

## Displaying the Copy Screen

### Displaying from the main menu of classic style

1. Tap [Classic Style] on the home screen.



2. Tap [Copy] on the main menu of classic style.

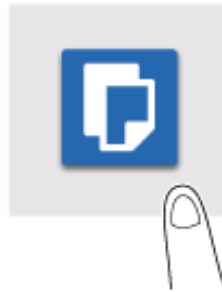


The Copy screen is displayed.

### Displaying from the home screen of basic style

- ✓ You need to place [Classic Copy] on the home screen of basic style. For details on the setting procedure, refer to [Here](#).

1. Tap [Classic Copy] on the home screen.

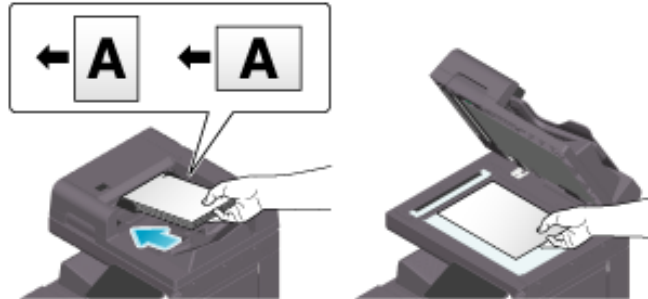


The Copy screen is displayed.

## Copying (Basic Operation Flow)

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### 1. Load the original.



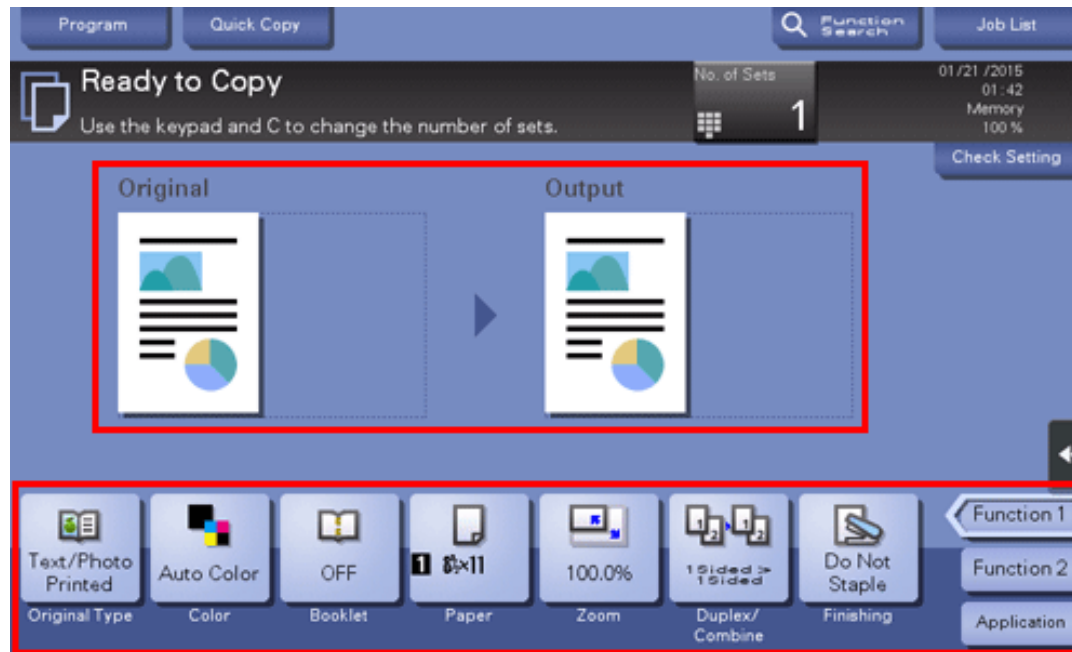
### 2. Display the Copy screen of classic style.

➡ For details on how to display the screen, refer to [Here](#).

### 3. Set copy options as needed.

➡ For details on option settings, refer to [Here](#).

➡ A setting change is reflected on the image of [Output]. Therefore, you can configure settings while checking the output image.



#### 4. If necessary, specify the number of copies using the keypad.

- ➡ Tapping [No. of Sets] displays the keypad.
- ➡ To change the number of copies, tap [C] (Clear).

#### 5. Use the Start key to start copying.

- ➡ If desired, tap [Check Setting] before starting a copy, and check the setting.
- ➡ To cancel copy, use the Stop key to stop copying. A list of the currently stopped jobs is displayed. Select the target job from the list, and delete it.
- ➡ If [Ready to accept another job.] is displayed during printing, you can scan the next original.



## Related setting

❏ [Basic Setting] ([Here](#))



## Related setting (for the administrator)

❏ [Display 10 Keypad when entering Number of Sets] ([Here](#))

## Interrupt Copy

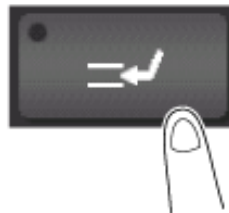
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When you want to make a copy for an urgent case, you can interrupt printing of another original and copy the urgent job.

### 1. Display the Copy screen of classic style.

➡ For details on how to display the screen, refer to [Here](#).

### 2. Tap [Interrupt] in the side menu.



The currently printing job is interrupted.

### 3. Load the original.

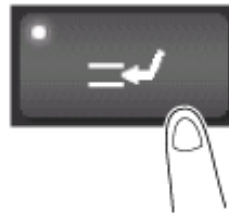
### 4. Set copy options.

### 5. Use the Start key to start copying.



**6. After the copy job is completed, tap [Interrupt].**

The interrupt status is canceled.  
The interrupted print job is resumed.



## Checking the Finishing Before Copying

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### Checking the preview image before copying

You can check the finishing image on the screen before copying.

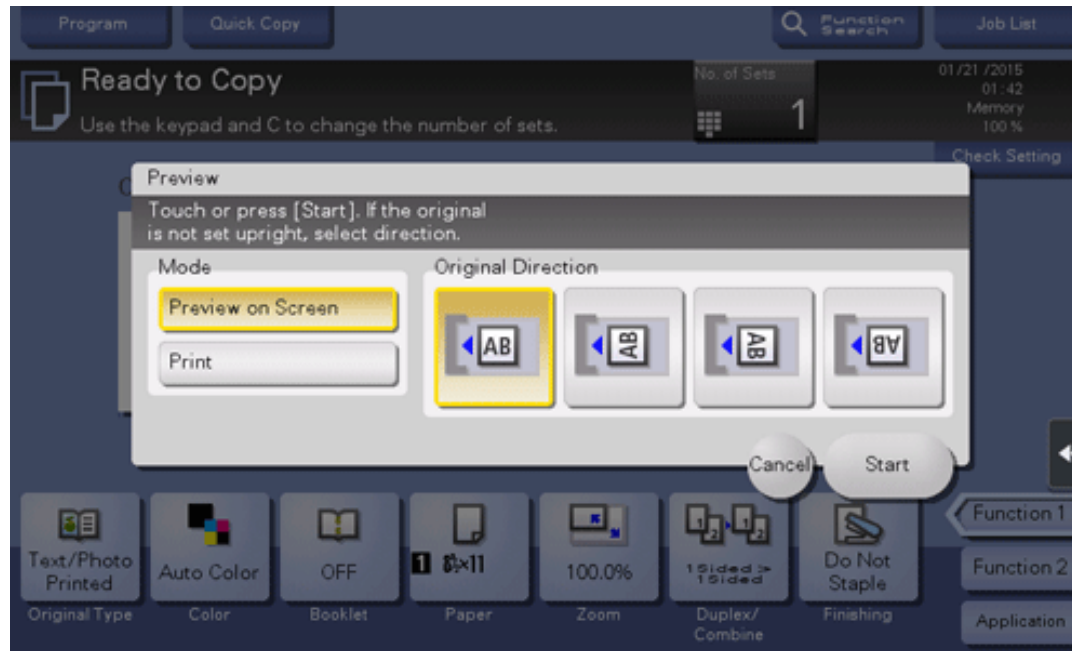
You can check the finishing image for setting errors, which will help prevent miscopies.

1. Load the original.
2. Display the Copy screen of classic style.
  - ➡ For details on how to display the screen, refer to [Here](#).
3. Set copy options.
4. Tap [Preview] in the side menu.



5. Tap [Preview on Screen], and also select [Original Direction] to suit the original direction.





## 6. Tap [Start].

The original is scanned, and the Preview screen is displayed.

## 7. Check the preview display, and rotate the page or change settings as required.

- ➡ To continue scanning originals, load the original, and tap [Start Scan].
- ➡ To start copying, tap [Print].
- ➡ To enlarge a preview image, tap the image twice quickly.
- ➡ To enlarge or reduce a preview image, pinch-in or pinch-out the image.
- ➡ To rotate an image 180 degrees, rotate the preview image.
- ➡ If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.
- ➡ If you tap the tab key on the right of the screen, you can display or hide the setting key. Using the setting key enables you to enlarge or rotate a page.



## 8. After all originals have been scanned, tap [Print].

Copying begins.

### Making a trial printing (Proof copy)

Before beginning actual copying, do a single test copy and check it is acceptable.

When making a large number of copies, use the proof copy function to prevent a large number of miscopies from occurring.

## 1. Load the original.

## 2. Display the Copy screen of classic style.

➡ For details on how to display the screen, refer to [Here](#).

3. Set copy options.

4. Enter the number of copies using the keypad.

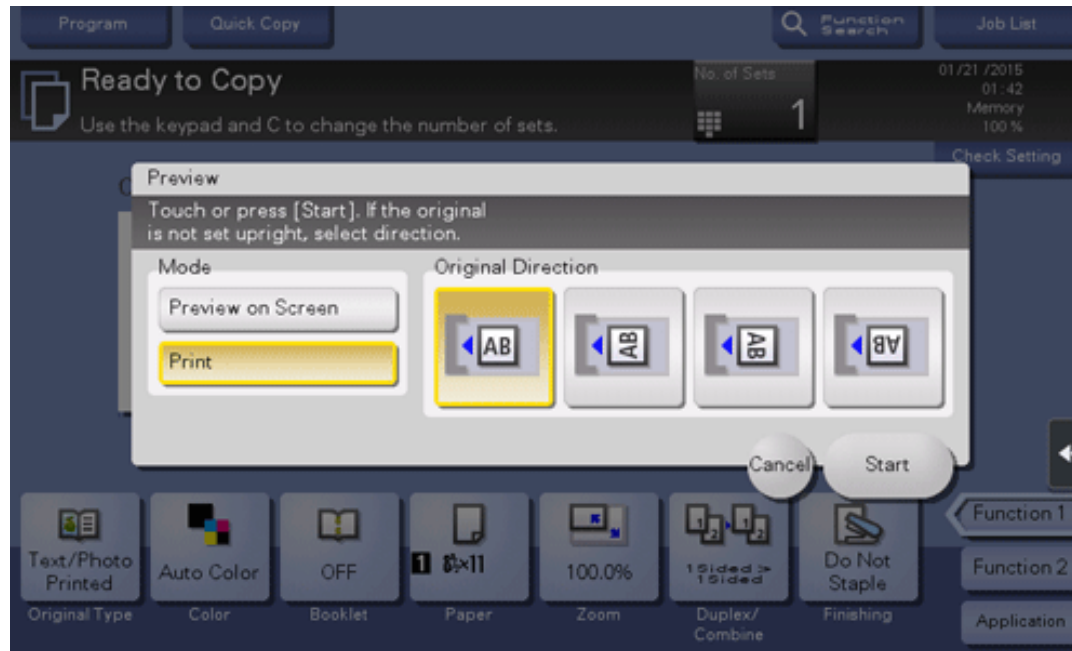
➡ Tapping [No. of Sets] displays the keypad.

➡ To change the number of copies, tap [C] (Clear).

5. Tap [Preview] in the side menu.



6. Tap [Print], and select [Original Direction] to suit the original direction.

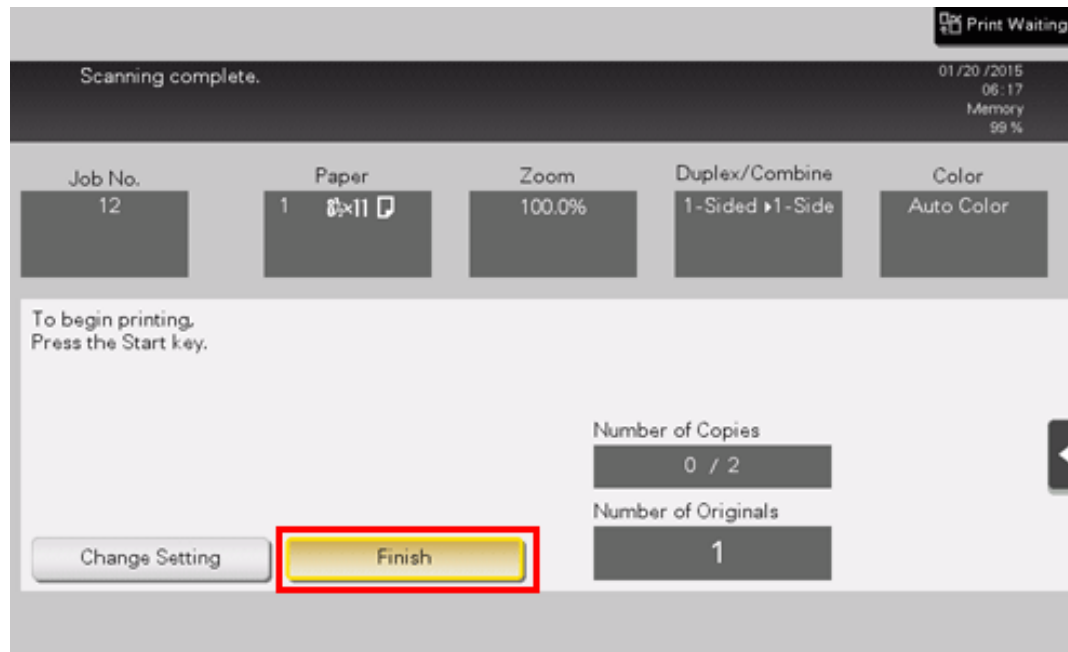


## 7. Tap [Start].

- ➡ If the original is loaded into the **ADF**, proceed to step 11. Copying begins for only one copy.
- ➡ If the original is loaded on the **Original Glass**, proceed to step 8.

## 8. Load the next original, and use the Start key to start scanning.

## 9. After all originals have been scanned, tap [Finish].



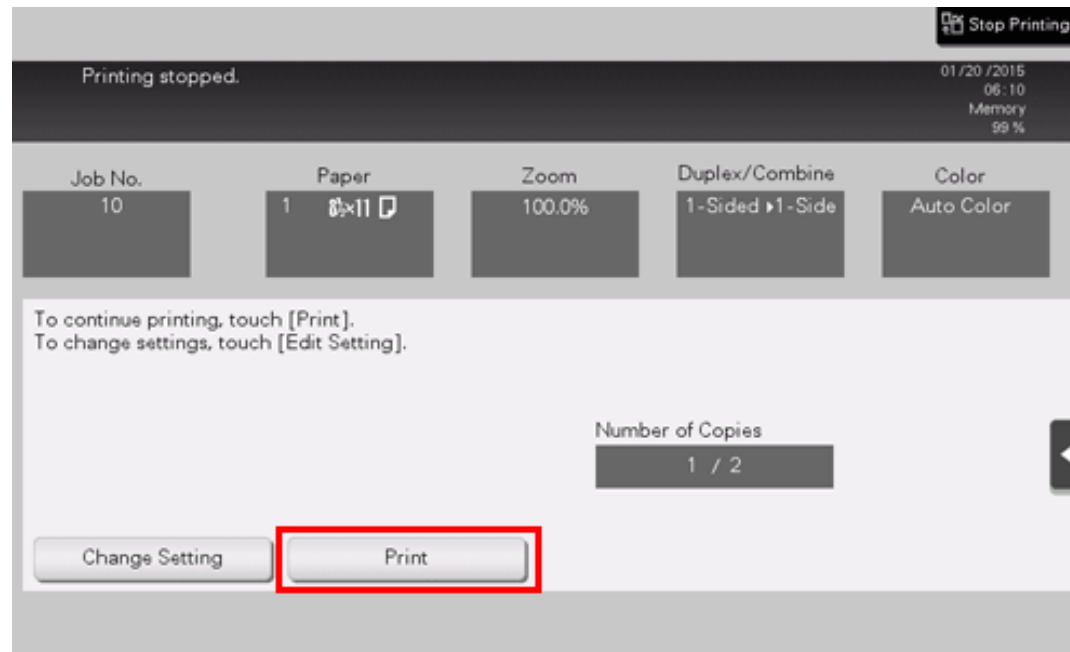
## 10. Use the Start key to start copying.

Copying begins for only one copy.

## 11. Check the proof copy.

➡ If necessary, tap [Change Setting] to change the copy settings.

## 12. Tap [Print].



Copying begins for the remaining copies.

## Recalling a Program for Copying

### About copy program

Program is a function used to register a combination of various copy settings as a recall key. The program to be registered in the copy mode is referred to as a copy program.

There are two types of copy programs: normal program to register copy settings and image adjustment program to register only image settings.

When you register a copy program, you can simply recall a combination of various copy settings from the main screen.



### Related setting (for the administrator)

- ❑ [Copy Program Lock Settings] ([Here](#))
- ❑ [Delete Saved Copy Program] ([Here](#))
- ❑ [Restrict User Access] - [Restrict Program Function Setting] ([Here](#))

### Registering a copy program

You can register up to 30 normal programs and up to three image adjustment programs.

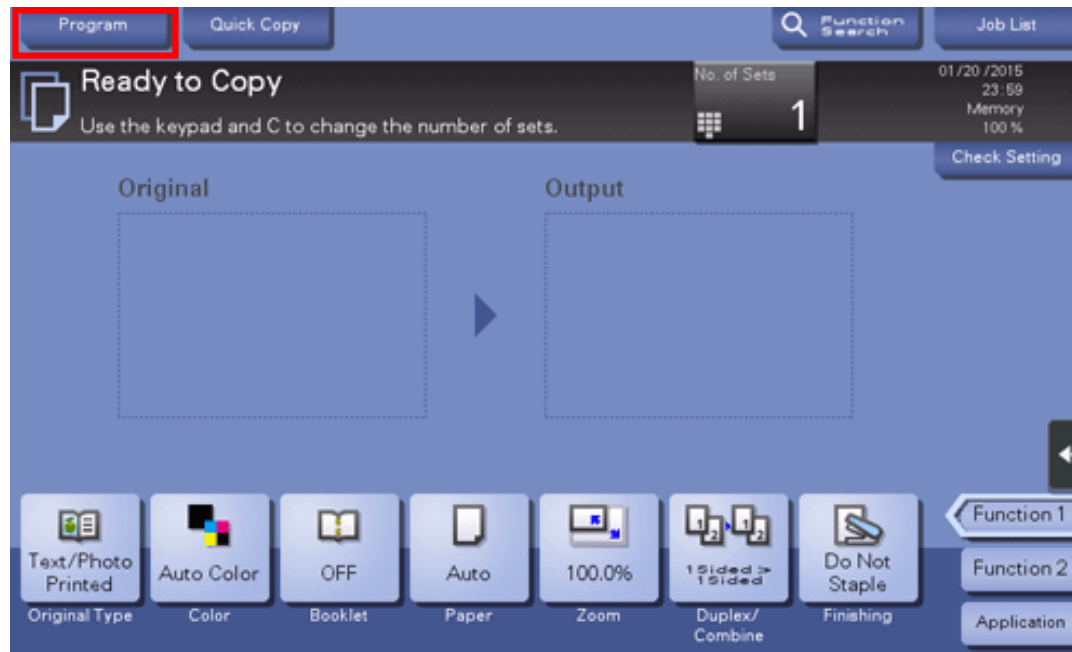
#### 1. Display the Copy screen of classic style.

➡ For details on how to display the screen, refer to [Here](#).

#### 2. Set copy options.

➡ Register the settings configured here as a program.

#### 3. Tap [Program].



4. Select an unregistered key, and also tap [Register].





➡ To register an image setting, select an unregistered key from [Image Adjustment Programs].

5. Enter the program name, and tap [OK].

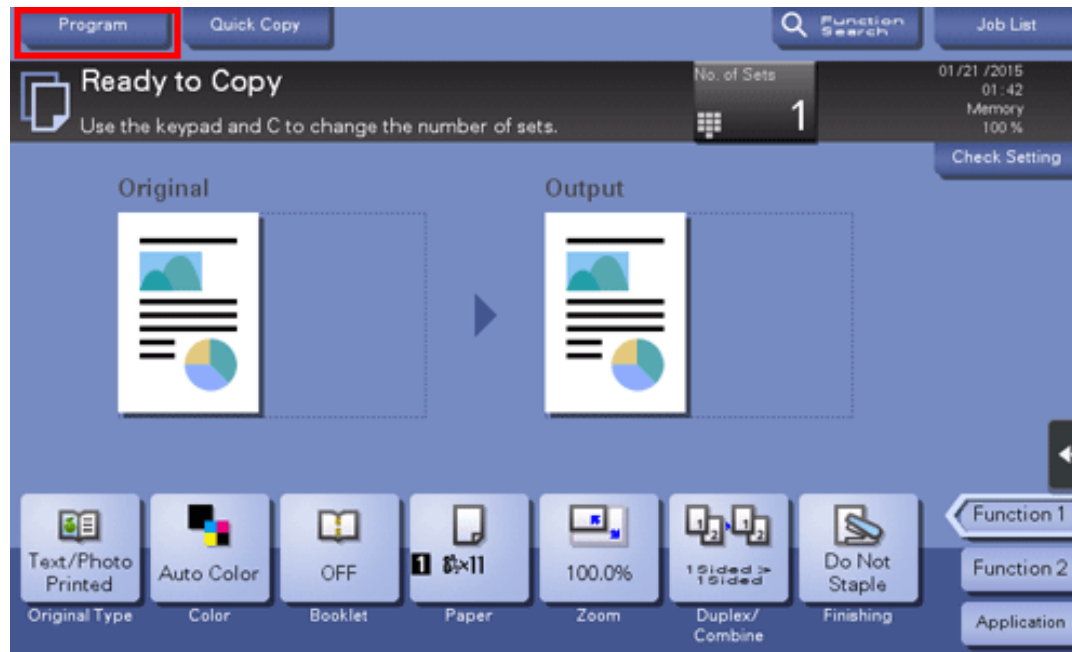
#### Recalling a copy program for copying

1. Load the original.

2. Display the Copy screen of classic style.

➡ For details on how to display the screen, refer to [Here](#).

3. Tap [Program].



#### 4. Select the program you want to recall, and tap [Recall].

- ➡ You can also recall a [Image Adjustment Programs] from [Original Type].
- ➡ Tapping [Check Setting] enables you to view the selected program settings.

The registered content of a program is applied.



## 5. Use the Start key to start copying.

➡ If desired, tap [Check Setting] before starting a copy, and check the setting.



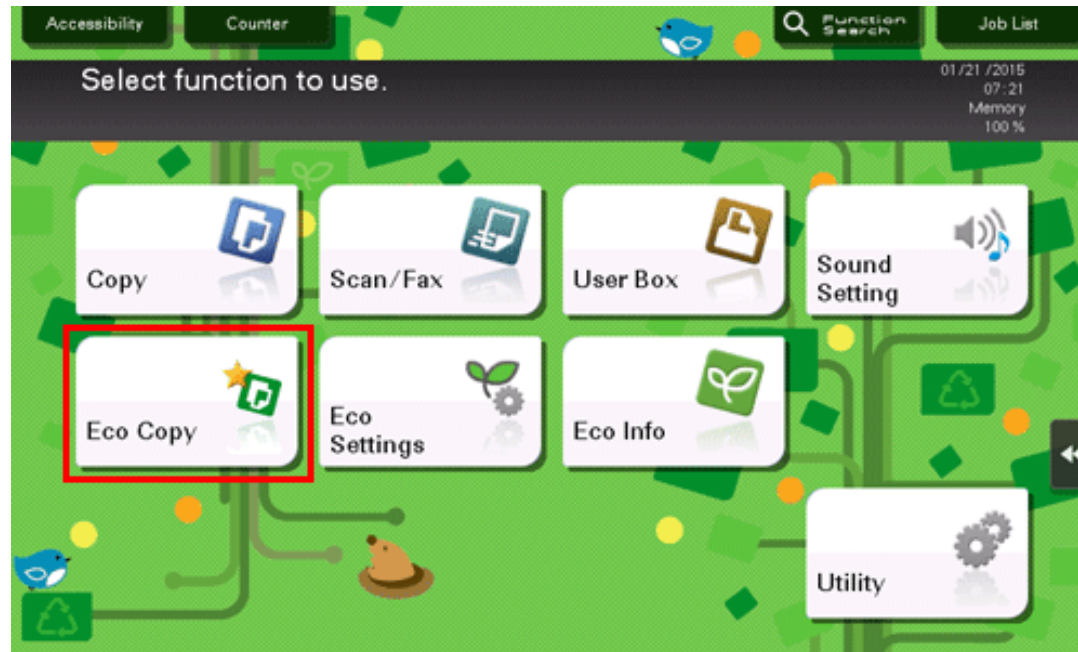
## Reducing Printing Costs to Make Copies ([Eco Copy])

### Eco Copy function

This machine provides the [Eco Copy] program that contains settings to reduce printing costs such as Duplex and Combine. You can easily make copies while reducing printing costs simply by tapping [Eco Copy] on the main menu.

### Preparation required to use this function (for the administrator)

Place [Eco Copy] on the main menu. For details on the setting procedure, refer to [Here](#).



### Tips

- When [Eco Copy] is placed on the main menu, the background of the main menu changes to that of the Eco function.



## Related setting (for the administrator)

❏ [Eco Copier Settings] ([Here](#))

### Using the Eco Copy function for copying

1. Load the original.
2. Tap [Eco Copy] on the main menu of classic style.



The preset setting is applied.

### 3. Use the Start key to start copying.

➡ If desired, tap [Check Setting] before starting a copy, and check the setting.




# Recalling Frequently Used Functions with Simple Action

## Collectively displaying the copy settings ([Quick Copy])

You can tap [Quick Copy] in the main screen in the copy mode of classic style to display the basic copy settings on a single screen. This function is useful when you want to configure basic settings collectively.



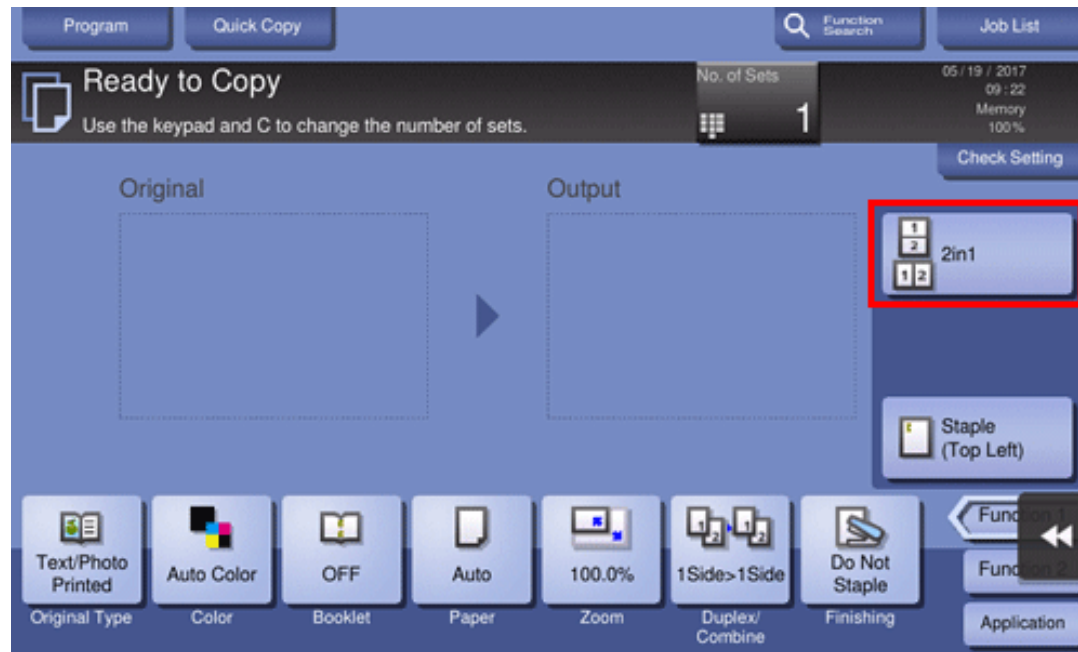
### Related setting

 [Copier Settings] - [Basic Screen] ([Here](#))

## Arranging frequently used copy settings on the main screen ([Quick Settings])

You can arrange a key (quick setting key), in which a copy mode setting is registered, on the main screen in the copy mode of classic style. If you arrange the frequently used copy mode settings on the main screen, it will be useful to specify the setting with a single key action.

To set the quick setting key, select [Copier Settings] - [Quick Settings 1] or [Quick Settings 2] ([Here](#)).

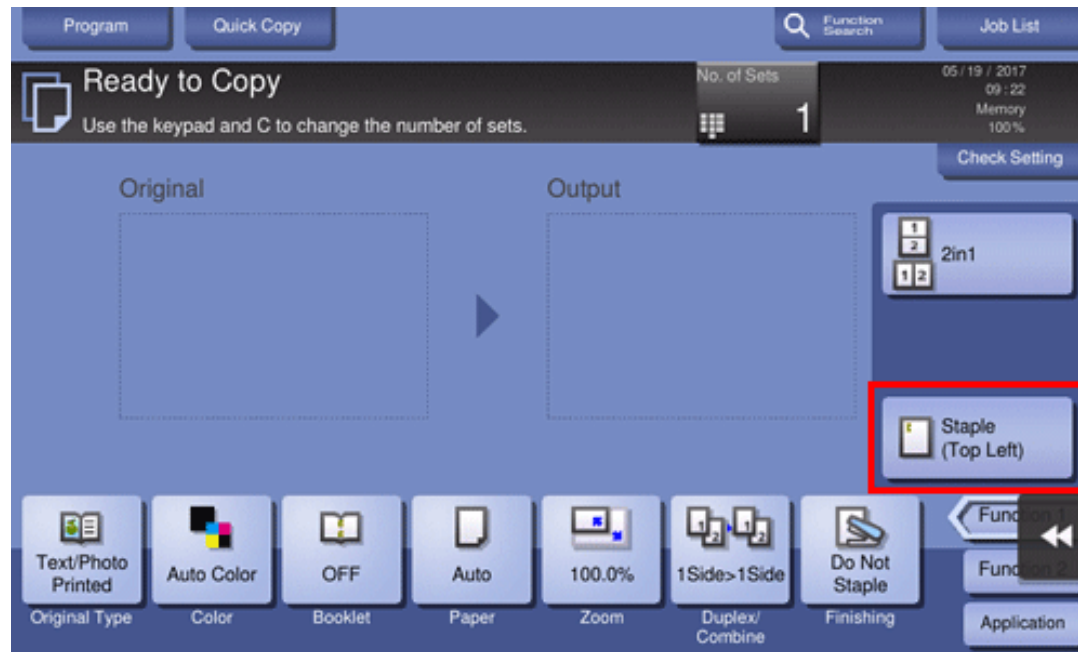


#### Arranging frequently used finishing settings on the main screen ([Finishing Program])

You can arrange a key (finishing program), in which a combination of finishing settings is registered, on the main screen in copy mode of classic style. If you arrange the frequently used combination of finishing settings as a recall key on the main screen, it will be useful to specify the setting with a single key action.

To set the finishing program, select [Finishing program] ([Here](#)).





## Tips

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

## Copy Option Settings

### Basic copy settings

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Original Type]	Select the optimum settings for the original to copy it at the optimum image quality.	<a href="#">Here</a>
[Color]	Select a copy color.	<a href="#">Here</a>
[Density]	Adjust the density of a copy image.	<a href="#">Here</a>
[Paper]	Specify the paper tray. You can also change the size and type settings of the paper loaded in paper trays.	<a href="#">Here</a>
[Zoom]	Copy an original image enlarged or reduced by an arbitrary zoom ratio.	<a href="#">Here</a>
[Original > Output]	Copies an original onto both sides of paper.	<a href="#">Here</a>
[Combine]	Reduces multiple pages on the same side of a single sheet to make copies.	<a href="#">Here</a>
[Group/Sort]	Feeds out copies separately page by page like "111", "222", "333", "444", and "555".	<a href="#">Here</a>
[Offset]	Feeds out copies separately one by one, for example: "12345", "12345", and "12345".	<a href="#">Here</a>
[Staple]	Staples the copied sheets.	<a href="#">Here</a>
[Punch]	Punches the copied sheets for filing.	<a href="#">Here</a>
[Half-Fold]*	Feeds out a copied sheet by folding it in two.	<a href="#">Here</a>
[Center Staple & Fold]*	Staples and feeds out a copied sheet by folding it in two.	<a href="#">Here</a>
[Tri-Fold]*	Folds copied sheets in three before feeding out.	<a href="#">Here</a>
[Z-Fold]*	Z-folds copied sheets before feeding out.	<a href="#">Here</a>

### Original scan settings

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
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[Mixed Original]	Scans an original of multiple different-size pages while detecting the size of each page. Select this option to scan the original using the <b>ADF</b> .	<a href="#">Here</a>
[Thin Paper Original]	Reduces the original feed speed to prevent thin paper from getting caught. Select this option to scan the original using the <b>ADF</b> .	<a href="#">Here</a>
[Z-Folded Original]	Even the original sizes of folded originals can be detected accurately. Select this option to scan the original using the <b>ADF</b> .	<a href="#">Here</a>
[Booklet Original]*	Scan a catalog with the staples removed as a 2-sided original, make a 2-sided copy, and staple the center of the paper in the same manner as the original catalog.	<a href="#">Here</a>
[Despeckle]*	Scans an original on the always clean <b>Slit Scan Glass</b> while alternately performing original scanning and dust cleaning on the <b>Slit Scan Glass</b> . Select this option to scan the original using the <b>ADF</b> .	<a href="#">Here</a>
[Blank Page Removal]	Removes blank pages from scan targets. Blank pages detected are not counted as original pages. Select this option to scan the original using the <b>ADF</b> .	<a href="#">Here</a>
[Binding Position]	Specify the binding position to suit the orientation of the target original.	<a href="#">Here</a>
[Original Size]	When the size of the original is not detected correctly, specify the size of the original you want to scan.	<a href="#">Here</a>
[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.	<a href="#">Here</a>
[Book Original]*	You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy as one page.	<a href="#">Here</a>
[Page Separation]*	Copy two-page spreads, such as a catalog with the staples removed, separately into the left and right pages.	<a href="#">Here</a>
[Tab Original]*	Copies an index original onto index paper, including the index tab.	<a href="#">Here</a>
[Separate Scan]	If the number of original sheets is so large that they cannot be loaded on the <b>ADF</b> at the same time, you can load them in several batches and handle them as one job.	<a href="#">Here</a>
[Auto Rotate]	In general use, this machine automatically rotates the original image according to the paper direction to make a copy. As needed, you can make a copy without rotating the original image.	<a href="#">Here</a>

#### Image and density settings

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Bkgd. Removal]*	Adjust the density of the background area when copying originals with colored background (newsprints, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.	<a href="#">Here</a>
[Text Enhancement]*	Highlights photos or texts when a text is superimposed over photos (figure, graph, etc.).	<a href="#">Here</a>
[Glossy]*	Copies an image with a glossy finish.	<a href="#">Here</a>

#### Color adjustment settings

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Neg-/Pos. Reverse]*	Reverses the contrast and colors of an image to make copies. The finished image looks like a negative print photo.	<a href="#">Here</a>
[Background Color]*	Colors the blank area of the original with a specified background color to make copies.	<a href="#">Here</a>
[Color Adjust]*	Adjusts the color quality (brightness, saturation, color balance, etc.) of the original to make copies.	<a href="#">Here</a>

#### Layout setting

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Booklet]*	Sorts original data pages like a booklet and copies on both sides in spread.	<a href="#">Here</a>
[Page Margin]*	Adds a margin to bind copied sheets before printing. Select a paper binding position and adjust the binding width at the binding position.	<a href="#">Here</a>
[Image Shift]*	You can fine tune the image position by shifting it in a horizontal or vertical direction according to the paper size.	<a href="#">Here</a>
[Mirror Image]*	Copy the original image by reversing its left and right, like a reflection image on the mirror.	<a href="#">Here</a>
[Image Repeat]*	Copies an original page repeatedly onto the same side of a single sheet.	<a href="#">Here</a>
[Poster Mode]*	Enlarges an original image, and divides it into multiple sheets to make copies. When you join the printed sheets, you can create a large image like a poster.	<a href="#">Here</a>

[Image Adjust]*	Specify how to arrange the original image on the paper. You can enlarge a part of the original to the maximum limits of the paper, or arrange the original image at the center of the page while the original size remains unchanged.	<a href="#">Here</a>
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#### Front cover or insertion paper setting

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[OHP Interleave]*	Inserts the specified paper between transparencies when making a copy onto multiple transparencies. The insertion sheets of paper prevent the transparencies from sticking together due to heat generated during copying or static electricity.	<a href="#">Here</a>
[Cover Sheet]*	You can insert a cover sheet before the first page or after the last page of the text.	<a href="#">Here</a>
[Insert Sheet]*	Inserts paper (colored paper, thick paper, etc.) different from a text page before the specified page.	<a href="#">Here</a>
[Insert Image]*	Inserts the original scanned on the <b>Original Glass</b> after the page you have specified in the original scanned using the <b>ADF</b> .	<a href="#">Here</a>
[Chapters]*	Makes copies so that the first page of each chapter is always printed on the front side of paper when an original is copied onto both sides of paper.	<a href="#">Here</a>

#### Stamp and page print settings

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Date/Time]*	Adds the print date/time to printouts.	<a href="#">Here</a>
[Page Number]*	Adds page and chapter numbers on printed sheets.	<a href="#">Here</a>
[Stamp]*	Adds a text such as "PLEASE REPLY" or "DO NOT COPY".	<a href="#">Here</a>
[Stamp Repeat]*	Prints a stamp such as "Copy" or "Private" on the entire page.	<a href="#">Here</a>
[Header/Footer]*	Adds the date, time, and any desired text in the top and bottom margins (header/footer) of the specified page.	<a href="#">Here</a>
[Watermark]*	Prints a text such as "Copy" or "Private" on the center of all pages in a tint color.	<a href="#">Here</a>

[Overlay]*	Overlays the original image scanned in the first page on the original images scanned in the second and subsequent pages.	<a href="#">Here</a>
[Registered Overlay]*	Registers original images to the hard disk of this machine as overlay images. You can call a registered overlay image and compose it on an original that is scanned later.	<a href="#">Here</a>

### Copy security setting

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Copy Protect]*	Prints a text such as "Copy" or "Private" in the background pattern as a concealed text.	<a href="#">Here</a>
[Copy Guard]*	Embeds the copy restriction pattern in the copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying.	<a href="#">Here</a>
[Password Copy]*	Embeds the password for password copy in the copy protection function that prints concealed security watermarks such as "Private" or a date in the background to prevent unauthorized copying.	<a href="#">Here</a>

### Erase settings

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Frame Erase]*	Erases the four sides of the original by the same width amount. You can also specify the width to be erased for each side.	<a href="#">Here</a>
[Non-Image Area Erase]*	Automatically detects the original and erases shadows outside the original when making copies with the <b>ADF</b> open and the original placed on the <b>Original Glass</b> .	<a href="#">Here</a>

### Other settings

The functions of the function name suffixed by an asterisk "\*" are available only in classic style.

Function name	Description	Reference
[Save in User Box]*	Saves original images in the User Box of this machine.	<a href="#">Here</a>
[Program Jobs]*	Scans each loaded original with different settings, and makes copies collectively.	<a href="#">Here</a>

[Card Shot]

Arranges the front and back sides of the card on the same side of a single page to make copies when you want to copy cards.

[Here](#)