [Custom Size]. Touch [X <>], [Y <>], [X <>], and [Y <>] to specify the size of the original, and then touch [Enter].

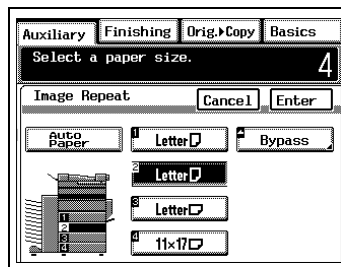


- 8 The appropriate size of loaded paper for the set zoom ratio, number of copies, and document size is selected. Check the selected paper size, and then touch [Enter].





- To manually select the paper source, touch [Paper Size]. Select the tray or drawer containing the paper that you wish to use, and then touch [Enter].



- 9 Press the [Start] key.



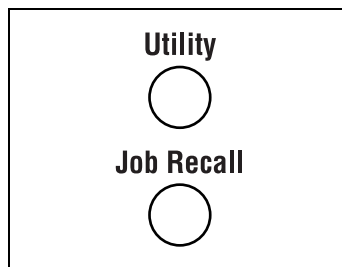
## 8 Utility Mode Operations

### 8.1 Resetting the Copier (“Default Settings” Function)

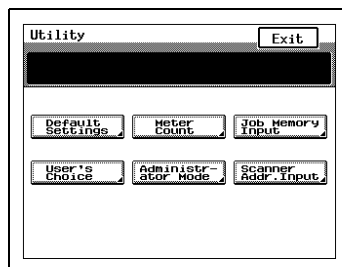
This function allows you to specify which settings would to be used as the default settings when the copier is reset by turning it on or pressing the [Panel Reset] key. The default setting is “Factory Settings”.

#### To specify the default settings

- 1 Press the [Utility] key to enter Utility mode.



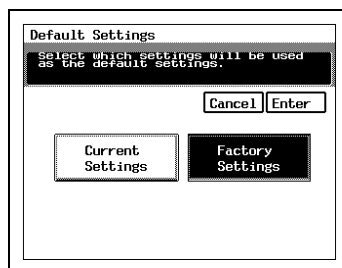
- 2 Touch [Default Settings].



- 3 Select the desired setting, and then touch [Enter].

? *Do you wish to record the current settings as the default settings?*

- Touch [Current Settings].



- 4 In the Utility screen, touch [Exit].

## 8.2 Viewing Counters (“Meter Count” Function)

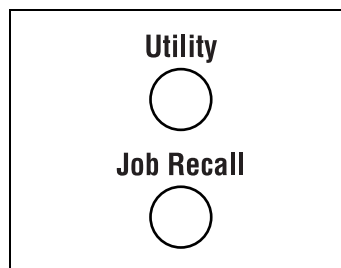
The meters count the total number of copies that have been made since the copier was installed.

Meter counts that can be viewed:

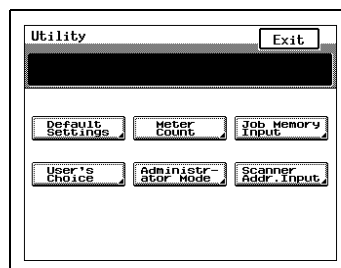
- Full Color:  
Number of copies or printouts made using the “Full Color” color mode
- Black:  
Number of copies or printouts made using the “Black” color mode
- Copy:  
Number of copies made
- Print:  
Number of pages printed from the computer through the printer controller
- Large:  
Number of copies/printouts made on paper registered as large-size paper
- Duplex Copy:  
Number of double-sided copies made using the duplex unit
- Duplex Print:  
Number of double-sided computer printouts made using the duplex unit
- G. Total (C+P):  
Total number of all pages copied or printed

**To view the meter counts**

- 1 Press the [Utility] key to enter Utility mode.



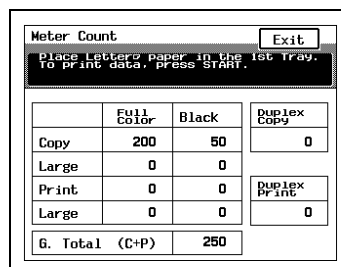
- 2 Touch [Meter Count].



- 3 The number of copies and printouts made using the "Full Color" and "Black" color modes and the number of double-sided copies and printouts printed are displayed.

? *Do you wish to print out the meter counts?*

- As described by the instructions that are displayed, load paper (Letter ☒) into the first paper drawer, and then press the [Start] key.



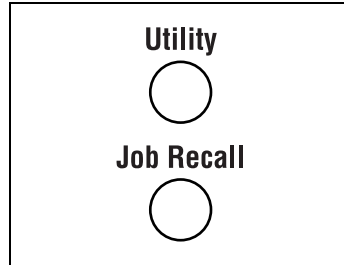
- 4 When you are finished viewing the meter counts, touch [Exit].

### 8.3 Storing and Recalling Jobs (“Job Memory Input” Function)

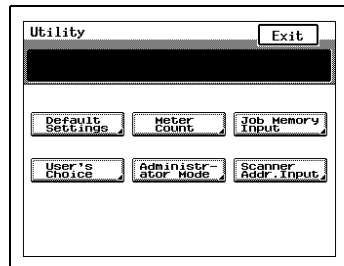
Store up to 10 frequently used copy jobs, which can be recalled for immediate use at any time they are needed.

#### To store a job

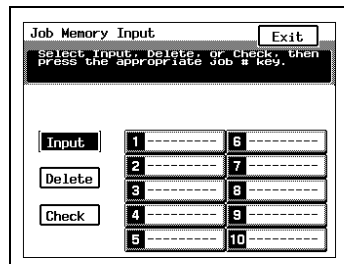
- 1 First, specify the copy settings that you will store as a job.
- 2 Press the [Utility] key to enter Utility mode.



- 3 Touch [Job Memory Input].



- 4 Touch [Input], and then touch the number where you wish to store the job.



- 5 Touch the letters and numbers to enter a name for the copy job, and then touch [Enter].

? *Do you wish to correct the job name?*

- Touch [Del.] to delete the last character typed. Continue touching [Del.] until the character you wish to change is deleted, and then type the correct name for the job.

Job Memory Input

Name your copy job (max.9 letters).

JOB NO 1 Del. Enter

A	B	C	D	E	F	1	2	3
G	H	I	J	K	L	4	5	6
M	N	O	P	Q	R	7	8	9
S	T	U	V	W	X	0	.	
Y	Z	Space				-	.	

- 6 Check that the name for the selected job is typed correctly, and then touch [Exit].

Job Memory Input Exit

Select input, delete, or check, then press the appropriate Job # key.

Input	1 JOB NO 1	6	-----
	2	7	-----
Delete	3	8	-----
	4	9	-----
Check	5	10	-----

### To delete a job

- 1 Press the [Utility] key to enter Utility mode.

Utility

Job Recall

- 2 Touch [Job Memory Input].

Utility Exit

Default Settings Meter Count Job Memory Input

User's Choice Administrator Mode Scanner Addr. Input

- 3 Touch [Delete], and then touch the number of the job that you wish to delete.

? *Do you wish to check the specified settings for a job?*

- Touch [Check], and then touch a job number to view that job's settings.

- 4 After the entered job name is erased to indicate that the job was deleted, touch [Exit].

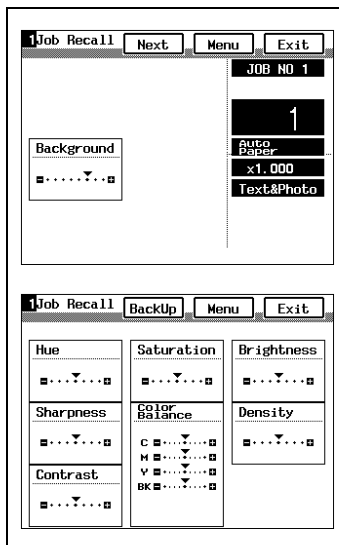
### To recall a stored job

- 1 Press the [Copy] key to enter Copy mode.
- 2 Press the [Job Recall] key.

- 3 Touch the number of the job that you wish to recall.



- 4 Check that the job settings that appear are the ones that you wish to use, and then touch [Exit].



? *Do you wish to select a different job instead?*

→ Touch [Next].

- 5 Position the document(s) to be copied.

? *Do you need more information on feeding the document?*

→ Refer to “5 Original Documents” on page 5-1 for more details.

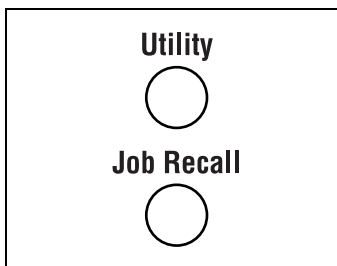
- 6 Press the [Start] key.

## 8.4 Specifying Default Settings (“User’s Choice” Function)

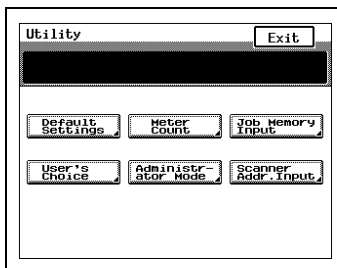
With the “User’s Choice” function, the default settings can be customized according to how the copier is to be used. Selecting the desired default settings with the “User’s Choice” function eliminates the need to re-select certain settings each time the copier is turned on or the [Panel Reset] key is pressed.

### To change the User’s Choice settings

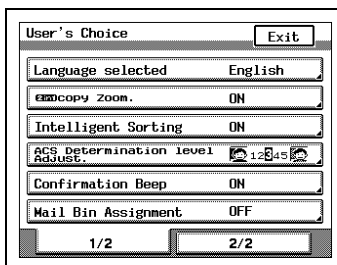
- 1 Press the [Utility] key to enter Utility mode.



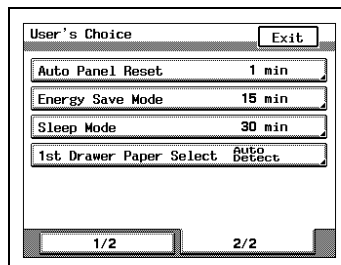
- 2 Touch [User's Choice].



- 3 Touch the parameter that you wish to change



- Touch [2/2] to view the next page.



- 4 After specifying the desired setting, touch [Exit] in the User's Choice screen.

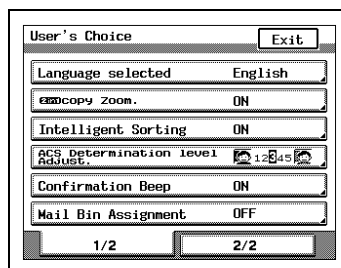
The Utility screen appears.

- 5 In the Utility screen, touch [Exit].

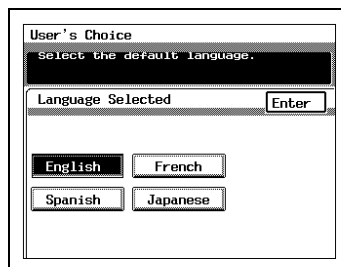
### To set the “Language selected” parameter

This parameter can be used to change the language of the touch panel. The default setting is “English”.

- 1 In the User's Choice screen, touch [Language selected].



- 2 Select the desired language, and then touch [Enter].

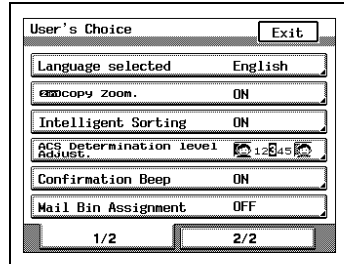


- 3 In the User's Choice screen, touch [Exit].

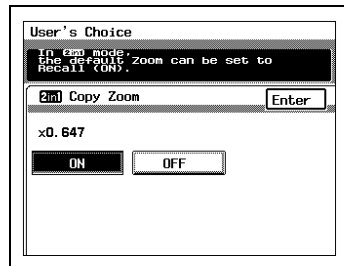
### To set the “2in1copy zoom” parameter

This parameter can be used to select whether or not the default zoom is specified when 2in1 copying is selected. This parameter can be used to select whether or not the recommended zoom ratio (“x 0.647” for a letter-size page) is selected when a 2in1 copy mode is chosen. The default setting is “ON”.

- 1 In the User’s Choice screen, touch [2in1copy zoom].



- 2 Select whether the recommended zoom ratio will be used (“ON”) or not (“OFF”), and then touch [Enter].



- 3 In the User’s Choice screen, touch [Exit].

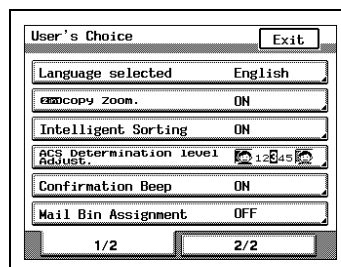
### To set the “Intelligent Sorting” parameter

By setting this parameter to “ON”, the “Non-Sort” setting will automatically be selected if a document consisting of only one page is placed in the automatic document feeder, and the “Sort” setting will automatically be selected if a document consisting of two or more pages is placed in the automatic document feeder and the number of copies is set to 2 or more. The default setting is “ON”.

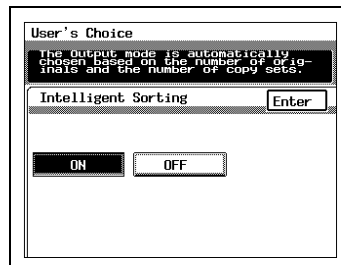
Important)

- ✓ The “Sort” setting is only available if the optional 10-mailbin sorter (JS-1002) is installed.

- 1 In the User’s Choice screen, touch [Intelligent Sorting].



- 2 Select whether intelligent sorting will be used (“ON”) or not (“OFF”), and then touch [Enter].

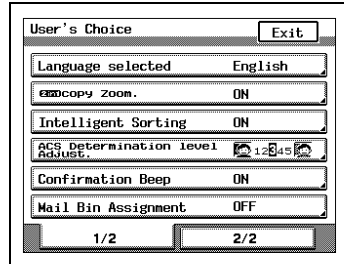


- 3 In the User’s Choice screen, touch [Exit].

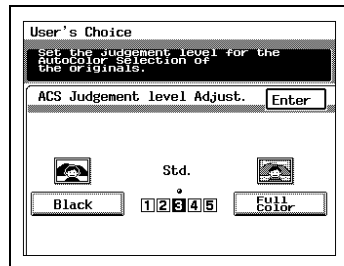
### To set the “ACS Determination level Adjust.” parameter

This parameter can be used to adjust the level for the “Auto Color” color mode to detect whether a document will be copied in color or in black and white. Adjusting this setting more towards “Black” makes it easier for a black-and-white document to be detected, as opposed to when the standard setting is selected. The default setting is “3 (Std.)”.

- 1 In the User's Choice screen, touch [ACS Determination level Adjust.].



- 2 Touch [Black] or [Full Color] to specify the standard detection level, and then touch [Enter].

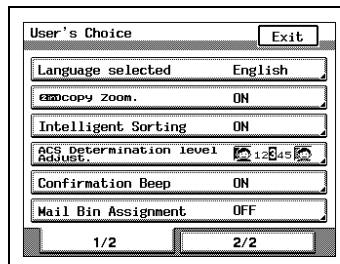


- 3 In the User's Choice screen, touch [Exit].

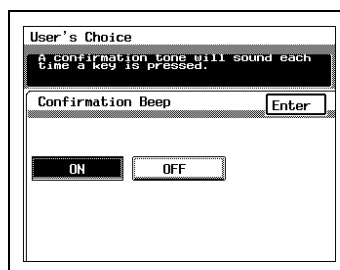
### To set the “Confirmation Beep” parameter

This parameter specifies whether or not a confirmation beep is sounded each time a key in the operation panel is pressed. The default setting is “ON”.

- 1 In the User's Choice screen, touch [Confirmation Beep].



- 2 Select whether the confirmation beep is sounded (“ON”) or not (“OFF”), and then touch [Enter].

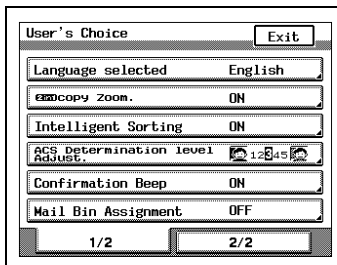


- 3 In the User's Choice screen, touch [Exit].

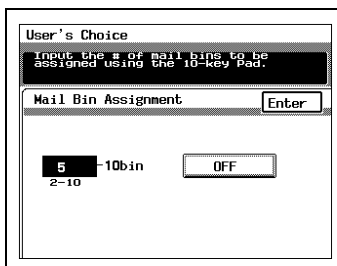
## To set the “Mail Bin Assignment” parameter

This parameter allows you to set whether or not mailbins are allocated to receive printouts from computers when the 10-mailbin sorter (JS-1002) and the printer controller are installed on the copier. Bins 2 through 10 of the 10-mailbin sorter can be used to receive printouts. The default setting is “OFF”.

- 1 In the User's Choice screen, touch [Mail Bin Assignment].



- 2 Using the keypad, enter the number for the bins, until bin 10, that will be used as mailbins, and then touch [Enter]. (The screen at the right shows that bins 5 through 10 have been specified as mailbins.)



? *Do you wish to change the bin number entered?*

- Press the [C] (clear) key to erase the entered number, and then use the keypad to enter the correct bin number.

? *When setting the bins to be used as mailbins, how many bins can be selected?*

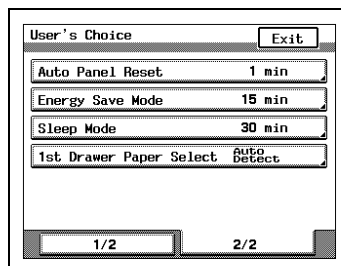
- Bins specified as mailbins cannot be used for sorting when making copies. For the example mentioned above, bins 1 through 4 can be used for sorting while making copies.



### To set the “Auto Panel Reset” parameter

This parameter can be used to turn off (“OFF”) the panel reset, or to specify the length of time (between 1 and 9 minutes) after the last operation until the touch panel automatically returns to its default settings. The default setting is “1 min.”

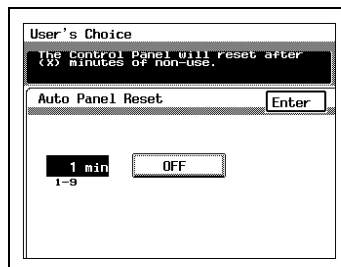
- 1 In the User’s Choice screen, touch [Auto Panel Reset].



- 2 Using the keypad, enter the desired number of minutes, and then touch [Enter].

? *Do you wish to change the number of minutes entered?*

- Press the [C] (clear) key to erase the entered number, and then use the keypad to enter the correct number of minutes.

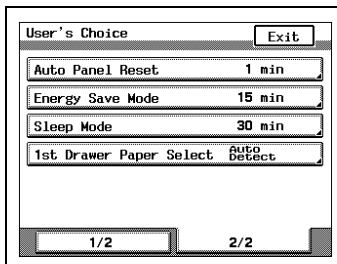


- 3 In the User’s Choice screen, touch [Exit].

### To set the “Energy Save Mode” parameter

This parameter can be used to specify the length of time (between 1 and 240 minutes) after the last operation until the copier automatically enters Energy Saver mode. The default setting is “15 min.”

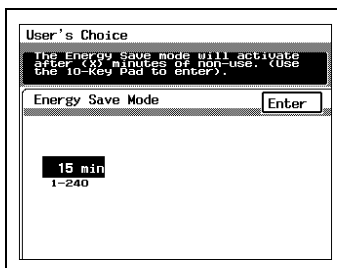
- 1 In the User's Choice screen, touch [Energy Save Mode].



- 2 Using the keypad, enter the desired number of minutes, and then touch [Enter].

? *Do you wish to change the number of minutes entered?*

- Press the [C] (clear) key to erase the entered number, and then use the keypad to enter the correct number of minutes.



- 3 In the User's Choice screen, touch [Exit].

### To set the “Sleep Mode” parameter

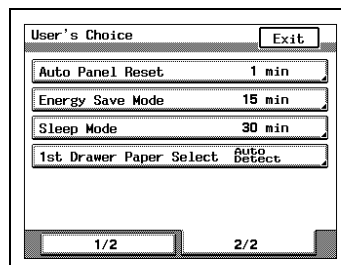
If the printer controller is not installed, this parameter can be used to specify the length of time after the last operation until the copier automatically turns off.

If the printer controller is installed, this parameter can be used to specify the length of time after the last operation until the copier automatically enters a standby mode (Energy Saver mode).

The default setting in either case is “30 min.”

The Sleep mode can even be turned off. For more details, refer to “Turning off the Sleep function (“Disable Sleep Mode” Function)” on page 9-15.

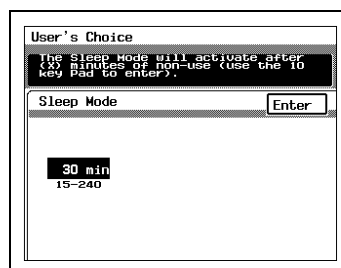
- 1 In the User’s Choice screen, touch [Sleep Mode].



- 2 Using the keypad, enter the desired number of minutes, and then touch [Enter].

? *Do you wish to change the number of minutes entered?*

- Press the [C] (clear) key to erase the entered number, and then use the keypad to enter the correct number of minutes.

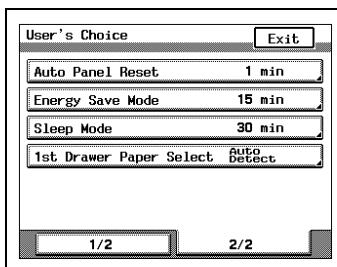


- 3 In the User’s Choice screen, touch [Exit].

## To set the “1st Drawer Paper Select” parameter

Use this parameter to specify the size of paper loaded into the 1st drawer. The default setting is “Auto Detect”.

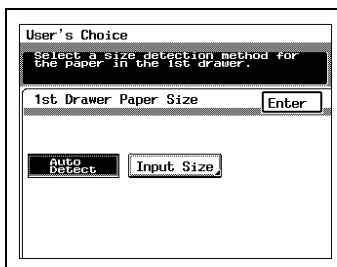
- 1 In the User's Choice screen, touch [1st Drawer Paper Select].



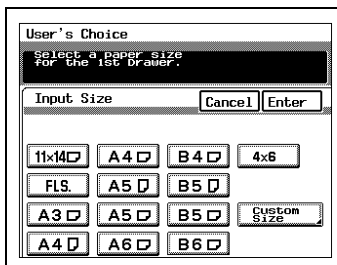
- 2 Select how the size of paper loaded into the 1st drawer is detected.

? *Is the loaded paper a metric or non-standard size?*

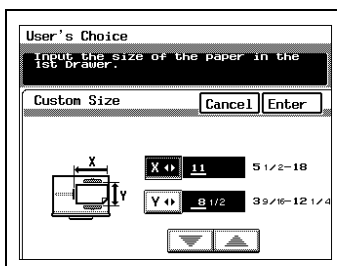
- Touch [Input Size], and then specify the desired paper size. Refer to “Paper Specifications” on page 4-1 for more details.



- 3 To select the paper size manually, touch [Input Size], select the desired paper size, and then touch [Enter].



- 4 To specify a paper size other than those listed, touch [Custom Size], touch [X], [Y], and [Enter], and then touch [Enter].



- 5 In the Input Size screen, touch [Enter].
- 6 In the 1st Drawer Paper Size screen, touch [Enter].
- 7 In the User's Choice screen, touch [Exit].

