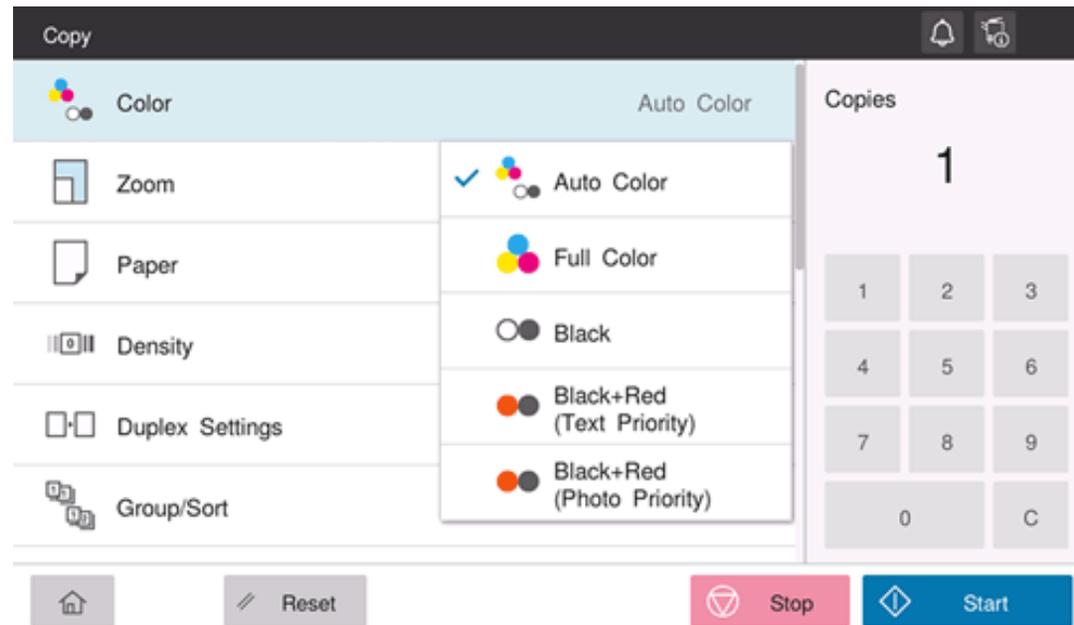


Basic Copy Settings

Selecting a copy color ([Color])

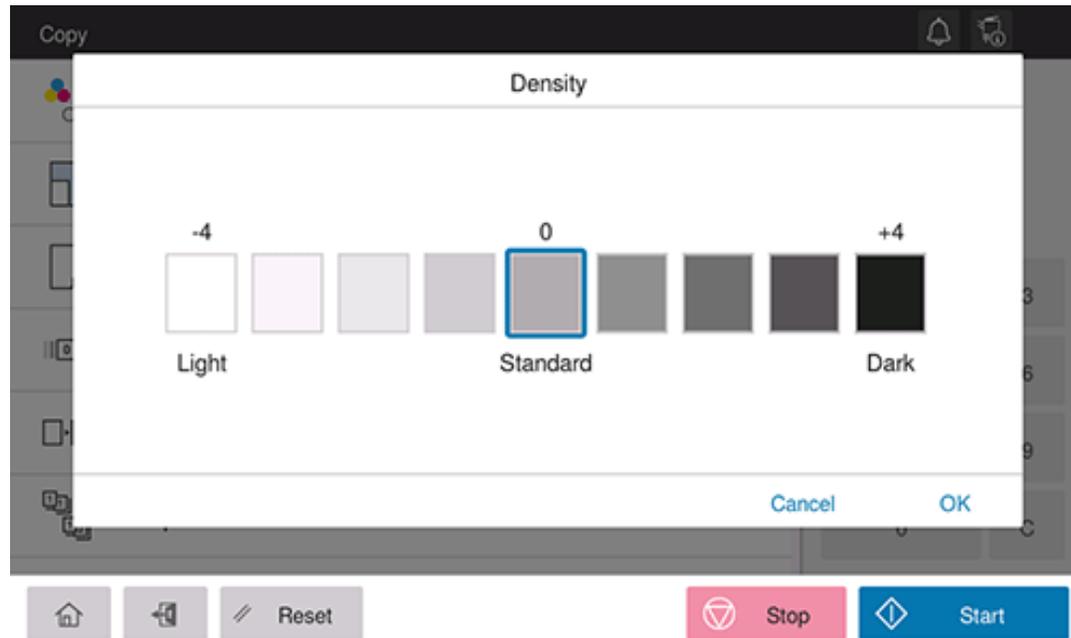
Select a copy color.



Setting	Description
[Auto Color]	Makes copies with color settings to suit the colors of the scanned original.
[Full Color]	Makes a copy in full color regardless of whether the scanned original is in color or in black and white.
[Black]	Makes a copy in black and white regardless of whether the scanned original is in color or in black and white.
[Black + Red (Text Priority)]	Copies an original, which primarily consists of texts, in two colors: black and red. The area to be colored in the scanned original is copied in red.
[Black + Red (Photo)]	Copies an original, which primarily consists of photos, in two colors: black and red. The area to be colored in the scanned original is copied in red.

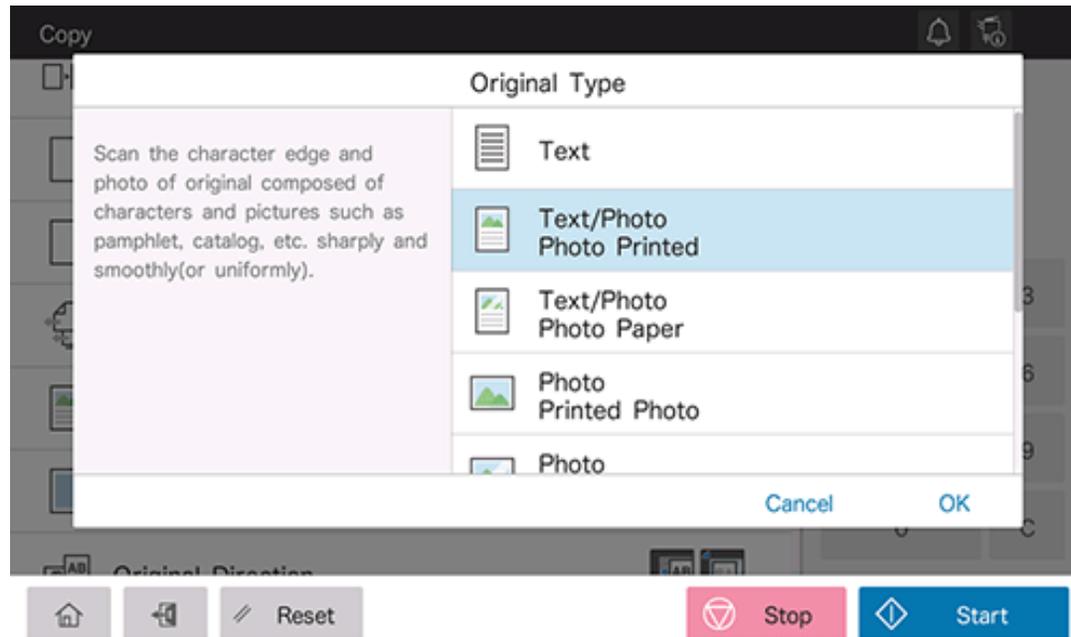
Adjusting the copy density ([Density])

Adjust the density of a copy image.



Selecting the appropriate image quality level for the original ([Original Type])

Select the optimum settings for the original to copy it at the optimum image quality.



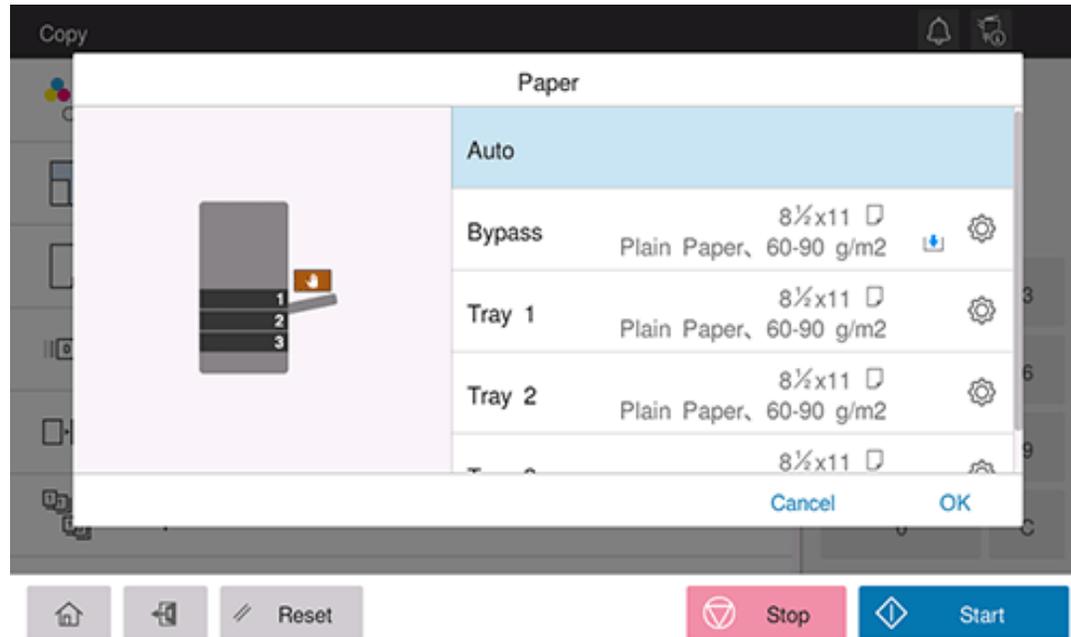
Setting	Description
[Text]	Copies an original, which consists primarily of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to-read images.
[Text/Photo - Printed Photo]	Copies the original, which consists of text and photos, at the optimum level of image quality. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo - Photo Paper]	Copies the original, which consists of text and photos, at the optimum level of image quality. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan originals that include photos printed on photographic paper.
[Photo - Printed Photo]	Copies an original consisting only of photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo - Photo Paper]	Copies an original consisting only of photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Copies an original, that primarily consists of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.

[Map]	Copies an original that has a colored background such as a map or that has been drawn by pencil or colored thin line, at the optimum level of image quality. A sharp copy image is produced.
[Copied Paper]	Copies the original, which is output with an even density from the copier or printer, at the optimum image quality level.

Specifying the paper tray ([Paper])

Selecting [Auto] automatically selects a tray that contains paper of the same size as the original.

When you want to make a copy on paper of a size different from the original or make a copy on paper in the **Bypass Tray**, specify the desired tray manually.

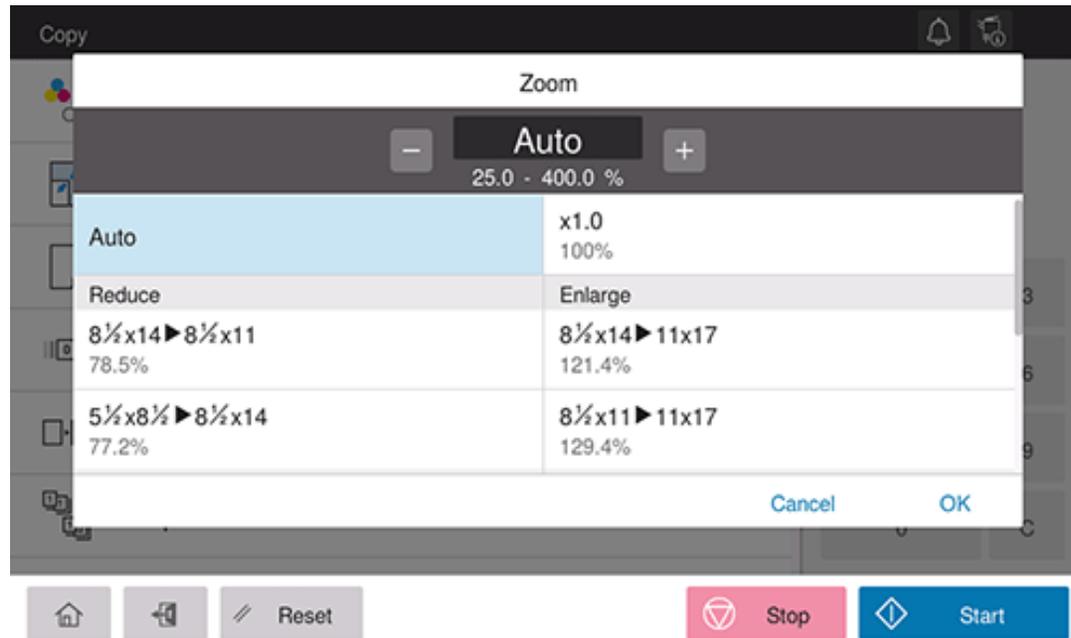


Tips

 You can change tray paper settings as needed. For details, refer to [Here](#).

Enlarging or reducing an original image ([Zoom])

Copy an original image enlarged or reduced by an arbitrary zoom ratio.

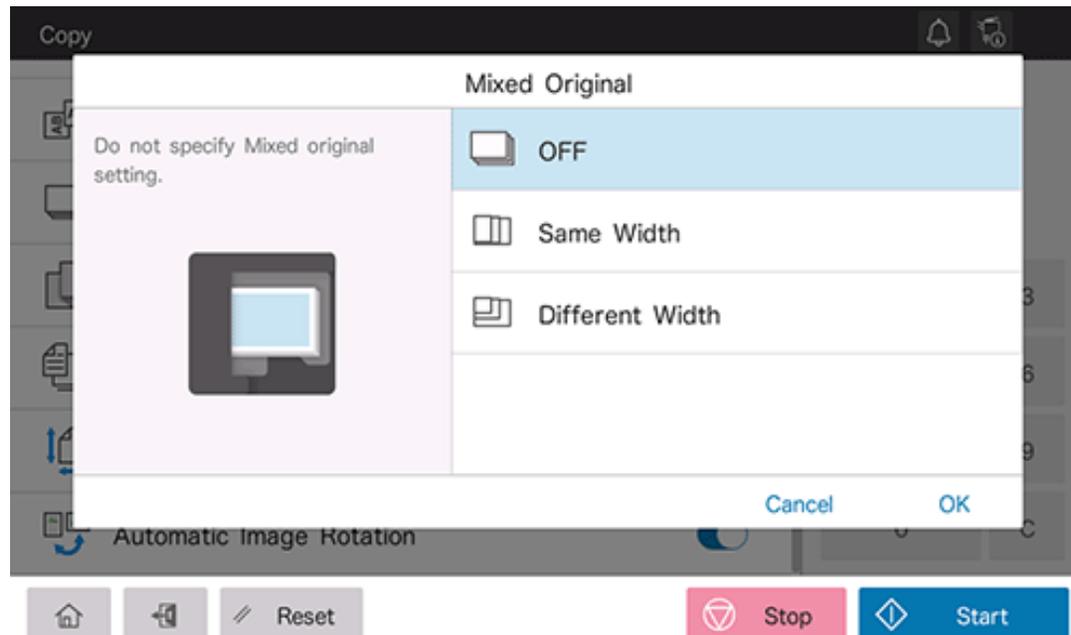


Setting	Description
Manual Input	Enter the zoom ratio manually.
[Auto]	Automatically copies an image in the original with the optimal zoom ratio to suit the paper size. This is convenient because you do not need to specify the zoom ratio.
[x 1.0]	Copies an image in the original with the same size as for the original (x1.0).
Fixed Zoom	Select a preset zoom ratio when copying a standard-size original onto standard-size paper. The paper tray is automatically exchanged depending on the selected zoom ratio.
[Manual]	Manually specify the zoom ratios that are different in the vertical and horizontal directions.

Original Scan Settings

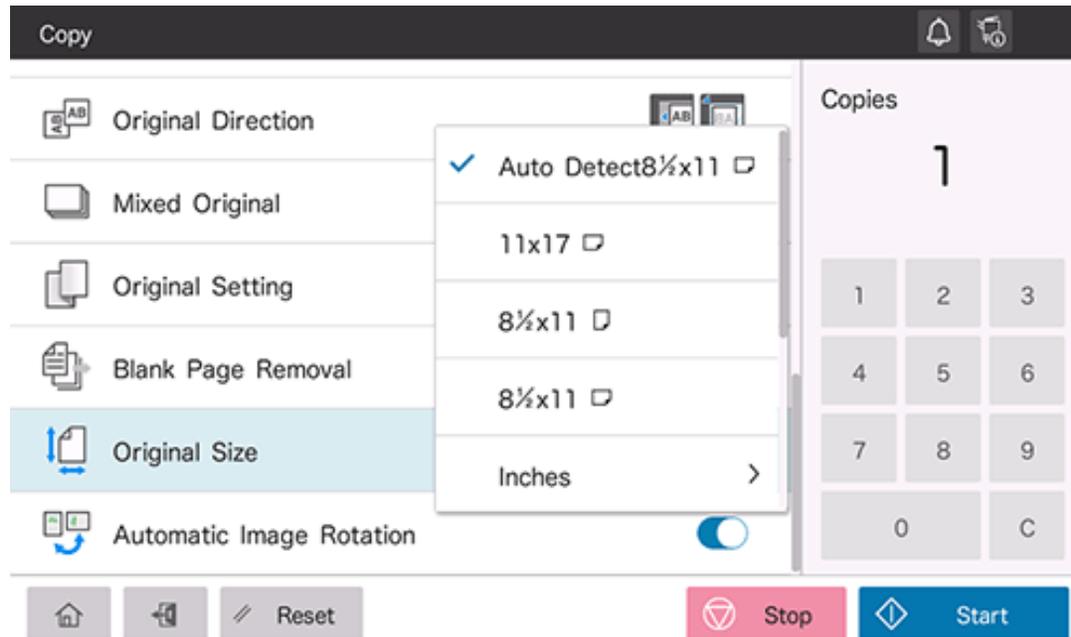
Scanning originals of different sizes ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page. If the widths of the originals are the same, select [Same Width]. If the widths of the originals are different, select [Different Width].



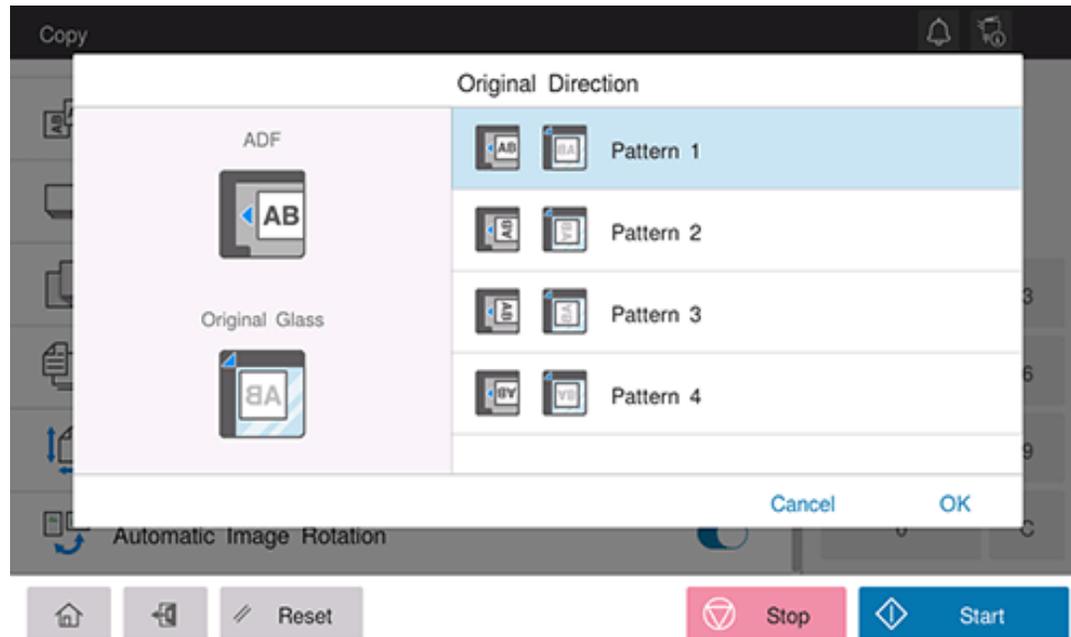
Specifying the original size ([Original Size])

When the size of the original is not detected correctly, specify the size of the original you want to scan.



Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.



Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job. You can also scan the original using both **ADF** and **Original Glass** alternately.

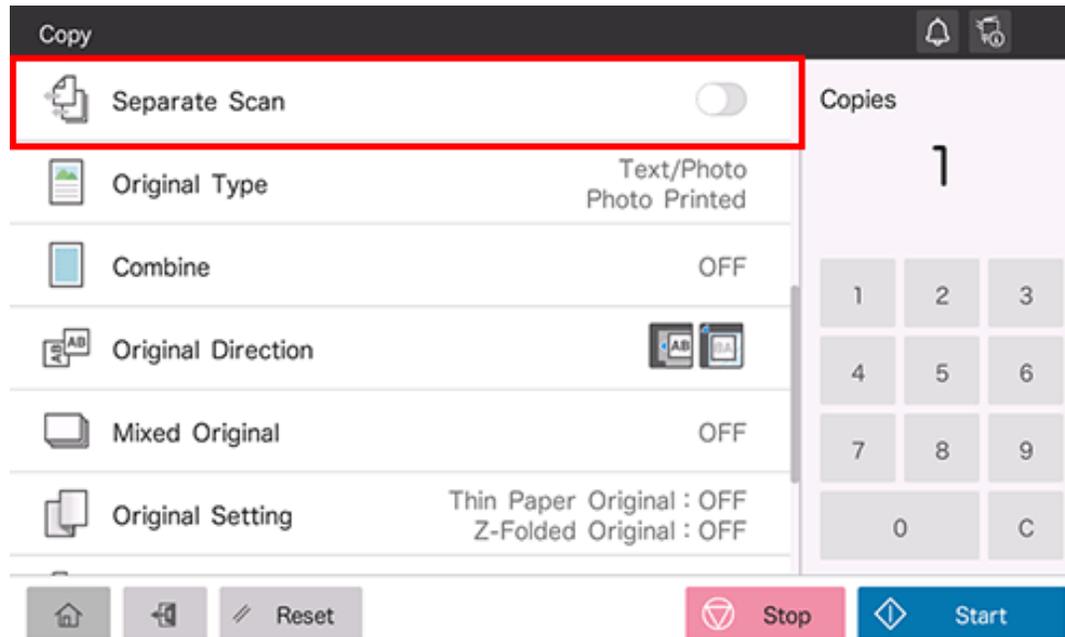
1. Load the original.



NOTICE

- Do not load more than 300 sheets (21-1/4 lb (80 g/m²)) at a time into the **Original Tray** of the **ADF**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, original damage, or **ADF** failure.

2. Set [Separate Scan] to ON.



3. Use the Start key to start scanning.
4. Load the next original.
 - ➔ If necessary, tap [Change Setting] to change the scan settings.
5. Use the Start key to start scanning.
6. Repeat steps 4 and 5 to scan all the originals.
7. After all originals have been scanned, select [Finish].
8. Use the Start key to start copying.

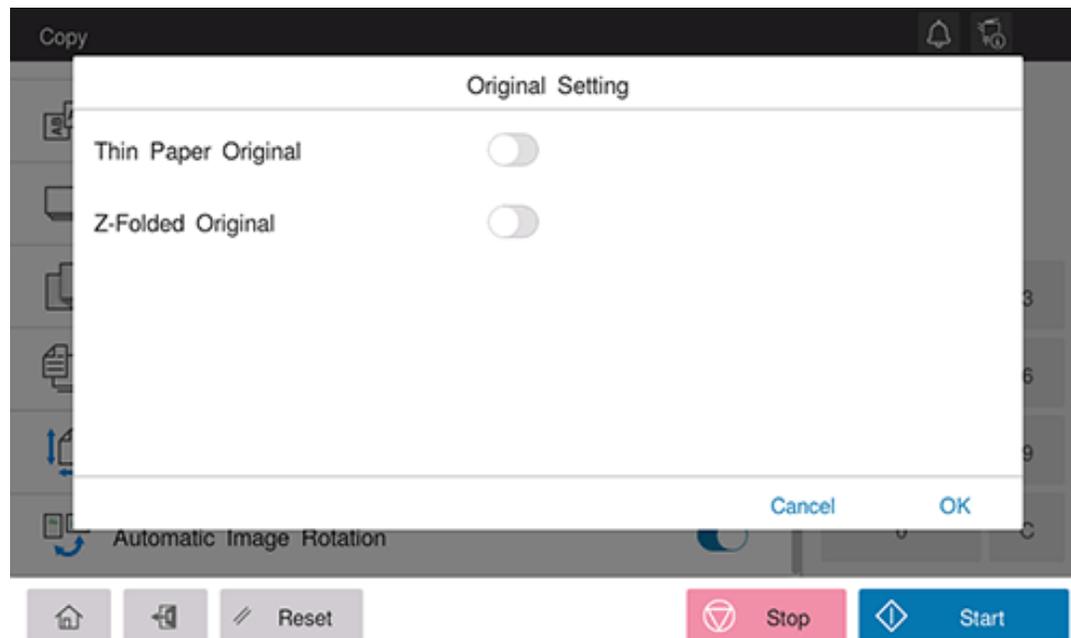


Related setting

- ❏ [Separate Scan from Platen] ([Here](#))
- ❏ [Basic Setting] - [Separate Scan Method] ([Here](#))

Specifying conditions of the scanned original ([Original Setting])

Configure the setting to properly scan the thin-paper original or folded original on the **ADF**.



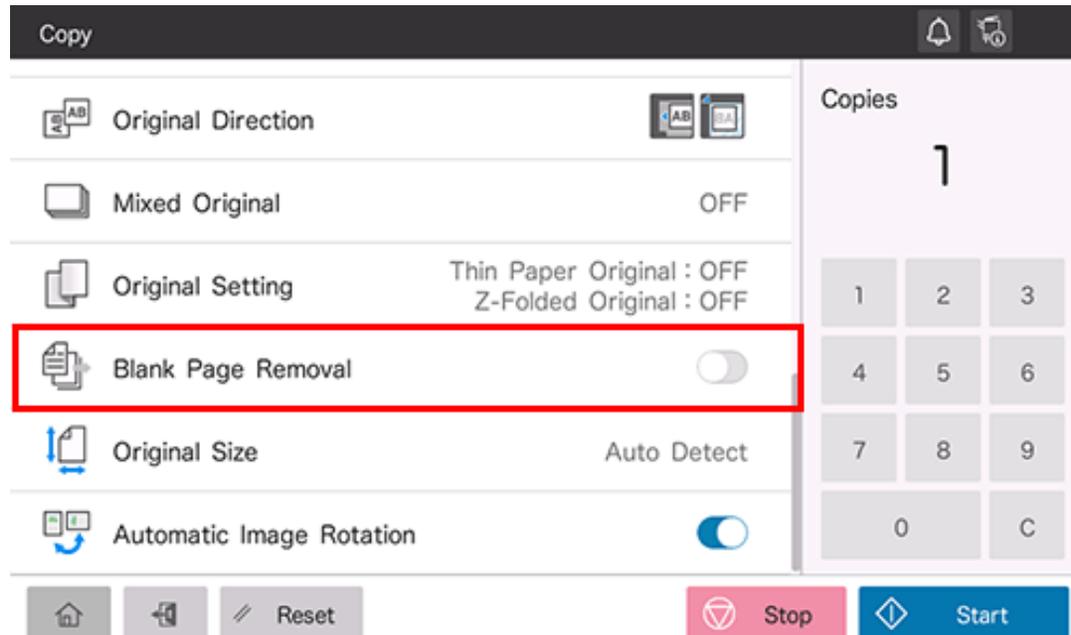
Setting	Description
[Thin Paper Original]	When scanning an original that is thinner than plain paper on the ADF , set this option to ON. Setting to ON reduces the original feed speed of the ADF to prevent thin paper from getting caught.

[Z-Folded Original]

If a folded original is loaded into the **ADF**, the original size may not be able to be detected accurately.
To scan the folded original on the **ADF**, set this option to ON.

Skipping blank pages ([Blank Page Removal])

When [Blank Page Removal] is specified to scan an original including blank pages using the **ADF**, blank pages are excluded from scan targets. Blank pages detected are not counted as original pages.



Related setting

 [Blank Sheet Detection Level] ([Here](#))

Rotating the original image to suit the paper orientation ([Automatic Image Rotation])

In general use, this machine automatically rotates the original image according to the paper direction to make a copy. Turning [Automatic Image Rotation] OFF as needed enables you to make a copy without rotating the original image. This function is available when you want to copy only a part of the original.

Copy

Original Direction 

Mixed Original OFF

Original Setting Thin Paper Original : OFF
Z-Folded Original : OFF

Blank Page Removal

Original Size Auto Detect

Automatic Image Rotation

Copies
1

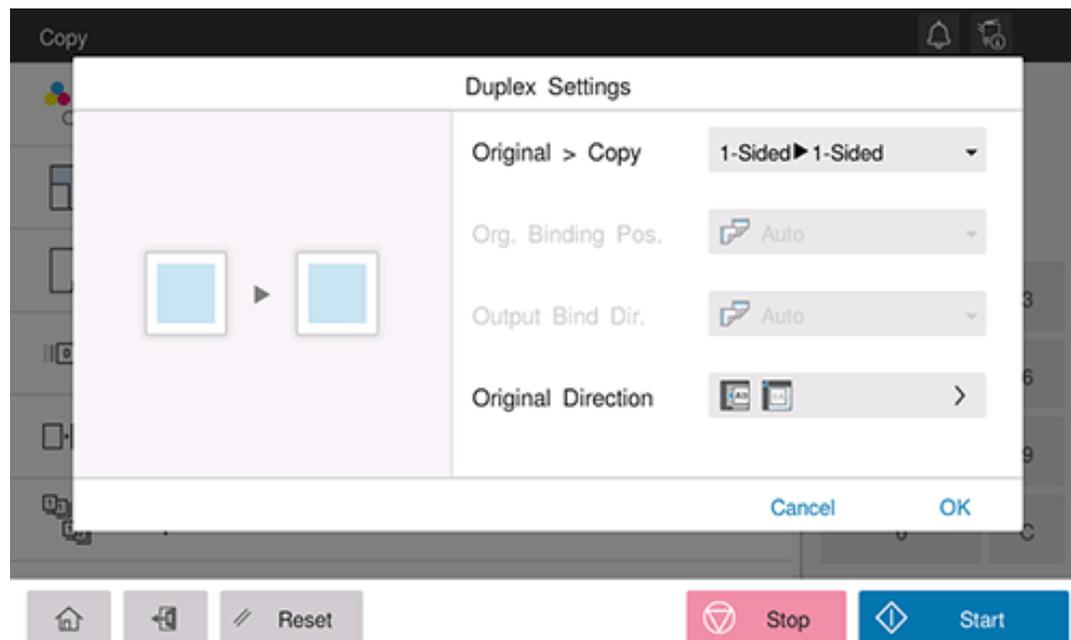
1	2	3
4	5	6
7	8	9
0	C	

    Stop  Start

Layout Setting

Copying on both sides of paper ([Duplex Settings])

Copy a 1-sided or 2-sided original on a single side or both sides of paper.



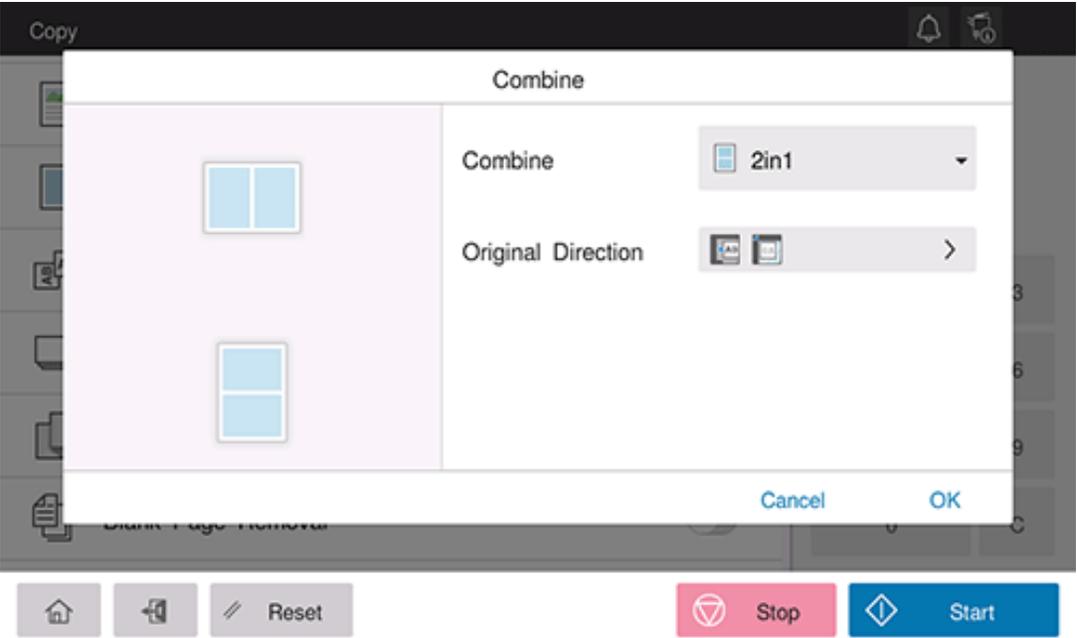
Setting	Description
[Original > Copy]	Select a combination of original scanning side (Simplex/Duplex) and original printing side (Simplex/Duplex).
[Org. Binding Pos.]	<p>Select the binding position of the original when scanning both sides of the original.</p> <ul style="list-style-type: none">  [Auto]: The binding position of the original is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.  [Left Bind]: Select this option when the binding position is set to the left of the original.  [Right Bind]: Select this option when the binding position is set to the right of the original.  [Top Bind]: Select this option when the binding position is set to the top of the original.
[Output Bind Dir.]	Select the binding position to perform 2-sided copying.

- ❖ [Auto]: The binding position of a copy is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper.
- ❖ [Left]: Select this option when setting the binding position to the left of a copy.
- ❖ [Right]: Select this option when setting the binding position to the right of a copy.
- ❖ [Top]: Select this option when setting the binding position to the top of a copy.

[Original Direction] Specify the orientation to load the original.

Copying multiple pages on the same side of a single sheet ([Page Combine])

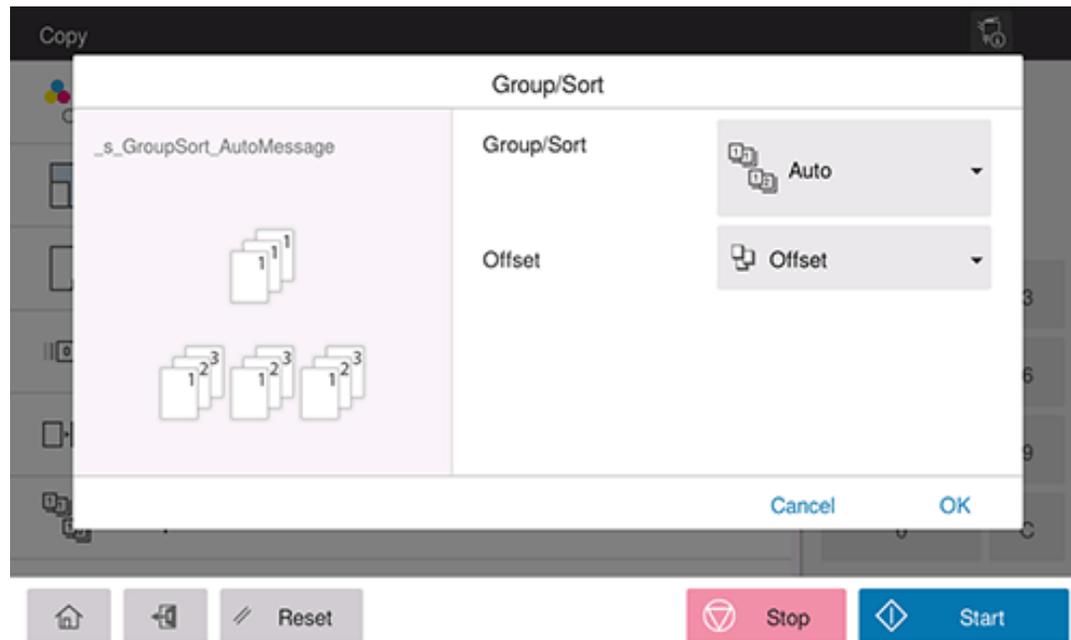
Select the number of original pages to be copied on a single page. When combining four pages on a single page, select the page layout from Horizontal and Vertical. Specify the original loading orientation to place pages correctly.



Finishing Setting

Feeding out copies separately by set ([Group/Sort])

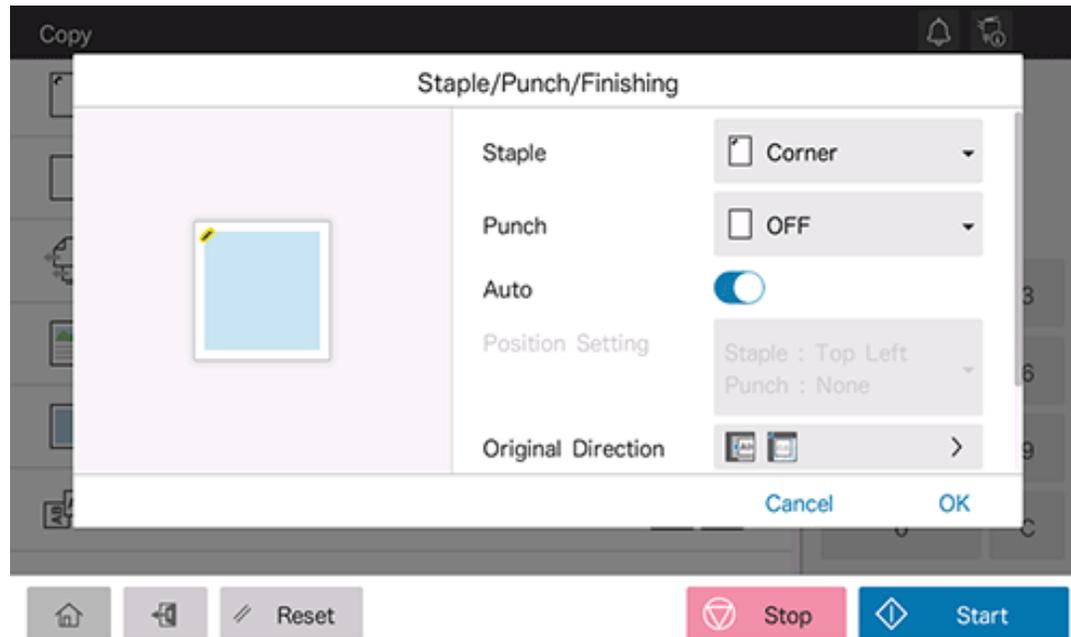
When copying multiple sets, feed out copies separately by set or page.



Setting	Description
[Group/Sort]	<p>Select how to feed out copies.</p> <ul style="list-style-type: none">  [Auto]: Automatically switches between Sort and Group according to the number of printed sheets for each set, and feeds out copies. If the number of printed sheets for each set is 1, the Group function is applied. If the number is 2 or larger, the Sort function is applied.  [Group]: Feeds out copies separately page by page like "111", "222", "333", "444", and "555".  [Sort]: Feeds out copies separately one by one, for example: "12345", "12345", and "12345".
[Offset]	Select whether to shift and feed out copies separately by set or page.

Stapling paper ([Staple])

Staple the copied sheets.



Setting	Description
[Staple]	To staple sheets, select the stapling method.
[Position Setting]	Select the binding position at which to staple sheets. Setting to [Auto] automatically determines the stapling position based on the direction of the loaded original.
[Original Direction]	Specify the orientation to load the original.

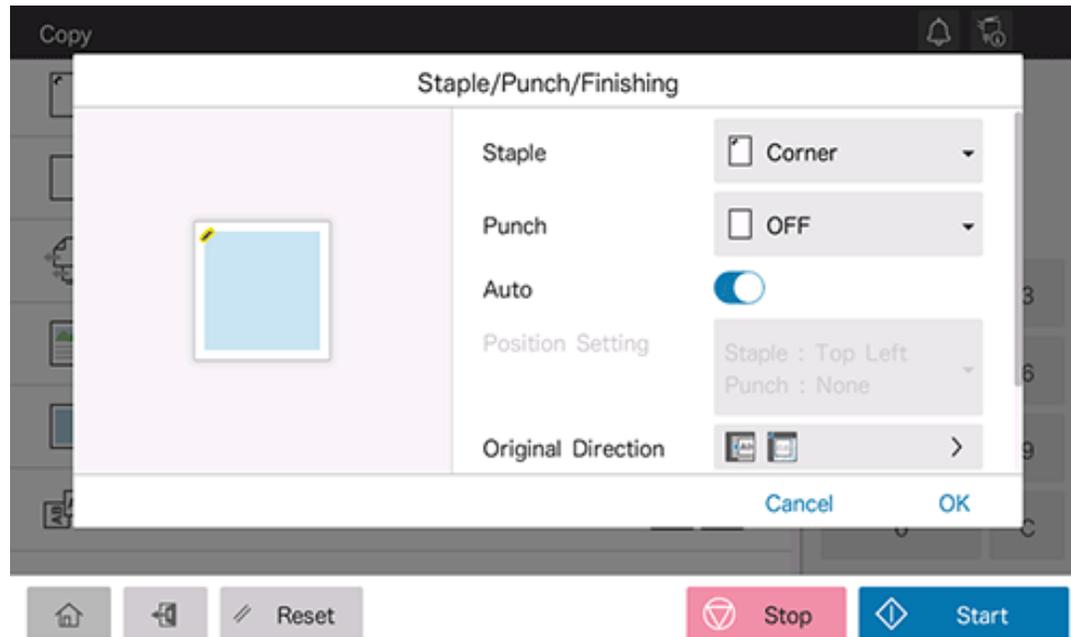


Tips

❏ To use this function, an option is required. For details on the required option, refer to [Here](#).

Punching ([Punch])

Punch the copied sheets for filing.



Setting	Description
[Punch]	To punch sheets, select the required number of punch holes.
[Position Setting]	Select a position to punch. Setting to [Auto] automatically determines the punching position based on the direction of the loaded original.
[Original Direction]	Specify the orientation to load the original.



Tips

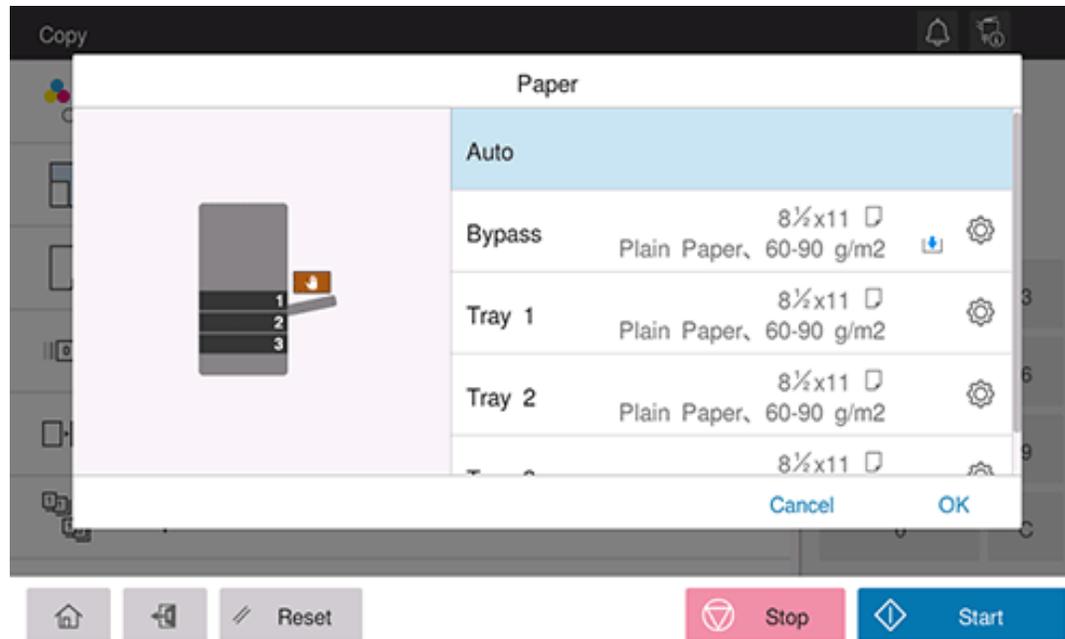
❖ To use this function, an option is required. For details on the required option, refer to [Here](#).

Tray Paper Setting

Changing tray paper setting

✓ The available paper type varies depending on the paper tray, so the displayed screen is different. For details on the available paper, refer to [Here](#).

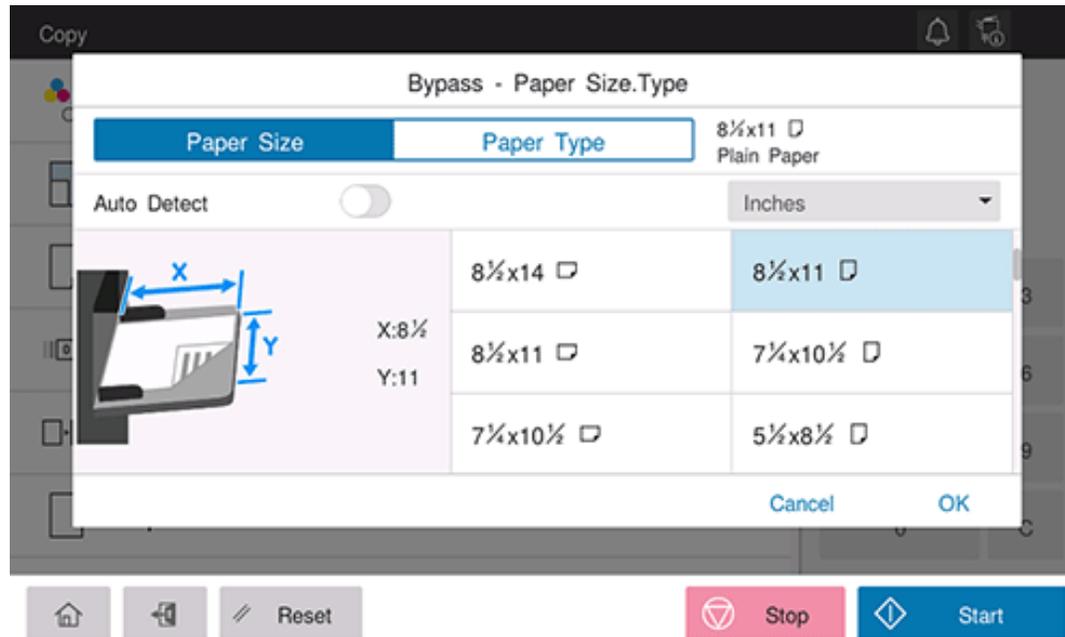
1. On the [Paper] setting screen, tap the setting icon (⚙️) of the tray you want to change paper settings for.



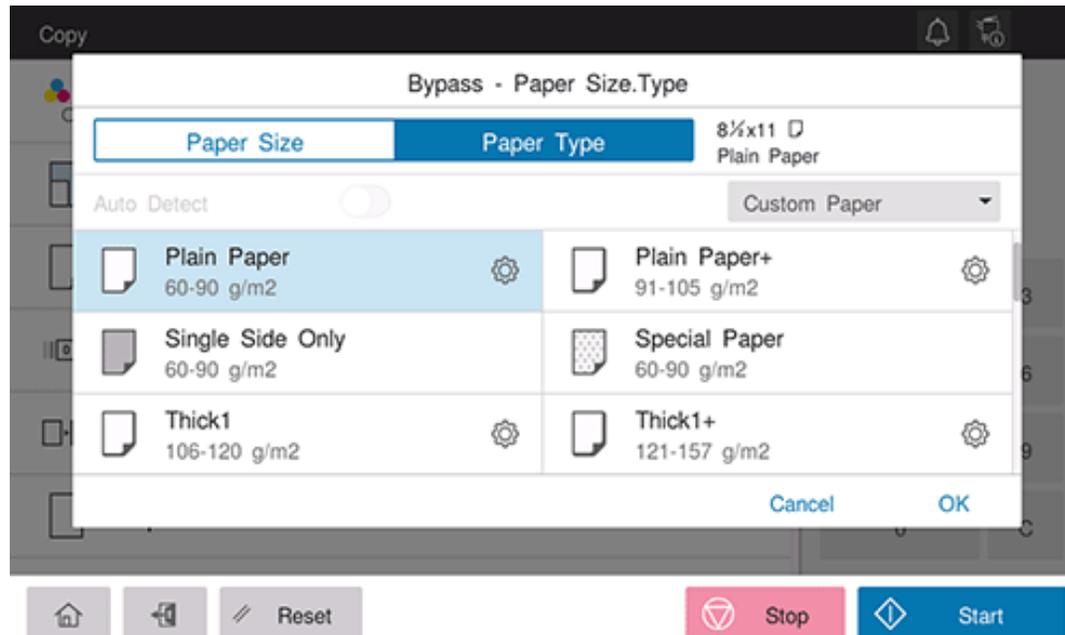
2. In [Paper Size], specify the size of the loaded paper.

- ➔ [Auto Detect]: Automatically detects the size of the loaded paper.
- ➔ [Custom Size]: Directly specify the length and width of paper. For details, refer to [Here](#).
- ➔ [Metric Sizes]: Specify the metric size of paper.
- ➔ [Inch Sizes]: Specify the inch size of paper.
- ➔ [Envelope/4 × 6] ([Envelope/A6 Card]): Specify postcard or standard-size envelope.

➔ [Other]: Specify other standard paper sizes.



3. In [Paper Type], specify the type of the loaded paper.



4. Tap [OK].



Tips

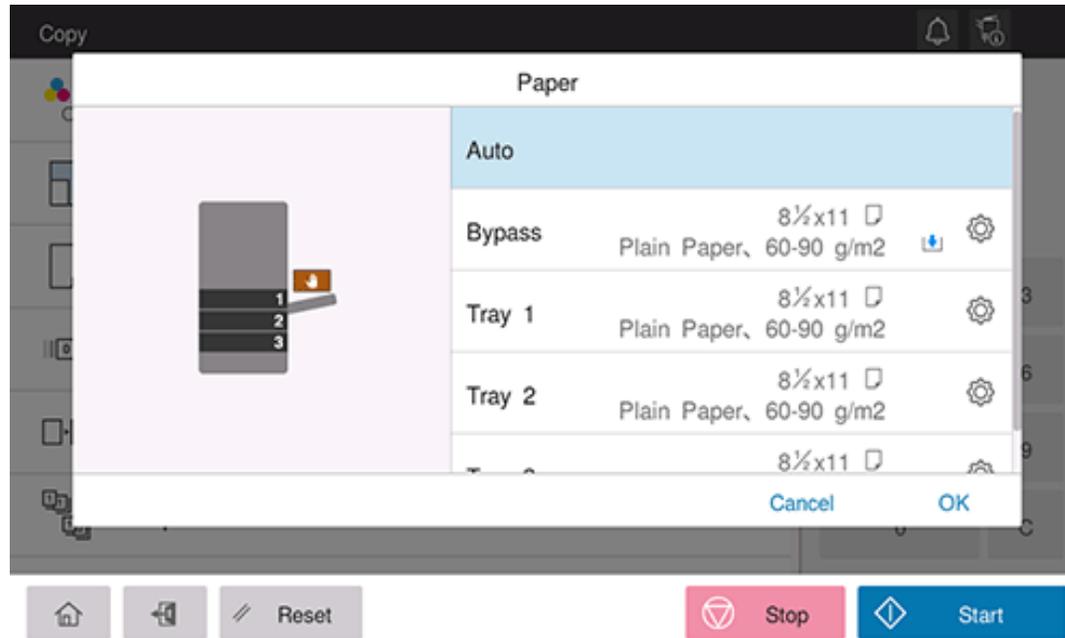
- ❖ When using plain paper of 15-15/16 lb to 18-5/8 lb (60 g/m² to 70 g/m²), tap the setting icon (⚙️) in [Plain Paper] of [Paper Type], and set to [Alter Thickness ON]. The paper tray set to [Alter Thickness ON] is placed to a low priority level among the paper trays in which plain paper is loaded. However, if [Alter Thickness ON] is set to all paper trays, the appropriate paper tray is selected based on the priority sequence specified in [Auto Paper Tray Selection Setting] ([Here](#)).

Specifying the custom size

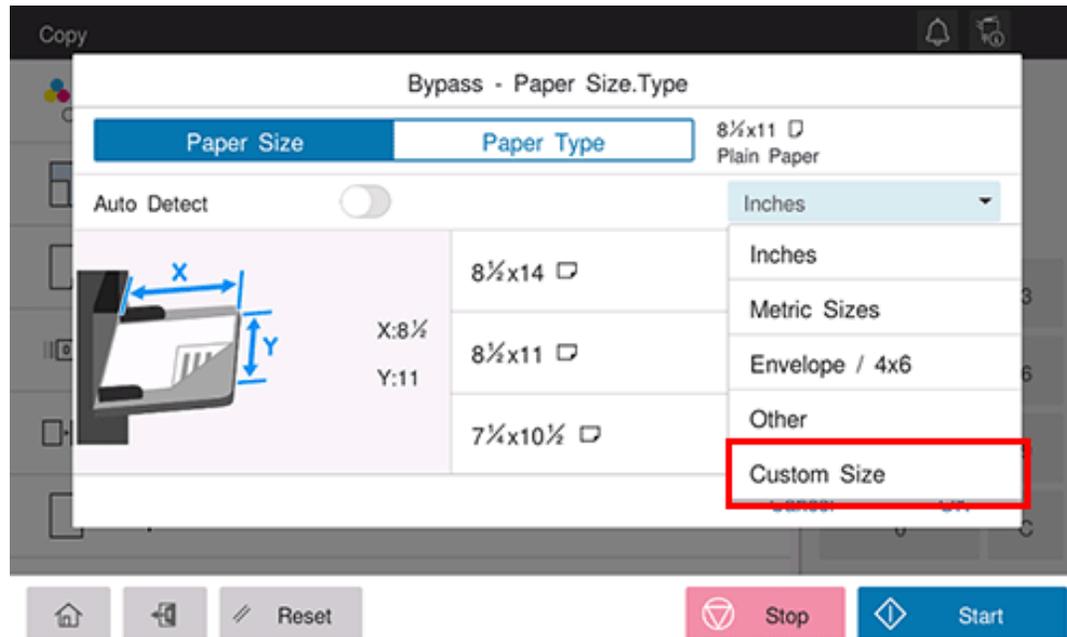
When loading custom-sized paper, directly enter the length and width of paper.

✓ Custom-size paper can be loaded in **Tray 1**, **Tray 2**, or **Bypass Tray**.

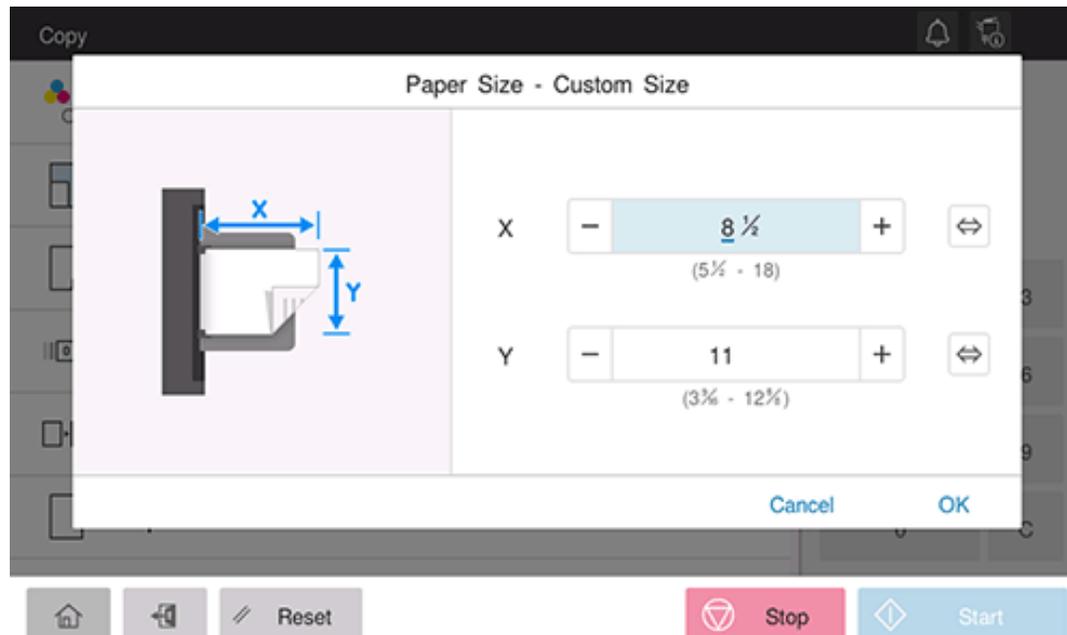
1. On the [Paper] setting screen, tap the setting icon (⚙) of the tray you want to change paper settings for.



2. Tap [Custom Size] from the drop-down list of [Paper Size].



3. Specify the length and width of the paper.



4. Tap [OK].

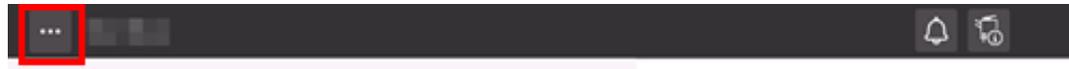
Changing the Default Option Setting

You can change the default option setting of basic style to the desired one.

- ✓ Before changing, select [Utility] - [Administrator] - [System Settings] - [Change Permission for Default Value Setting], and set [Change Permission for Default Value] to ON to display the menu icon on the screen of basic style.

1. Tap [Copy] on the home screen.
2. Change the target option setting to the value to be registered as the default.
3. Tap the menu icon in the upper left corner of the screen to display the menu. From this menu, select [Set the current setting value to Default value].

➔ To return to the factory default setting, select [Set the factory default setting value to Default value].



The value specified in step 2 is set as the default.