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User manual KYOCERA KM-2540
User guide KYOCERA KM-2540
Operating instructions KYOCERA KM-2540
Instructions for use KYOCERA KM-2540
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ADVANCED OPERATION GUIDE

KM-2540
KM-3040



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When this License expires ors, refer to the page detailing that function or source tray. viii 1 Copy Functions This chapter covers the following topics.

Selecting Paper Source 1-2 Selecting Original Size 1-3 Standard Sizes ...

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[Function]. Press [Original Size].

Select the original size. Choose [Auto] to match the size of placed originals automatically. Press the Start key. Copying begins. Auto Select size Size Entry Other stand.

Size 11×17" 8½×11" 11×8½" 8½×14" 5½×8½" 8½×5½" 11×15" 8½×13½" 8½×13" A4 A4 Other Standard Sizes Follow the steps as below to specify the other standard sizes. 1 2 3 Place the original. Press [Function]. Press [Original Size]. Copy Functions 1-3 Ready to copy. Original Size Shortcut Pape Ba 4 5 6 Press [Other stand.Size] ([Others stand.Size]). Select the original size. Press the Start key.

Copying begins. A3 Select size Size Entry Other stand.Size A5 A5 A6 B4 B5 B5 B6 B6 Folio P.Card OUFUKU HAGAKI 8K 16K 16K Size Entry Follow the steps as below to enter the original size when not listed in the standard sizes. Ready to copy. Original Size (2~115/8) Y Select size Size Entry Other stand.Size Shortcut (2~17) " X Ba 1 2 3 4 5 6 Place the original. Press [Function]. Press [Original Size]. Press [Size Entry]. Press [+] or [-] to set the Y (height) and X (width) sizes.



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With the metric models, you may enter the size directly using the numeric keys by pressing [#-Keys]. Press the Start key. Copying begins. .
2.2 " Set original scanning ran Custom Size Follow the steps as below to specify one of the custom sizes. y. Shortcut Paper Size Set 11×8½" 100% Back
Close Custom Size 8½×14" 8½×13½" 8½×13" A4 A4 1111/16 ×169/16 " 1111/16 ×169/16 " 1111/16 ×169/16 " 1111/16 ×169/16 " 1 2 3 4 5 Place the
original. Press [Function].

Press [Original Size]. Select the original size from Custom Size (Use regist). Press the Start key. Copying begins. " 1" ½" 5½×8½" 8½×5½" 11×15" 1-4
Copy Functions Copy Quantity Sets the number of sheets to copy. You may specify up to 999 sheets for a single copy job. Follow the steps as below to specify
the copy quantity. y. Paper Size Set 11×8½" 100% 4 in 1 Margin Left Bord Erase Sheet 1 2 Place the original. Use the numeric keys on the operation panel to
enter the desired copy quantity.

Note To clear the copy quantity, press the Stop/Clear key. Copy quantity will be reset to 1. Auto % 100% Zoom oice Function Auto Density Density Program
Off Staple Left Top Staple 3 Press the Start key. Copying begins. Copy Functions 1-5 Orientation of Original Document Orientation of the original must be
specified to use the following functions. Duplex Mode Split Mode (separate copies from two-sided originals) Margin Mode Centering Originals
Border Erase Combine Mode Memo Pages Page Numbering Booklet Stapling (optional feature) Placing originals on the platen Original [Top Edge Top]
[Top Edge Left] Placing originals in the optional document processor Original [Top Edge Top] [Top Edge Left] Note The default setting for the original
orientation may be changed. For further details, refer to Orientation of Original Document on page 3-17. Follow the steps as below to specify the original
orientation. y. Shortcut Paper Size Set 11×8½" 100% Back Select Original Orientation.

Close 1 2 3 4 5 6 7 Place the original. Press [Function] and then press [Press [Original Orient.]. According to the placed orientation of the original, press
[Top Edge Top] or [Top Edge Left]. Press [Close].

Configure the functions which require specification of the original orientation, such as Duplex mode. Press the Start key. Copying begins. Down]. ck Original
Orientation.

can hown at right side of display. ow the steps. If setting mode is ng, incorrect copy will result. Top Edge Top Top Edge Left 1-6 Copy Functions Offset Mode
3 2 1 3 2 1 3 2 1 3 2 1 Outputs printed copies such that each set is stacked perpendicular (rotated 90 degrees) to the previous set. Note Use of this feature
requires paper of the same size must be loaded in the different cassettes with portrait and landscape orientations. Only 11 × 8 1/2", A4, B5 and 16K paper
sizes may be used with Offset mode. Follow the steps as below for using Offset mode. Original Copy Ready to copy. Collate/Offset Collate Offset Shortcut Ba
1 2 3 4 5 Press [Function]. Press [Collate/Offset].

Press [On]. Use the numeric keys to enter the copy quantity. Place the original and press the Start key. Copying begins. If the original has been placed on the
optional document processor, copying begins automatically. If the original is placed on the platen, Scan next original(s) is displayed. Place the next original
and press the Start key. If all original pages have been scanned, press [Scanning finished]. Copying begins. Copied pages are output to the top tray offset per
each set.

Collate Off Collate:On Off On Copy Functions 1-7 Stapling Staples sets of copies. Note Requires the optional document finisher or built-in finisher. The
orientations of the original and corresponding staple positions are as follows. Original Copy Orientation of Original Platen Document processor Follow the
steps as below for stapling. Staple Mode.

Turn over paper in the cassette if output does not align. Staple Mode Staple Position Shortcut P Ba 1 2 3 4 5 Press [Function] and then press [Press [Staple].
Press [1 staple]. Select the staple position. Down].

Place the original and press the Start key. If the original has been placed on the optional document processor, copying begins automatically. If the original is
placed on the platen, Scan next original(s) is displayed. Place the next original and press the Start key. If all original pages have been scanned, press
[Scanning finished]. Copying begins. Off 1 staple Upper Left Upper Right 1-8 Copy Functions Combine Mode Images from either two or four originals are
reduced and combined onto a single copy. The page boundary of each original can be indicated by a solid or dotted line. Note Combine mode supports 11 ×
17", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5, B5R, 8K, 16K and 16KR paper sizes. 2-in-1 Mode Copy two originals onto a single sheet.

This mode can be used with Duplex mode to copy four originals onto one sheet. The orientations of the original and corresponding output are as follows.
Original Copy Orientation of Original Platen Document processor Note When placing the original on the platen, copy originals in the page order. Copy
Functions 1-9 4-in-1 Mode For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.
The orientations of the original and corresponding output are as follows. Original Copy Orientation of Original Platen Document processor Note When
placing the original on the platen, copy originals in the page order. Types of Page Boundary Lines Choose from the following options for lines to indicate
page boundaries. None Solid Dotted Position Mark Follow the steps as below to combine originals. 1 2 Press [Function].

Press [Combine]. 1-10 Copy Functions Ready to copy. Combine Layout Shortcut Border line None Off 2 in 1 4 in 1 Solid Dotted Position Mark To To Sele
Orie Ba 3 4 5 6 Press either [2 in 1] ([2-in-1]) or [4 in 1] ([4-in-1]). Select desired page sequence from Layout. Select the page boundary line from Border
line.

Place the original and press the Start key. If the original has been placed on the optional document processor, copying begins automatically. If the original is
placed on the platen, Scan next original(s) is displayed. Place the next original and press the Start key. If all original pages have been scanned, press
[Scanning finished].

Copying begins. Copy Functions 1-11 Margin Mode You can shift the original image to make space on the copy for binding on the left (right) or top (bottom)
side.



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Margin widths are as follows. Model Type Inch models Metric models Range 0 - 3/4" (1/8" increments) 0 - 18 mm (1 mm increments) Margin on the Back Side When duplexing, you can also specify the margin on the back side. Auto Automatically sets margins to match the front side setting. When [Auto] is specified, the left and right margins on the front are reversed on the back. In other words, when the left margin of the front side is set to 1/2" (10 mm), the back side right margin is set to 1/2" (10 mm). The top and bottom margin widths on the back will match those on the front. Separate Front/Back Margins Enables you to specify the front and back settings separately. Note You can set the default margin width.

For further details, refer to Setting Margin Defaults on page 3-8. Follow the steps as below to use the Margin mode. 1 2 3 4 5 6 Place the original so the top edge is aligned with the back or left of the platen. Press [Function]. Press [Margin/Centering]. Press [Margin]. Press [], [], [] or [] to adjust the top, bottom, left and right margins. For duplex copying, press [Back page margin]. Ready to copy. Margin/Centering Front page (0~3/4) Shortcut Ba Sele Ori " . 0 Off Margin Centering Left (0~3/4) Auto " Back page margin To To 1/4 Ready to copy. Back page margin Back page (0~3/4) " Auto Front/Back margin (0~3/4) " To To Bac Sele Ori 7 Press [Auto] or [Front/Back margin]. [Auto] specifies the margin on the back side automatically based on the front margin. For [Front/Back margin], press [], [], [] or [] to adjust the top, bottom, left and right margins. 8 9 Depending on the placed original, select [Top Edge Top] or [Top Edge Left] from Select Original Orientation.

Press the Start key. Copying begins. 1-12 Copy Functions Centering Originals When copying onto paper larger than the original size, centers the original image on the paper. Follow the steps as below for centering. 1 2 3 4 5 6 Place the original so the top edge is aligned with the back or left of the platen. Press [Function]. Press [Margin/Centering]. Press [Centering]. Depending on the placed original, select [Top Edge Top] or [Top Edge Left] from Select Original Orientation. Press the Start key. Copying begins. Ready to copy. Margin/Centering Shortcut Ba Sele Ori Off Margin Centering Able to center scanned image on paper. To To Copy Functions 1-13 Border Erase Prevents the appearance of shadows from around the edges of originals. Choose from the following Border Erase modes.

Sheet Border Erase Use this mode to erase black borders around the single sheet original. Original Copy Book Border Erase Use this mode to erase black borders around the edges and in the middle of the original such as a thick books. You can specify the widths individually to erase the borders around the edges and in the center of the book. Original Copy Separate Border Erase Use this mode to specify border widths individually on all sides to erase. The border widths that can be set for each mode are as follows. Model Type Range 0 - 2" (1/8" increments) 0 - 50 mm (1 mm increments) Original Copy Inch models Metric models Note You can set the default width for erasing borders. For further details, refer to Erasing Borders on page 3-9. Sheet Border Erase Follow the steps as below to erase the black borders from around the edges of the single sheet original. Ready to copy. Border Erase (0~2) Border Off Bord Erase Sheet Book Erase Individual BordrErase Shortcut Ba 1 2 3 4 5 6 Place the original.

Press [Function]. Press [Border Erase]. Press [Bord Erase Sheet]. Press [+] or [] to set the border erase width. With metric models, you can enter the border width directly using the numeric keys by pressing [#-Keys]. Press the Start key. Copying begins. 1/4 " Book Border Erase Follow the steps as below to erase the black borders around the edges of original such as a book. 1 2 Place the original. Press [Function].

1-14 Copy Functions Ready to copy. Border Erase (0~2) Border Off Bord Erase Sheet Book Erase Individual BordrErase Shortcut (0~2) " Gutter Ba 3 4 5 Press [Border Erase]. Press [Book Erase]. Press [+] or [] to set the Border (outer edges) and Gutter (middle) border widths. With metric models, you can enter the border width directly using the numeric keys by pressing [#-Keys]. 1/4 1/2 " 6 Press the Start key. Copying begins. Separate Border Erase Follow the steps as below to erase the black borders specifying the width of the borders individually. 1 2 3 4 5 6 Place the original so the top edge is aligned with the back or left of the platen. Press [Function].

Press [Border Erase]. Press [Individual BordrErase]. Depending on orientation of the placed original, select [Top Edge Top] or [Top Edge Left] from Select Original Orientation. From [Top], [Bottom], [Left] and [Right], select the desired border to adjust the border width. Ready to copy. Border Erase 1/4" Top Off Bord Erase Sheet Book Erase Individual BordrErase Left 1/4" 1/4" Right To To Shortcut 1/4" Bottom Ba Sele Ori Ready to copy. Individual Border Erase (0~2) Top Ba Sele Ori 7 8 9 To To Press [+] or [] to set the border erase width. With metric models, you can enter the border width directly using the numeric keys by pressing [#-Keys]. Press [Close]. To specify widths of other borders to erase, repeat steps 6 - 8.

Press the Start key. Copying begins. 1/4 " Copy Functions 1-15 Page Numbering Numbers multi-page originals in sequential order. The formats of numbering include: [- 1 -], [P. 1], or [1/n].

[1/n] prints the total number of pages in the place of 'n'. The page number will be centered at the bottom of the page. Original [- 1 -] [P. 1] [1/n] Follow the steps as below for page numbering. 1 2 3 4 5 Place the original so the top edge is aligned with the back or left of the platen.

Press [Function]. Press [Page #] ([Page numbering]). Select the page stile from [- 1 -], [P. 1], or [1/n]. To start page numbering from the page other than the first page, press [Select 1st page] ([Setting 1st page]). Ready to copy. Page # Start Page # Select 1st page Finish Page # Last page Select last page Shortcut Start # Select start # Denominator # Auto Sel denominator # To To Sele Ori Ba Off -1- P.1 1/n Ready to copy. Select 1st page (1~10) Page Ba Sele Ori 6 7 Press [+] or [] to select the starting page and press [Close]. To specify the starting a number other than 1, press [Select start #] ([Setting Start page]).

To To Ready to copy. Select start # (1~999) Ba Sele Ori 8 9 Press [+] or [] to select the starting page and press [Close]. Press [# keys] ([#-Keys]) to enter with numeric keys. To specify the page to end numbering, press [Select last page] ([Setting last page]).



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keys To To 1-16 Copy Functions Ready to copy. Select last page (0--10) Page Auto Manual To To Ba Sele Ori 10Press [Manual]. 11Press [+] or [-] to select the starting page and press [Close]. 12For [1/n], to manually set the number for 'n', press [Sel denominator #] ([Set Denomin. #]). Ready to copy. Select denominator # (1~999) Ba Sele Ori 13Press [Manual]. 14Press [+] or [-] to select the number for 'n' and press [Close]. Press [# keys] ([#-Keys]) to enter with numeric keys. 15Depending on the placed original, select [Top Edge Top] or [Top Edge Left] from Select Original Orientation. Auto Manual # keys To To 16Press the Start key.

If the original has been placed on the optional document processor, copying begins automatically. If the original is placed on the platen, Scan next original(s) is displayed. Place the next original and press the Start key. If all original pages have been scanned, press [Scanning finished]. Copying begins.

Copy Functions 1-17 Cover Mode Use a distinctive front and/or back cover. Change the paper source and copy the first and last page of the original onto colored or thick paper. Cover sheet types Front cover Description Copies the first page of the original onto cover sheet specified paper as the cover page. Copies the first page and last page of the original onto cover sheet paper as back and front covers. Front Cvr + Back Cvr Paper for the cover page is fed from the MP tray. To supply cover paper from a cassette, refer to Specifying Paper Source for Cover on page 3-6. For duplex copying, The cover page is also printed on both sides. Follow the steps as below for adding covers. Ready to copy. Cover Shortcut Ba 1 2 3 4 5 Place the original.

Press [Function]. Press [Cover]. Press [Front cover] or [Front Cvr + Back Cvr]. Press the Start key. If the original has been placed on the optional document processor, copying begins automatically. If the original is placed on the platen, Scan next original(s) is displayed. Place the next original and press the Start key. If all original pages have been scanned, press [Scanning finished]. Copying begins. No cover Front cover Front Cvr + Back Cvr Automatically adds co set using paper (color from a different casse Load the paper for specified cassette.

1-18 Copy Functions Booklet from Sheets Delivers booklet of two-sided copies with facing pages from one-sided or two-sided originals. Booklets such as magazines can be created by folding at the center. Also, thick paper or colored paper may be inserted as a cover page. Paper for the cover page is fed from the MP tray. To supply cover paper from a cassette, refer to Specifying Paper Source for Cover on page 3-6.

Note Paper sizes available for booklet (sheet original) are limited to 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5 and B5R. For binding on the left side The folded copies can be read from left to right. Original Copy For binding on the right side The folded copies can be read from right to left. Original Copy For top binding The folded copies can be read from top to bottom. Original Copy Follow the steps as below for these booklet types. 2 sided mode. Booklet Original Finishing Shortcut Stitching Off Off Booklet Book Booklet 1 sided 2-sided Left/Right 2-sided Top/Bottom Binding Left Binding Right Binding Top To To Stitching Front cvr Sele Ori Ba 1 2 3 4 Press [Function]. Press [Booklet]. Press [Booklet]. Select binding orientation for Original and Finishing. If the message Cannot copy with these settings. Modify settings according to the original and finishing is displayed, verify that you are selecting the correct original orientation (shown at the right of the touch panel) and the correct settings for the original and finished copies. Copy Functions 1-19 2 sided mode. Stitching Front Cvr Ba 5 6 To insert a cover page, press [Stitching Front cvr] ([Stitching Front cov.]).

Press [On] and press [Close]. Place the original and press the Start key. Note When using the platen, be sure to place the originals in page order. If the original has been placed on the optional document processor, copying begins automatically. If the original is placed on the platen, Scan next original(s) is displayed. Place the next original and press the Start key. If all original pages have been scanned, press [Scanning finished]. Copying begins. Off On Automatically adds co binding mode using p thick) fed from a diffe Load the paper for specified cassette. 1-20 Copy Functions Booklets from Facing Pages Copies book originals to booklets consisting of two-sided copies with facing pages.

Booklets such as magazines can be created by folding at the center. Also, thick paper or colored paper may be inserted as a cover page. You can change the cassette set as the paper to be used for the cover page. For further details, refer to Specifying Paper Source for Cover on page 3-6. Note Original sizes that can be used with Booklets from Facing Pages are limited to 11 × 17", 8 1/2 × 11", A3, B4, A4R, B5R, A5R, 8K, and output paper size is limited to 11 × 17", 8 1/2 × 14", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5 and B5R.

Follow the steps as below for these booklet types. Set first page. Press Start key. Booklet Original Finishing Shortcut Copy front Off Off Booklet Book Booklet Book Left Book Right Binding Left Binding Right Copy on front cvr Se top Ba 1 2 3 4 Place the book original and press [Function]. Press [Booklet].

Press [Book Booklet]. Select the original and finished types. Set cover page. Press Start key. Copy on front cover Ba Se top Off On When selecting ON for copying on the front cover, follow the instruction. 1.Scan front cover book original. 2.Start scan book originals. 5 6 To insert a cover page, press [Copy on front cvr] ([Copy on front cov.

]). Press [On] and press [Close]. Press the Start key. Scanning of the original begins. Scan next original(s) is displayed. Place the next original and press the Start key. If all original pages have been scanned, press [Scanning finished]. Copying begins. Copy Functions 1-21 Memo Mode Makes copies with a space for adding notes. You can also copy two originals onto the same sheet with a space for notes.

Note Memo page mode supports 11 × 17", 11 × 8 1/2", 8 1/2 × 11", A3, B4, A4, A4R, B5, B5R, 8K, 16K and 16KR page sizes. Layout A Reduces images of one original page for copying onto half of a single page, leaving the other half blank for notes. Original Copy Layout B Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes. Original Copy Types of Page Boundary Lines Choose from the following options for lines to indicate page boundaries. None Solid Dotted Position Mark Follow the steps as below for Memo mode.



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1 2 Press [Function] and then press [Press [Memo Pages]. Down]. 1-22 Copy Functions Ready to copy. Memo Pages Layout Shortcut Border line None Off Layout A Layout B Solid Dotted Position Mark To To Ba Sele Ori 3 4 5 6 Press [Layout A] or [Layout B]. Select desired page sequence from Layout. Select the page boundary line from Border line. Place the original and press the Start key. If the original has been placed on the optional document processor, copying begins automatically. If the original is placed on the platen, Scan next original(s) is displayed. Place the next original and press the Start key. If all original pages have been scanned, press [Scanning finished]. Copying begins. Copy Functions 1-23 Continuous Scan Scans multiple originals for a single copy job without using the optional document processor. Divide the original into smaller sets and scan each set with the document processor. In Continuous Scan mode, you can continue scanning originals until you press [Scanning finished].

Follow the steps as below to use continuous scan. Place originals then press Start key. Continuous Scan Shortcut Ba 1 2 3 4 Press [Function]. Press [Continuous Scan]. Press [On]. Place the original and press the Start key. Place the next original and press the Start key. Scan the remaining original pages in the same manner. When done, press [Scanning finished]. Copying begins.

Off On Copy images from Do platen for output as on Proof Copy Make a test copy of a single set to verify settings before printing the remaining sets. If a problem is found, avoid wasting paper canceling the remaining copy job. Follow the steps below to do a Proof copy job. Ready to Proof Copy. Proof Copy Shortcut Ba 1 2 3 4 Press [Function] and then press [Press [Proof Copy].

Press [On]. Down]. Place the original and press the Start key. The proof copy begins. Off On Proof copy outputs on Check proof copy.

To stop and retry, press Cancel key. To continue to print, press Start key. Orig. Page Count/Set Outpu 5 After printing a single test copy, a confirmation screen will be displayed, and the copier will remain in standby mode until the job is approved or cancelled. Check the proof copy. If it is acceptable, press the Start key. The remaining sets will be printed. 11×8½" 1 sided Top Edge APS 11×8½" Plain Monochrome, 1 side Collate Top Change Preset To change the copy quantity, press [Change Preset] and change the copy count. If there is a problem with the copy, press [Cancel] to redo the copy settings. Job 1-24 Copy Functions Repeat Copy Set Repeat Copy to enable printing additional sets if required after copy completion.

Note Only one job can be stored for repeat copying. If you store a new Repeat Copy job, the data for the previous job is deleted. Repeat Copy job is deleted when the main power is switched off. It is also possible to disable Repeat Copy or configure Repeat Copy in default settings mode. For further details, refer to Enabling Repeat Copy on page 3-9. Preparing a Job for Repeat Copy Configure Repeat Copy as shown below. Ready to copy. Repeat Copy Shortcut Ba 1 2 3 4 Press [Function] and then press [Press [Repeat Copy]. Press [On]. Down].

Place the original and press the Start key. Copying begins and the job is stored as a Repeat Copy job. Off On When select [On], job You can recall and re-Repeat Copy Output Press the Repeat Copy key to display the Check Details/Reprint screen and review the details of stored job. You can then reprint stored job entirely, print just the first page or delete the job. Re-Printing Jobs Follow the steps as below to reprint a Repeat Copy job.

1 Press the Repeat Copy key. Close Details Print from 1st 2 Press [Reprint]. Delete 11×8½" Top tray Reprint Copy Functions 1-25 Stop 3 4 Press [+] or [], or use the numeric keys to set the number of copies. Press [Printing]. Printing begins.

Set Printing Printing the First Page This function allows you to check Repeat Copy job by printing just the first page. Close Details Print from 1st 1 2 Press the Repeat Copy key. Press [Print from 1st] ([Head Print]). The first page of the Repeat Copy job is printed. Delete 11×8½" Top tray Reprint Deleting Repeat Copy Job Follow the steps as below to delete stored Repeat Copy job. Close Details Print from 1st Delete 1 2 3 Press the Repeat Copy key. Press [Delete]. Press [Yes] to delete the job. 11×8½" Top tray Reprint 1-26 Copy Functions Auto Image Rotation Copies the original image rotated clockwise 90 degrees if set original and the paper loaded into the cassette are the same size but different orientations. Note Set whether to enable or disable Auto Image Rotation mode in default settings mode.

For further details, refer to Selecting Auto Image Rotation on page 3-8. Auto Image Rotation mode supports 11 × 8 1/2", 8 1/2 × 11", 5 1/2 × 8 1/2", A4, A4R, A5R, B5, B5R, B6R, 16K and 16KR paper sizes only. Follow the steps as below to use Auto Image Rotation. Ready to copy. Auto Image Rotation Shortcut Ba 1 2 3 Press [Function] and then press [Press [Auto Image Rotation]. Press [On]. Auto Image Rotation is enabled. Down]. Off On When original and pa direction, image will b Copy Functions 1-27 Selecting Output Destination The optional job separator, document finisher or built-in finisher can be specified as copy output destinations. Paper Output Top tray Job Sep.

Tray Finisher tray Description Outputs to the top tray of the machine. Outputs to the optional job separator. Outputs to the optional document finisher tray or built-in finisher tray. Note Requires the optional job separator, document finisher or built-in finisher. Change the default destination for copies in default settings mode.

For further details, refer to Selecting Output Destination on page 3-18. Follow the steps as below to select the output destination. Ready to copy. Output Tray Shortcut Bac 1 2 3 4 Press [Function] and then press [Press [Output Tray]. Select the output destination.

Down]. Place the original and press the Start key. Copying begins. Job Sep. Tray Top tray Finisher tray Select proper output tray t mixing jobs. You can confirm output tra management. EcoPrint Set EcoPrint mode to save toner consumption. Use this mode when high-quality copying is not required (e.g., when making test copies).

Note The image may appear lighter. Follow the below steps to configure EcoPrint. y. Shortcut Paper Size Set 11×8½" 100% Back EcoPrint Conserve toner consumption. Image is light. Close 1 2 3 Press [Function] and then press [Press [EcoPrint]. Press [On]. EcoPrint is enabled. Down]. e saves toner. e lighter. Off On 1-28 Copy Functions Negative Image Copying Copies the black and white negative (reversed) images of black and white originals.



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Follow the steps as below for negative image copying. Ready to copy. Negative Image Shortcut Ba 1 2 3 Press [Function] and then press [Press [Negative Image].

Down]. Press [On]. Negative image copying is enabled. Off On Copy the scanned image black and white parts. Mirror Copying Copies mirrored images of the original.

Follow the steps as below for Mirror Copying. Ready to copy. Mirror Image Shortcut Ba 1 2 3 Press [Function] and then press [Press [Mirror Image]. Down]. Press [On]. Mirror copying is enabled. Off On Creates Mirror Image Copy Functions 1-29 Mixed Size Originals Mode Using the optional document processor, the originals of different sizes can be loaded in a batch and copied. The size of each original page is automatically detected and each original is automatically printed to the matching paper size or all originals printed are on the same size output paper. Note This operation requires the optional document processor. Up to 30 sheets can be loaded in to the document processor at once for Mixed Size Originals mode.

The following paper sizes can be used. Inch models: 11 × 8 1/2" and 11 × 17", 8 1/2 × 14" and 8 1/2 × 11" Metric models: A3 and A4, B4 and B5 Mixed Size Copies Each copy is the same size as the original. Original Copy Same Sized Copies All originals are output on a single size copy. Original Copy Follow the steps as below for Mixed Size Originals mode. 1 2 Place originals in document processor. Press the Mixed Sized Originals key. Ready to copy. Mixed Size Originals 1st pg. Orig Shortcut Ba 3 Press [Mixed Size Copies] or [Same Sized Copies]. For [Same Sized Copies], select the size of the first original page and press [Close].

Select the paper tray from the [Basic] screen. Note In order to correctly set the finished bind direction, set the size of the first page of the original. Off Mixed Size Copies Same Sized Copies 8 1/2×11"/ 11×8 1/2" 8 1/2×14"/ 11×17" Able to scan mix size o one time using Docum and copy them in unif 4 Press the Start key. Copying begins. 1-30 Copy Functions Programmed Copying Press the program number (1 to 8) to recall the program.

After registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs to identify them. Registering Programs Follow the steps as below to register a program. 1 2 3 4 No registration No registration No registration No registration Access the copy mode you would like to register and press [Program]. Press [Register].

Press the number (1 to 8) of the program to register. Enter the program name and press [End]. Note Refer to the Operation Guide for how to enter text characters. Register present setting Select program number. No registration No registration No registration No registration 5 Press [Yes]. The program is registered. Using Programs to Copy Press the number (1 to 8) of the program to use for copying. Ready to copy. Recall abc list a Dele list b list c Basic User choice file 1 file 2 Function Program Cha Nam list d Reg Reg 1 2 3 Press [Program]. Press the button for the desired program number (1 to 8).

Place the original and press the Start key. Copying begins using the configured program. Editing Program Names Follow the steps as below to edit the names assigned to registered programs. Registration name change Select the number for changing name. 1 2 3 4 Press [Program]. Press [Change Name]. Press the number (1 to 8) of the program to rename. Re-enter the program name and press [End]. Note Refer to the Operation Guide for how to enter text characters. abc list a list b list c list d No registration file 1 file 2 5 Press [Yes].

The modified program name is saved. Copy Functions 1-31 Deleting programs Follow the steps below to delete saved programs. Delete registration Select the number of program to delete. 1 2 3 4 Press [Program]. Press [Delete].

Press the number (1 to 8) of the program to delete. Press [Yes]. The program is deleted. abc list a list b list c list d No registration file 1 file 2 1-32 Copy Functions Assigning Register Keys Assigns three frequently used functions listed on the [Function] screen to assign keys. Functions may also be assigned from the [Basic] screen or [User choice] screen.

Assigning Register Keys Follow the steps as below to assign register keys. Note To assign a register key, first set Showing the Register Key on page 3-10 to [On]. Ready to copy. Combine Layout Shortcut Border line None Off 2 in 1 4 in 1 Solid Dotted Position Mark To To Sele Ori Ba 1 2 Open the function you would like to assign. Press [Shortcut] ([Register]). Note Functions in which [Shortcut] ([Register]) is displayed may be assigned register keys. 3 Press [Register]. Register present setting Select the number of program to registered. 4 5 Press the number (1 to 3) to be assigned. Press [Yes].

The registered register keys will be displayed at the right of the [Basic] screen. No registrat. No registrat. No registrat. Deleting Register Keys Follow the steps as below to delete Register keys. Delete registration Select the number of program to delete. 1 2 3 4 5 Press the Register key display the assigned function. Press [Shortcut] ([Register]) to display Create Shortcut (Register). Press [Delete]. Press the number (1 to 3) you would like to delete.

Press [Yes]. The register key is deleted. 4 in 1 Margin Left Bord Erase Sheet Copy Functions 1-33 Job Build Job Build allows you to scan originals in several separate steps and copy at once. In each step of the scanning process you can specify different settings (such as zooming and border erase) and you can specify different types of originals. Other examples include inserting a blank sheet between sets of copies from each step and specifying a front cover page during a duplexing step.

Job Build Procedure This procedure describes how to use a job build for the following example. Example <Finished Copies> Pages marked with * are blank, pages shown in gray are colored paper. <Originals> Note In this example, color paper to be used for the cover page is set in the MP tray and regular paper is loaded in Cassette 1. Open the Job Build Screen. Step 1: 1 Press the Job Build key.

Settings Common to All Steps Sets Duplexing and Repeat Copy. Note Set Repeat Copy to increase number of sets later as needed. Other settings not used in this example may also be configured here. For further details, refer to Setting Functions on page 1-37. Ready to Job build. Job Build 11×8 1/2" Paper Selection Offset Finished Basic Step 1 sided Original Type Auto % Zoom Quality 1 sided Copy 1 sided/ 2 sided Top Edge Top Original Orient. Edit 2 Press [1 sided/2 sided] ([1-sided/2-sided]).



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Place originals then press Start key. 1 sided copy-Left Finished page #: 1-34 Copy Functions Ready to Job build. 1 sided/2 sided Copy Finishing 3 Ba Sele
Orie Place originals then press Start key.

Press [2 sided Copy] ([2-sided Copy]), and from Finishing select [Binding Left] and press [Close]. 1 sided Copy 2 sided Copy Binding Left Binding Right
Binding Top To To Ready to Job build. Job Build Off Border Erase Off Margin/ Centering Basic Step Auto Original Size Off Page # Quality 4 Off Repeat
Copy Top tray Output Tray Edit Press [Edit] and on the next screen press [Repeat Copy]. Place originals then press Start key. 2 sided copy-Left Finished
page #: Ready to Job build. Repeat Copy 5 Ba Press [On] and press [Close]. Place originals then press Start key. Off On When select [On], job You can
recall and re Original A Settings For paper selection, set MP tray (color paper). Ready to Job build. Job Build 11x8½" Paper Selection Offset Finished Basic
Step 1 sided Original Type Auto % Zoom Quality 6 2 sided Copy 1 sided/ 2 sided Top Edge Top Original Orient.

Edit Press [Basic]. On the next screen, press [Paper Selection]. Place originals then press Start key. 2 sided copy-Left Finished page #: Ready to Job build.
Paper Selection Place originals then press Start key.

Ba 7 8 Select the MP tray and press the [Close]. Place the Original A and press the Start key. Scanning of the original begins. 11x8½" Plain 11x11" Color
11x8½" Plain 8½x11" Plain 11x8½" Color Copy Functions 1-35 Step 2: Set Original A Back Side to Blank press start key. key when starting copy.
p ded al o% 2 sided Copy 1 sided/ 2 sided Top Edge Top Original Orient. ality Edit Set 9 Press [Print from Front page]. The back side of the page will be left
blank and copying will continue from the next page. Cancel Insert page 2 sided copy-Left Finished page #: Next copy page: Rear Print from Front page
Scanning finished Step 3: Complete the Settings for Original B. Select Cassette 1 (plain paper) for paper setting. 10Press [Paper Selection]. 11Select Cassette
1 and press [Close]. 12Place Original B and press the Start key. Scanning of the original begins. Step 4: Complete the Settings for Original C For paper
selection, set MP tray (color paper).

13Press [Paper Selection]. 14Select the MP tray and press [Close]. 15Place Original C and press the Start key. Scanning of the original begins. Step 5:
Leave Back Side of Original C Blank press start key. key when starting copy. p ded al o% 2 sided Copy 1 sided/ 2 sided Top Edge Top Original Orient. ality
Edit Set 16Press [Print from Front page]. The back side of the page will be left blank and copying will continue from the next page. Cancel Insert page 2
sided copy-Left Finished page #: Next copy page: Rear Print from Front page Scanning finished 1-36 Copy Functions Step 6: Complete the Settings for
Original D Select Cassette 1 (plain paper) for paper setting.

17Press [Paper Selection]. 18Select Cassette 1 and press [Close]. 19Place the Original D and press the Start key. Scanning of the original begins. Step 7:
Specify Blank Colored Paper for the Back Cover For paper selection, set MP tray (color paper).

press start key. key when starting copy. p ded al o% 2 sided Copy 1 sided/ 2 sided Top Edge Top Original Orient. ality Edit Set Cancel Insert page 2 sided
copy-Left Finished page #: Next copy page: Front Print from Rear page Scanning finished 20Press [Paper Selection]. 21Select the MP tray and press
[Close].

22Press [Insert page] ([Insert blank page]). 23All originals have been scanned. Press [Scanning finished]. Printing begins. 24If there are no problems with
the output, use Repeat Copy to This completes the steps for the above operation. produce additional copies as necessary. For further details, refer to Repeat
Copy on page 1-25. Setting Functions This section explains the copying functions available when using Job Build. Paper Selection Select the paper size.
Ready to Job build.

Job Build 11x8½" Paper Selection Offset Finished Basic Step 1 sided Original Type Auto % Zoom Quality 1 sided Copy 1 sided/ 2 sided Top Edge Top
Original Orient. Edit Place originals then press Start key. 1 2 Press [Basic]. On the next screen, press [Paper Selection]. Select the MP tray or a cassette and
press [Close]. 1 sided copy-Left Finished page #: Copy Functions 1-37 Original Type Select the original type according to type of original being scanned.
The following original types are available. Original Type 1 sided (1-sided) 2 sided (2-sided) Book Description Single sided sheet original. 2-sided sheet
original. Magazine or book originals with facing pages.

1 2 Press [Basic]. On the next screen, press [Original Type]. Select [1 sided] ([1-sided]), [2 sided] ([2-sided]) or [Book]. When selecting [2 sided], check the
binding direction and be sure that the originals are placed in the correct orientation. When selecting [Book], be sure that the binding direction is correct.
Note [2 sided] ([2-sided]) is displayed when the optional document processor is installed. 3 Press [Close]. 1 sided/2 sided Copying Select either [1 sided
Copy] ([1-sided Copy]) or [2 sided Copy] ([2-sided Copy]) for the finish type. 1 Press [Basic]. On the next screen, press [1 sided/2 sided] ([1sided/2-sided]).
Note 1 sided/2 sided copy selection is common to all steps. It may only be configured as the first step. 2 3 Press [1 sided Copy] ([1-sided Copy]) or [2 sided
Copy] ([2-sided Copy]) and from Finishing select the binding direction. Check the orientation of the original. Note Incorrect copying may occur if the
original is not placed correctly. 4 Press [Close]. Finish Set the Finish options. The following settings are available. Offset (Group) Each completed set is
rotated 90 degrees to the next before stacking. Stapling Use the optional document finisher or built-in finisher to staple the completed copies.

1 Press [Basic]. On the next screen, press [Finished]. Note Finish settings are common for all steps. It may only be configured as the first step. 2 For
finishing, press [On] ([1 set]). For further details, refer to Offset Mode on page 1-7. For stapling, press [Staple Mode] and complete the settings. For further
details, refer to Stapling on page 1-8. 1-38 Copy Functions 3 Check the orientation of the original. Note Incorrect copying may occur if the original is not
placed correctly.

4 Press [Close]. Zoom Select the desired magnification. 1 2 3 Press [Basic]. On the next screen, press [Zoom]. Select the desired magnification.
For instructions on reducing/enlarging, refer to Zoom in Chapter 3 of Operation Guide. Press [Close]. Original Orientation Check the orientation of the
original. 1 2 Press [Basic].



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On the next screen, press [Original Orient].

]. Select [Top Edge Top] or [Top Edge Left]. Note Incorrect copying may occur if the original is not placed correctly. 3 Press [Close]. Density Set the copy density. The setting items are as follows. Item Auto Manual Ready to Job build. Job Build Density 4 Density Step Text Original Image Off EcoPrint 1 sided copy-Left Finished page #: Description Automatically adjusts copy contrast. Manually adjust the copy contrast. Place originals then press Start key.

1 2 3 Press [Quality] and on the next screen press [Density]. Select [Auto] or [Manual]. If [Manual] is selected, press [Lighter] or [Darker] to adjust the contrast. Press [Close]. Basic Quality Edit Original Image Quality Specify the Image Quality based on the original type. 1 2 3 Press [Quality] and on the next screen, press [Original Image]. Select the image quality. For further details on image quality, refer to Selecting Image Quality in Chapter 3 of Operation Guide. Press [Close]. Copy Functions 1-39 EcoPrint Set EcoPrint to save toner consumption.

1 Press [Quality] and on the next screen press [EcoPrint]. Note EcoPrint is a common setting to all steps. It may only be configured as the first step. 2 3 Press [On]. EcoPrint is enabled.

Press [Close]. Border Erase Prevents the appearance of shadows from around the edges of originals. The setting items are as follows. Item Bord Erase Sheet Individual BordrErase Description Erase black borders around the single sheet original. Specify border widths individually on all sides to erase.

Ready to Job build. Job Build Off Border Erase Off Margin/ Centering Basic Step Auto Original Size Off Page # Quality Place originals then press Start key.

1 2 Off Repeat Copy Top tray Output Tray Edit Press [Edit] and on the next screen press [Border Erase]. Press [Bord Erase Sheet] or [Individual BordrErase] and specify the border width to erase. For further details, refer to Border Erase on page 1-14. Press [Close]. 2 sided copy-Left Finished page #: 3 Selecting original size Specify the size of the original. 1 2 3 Press [Edit] and on the next screen press [Original Size]. Set the original size. For further details, refer to Selecting Original Size on page 1-3.

Press [Close]. Repeat Copy Specify Repeat Copy as follows. Use Repeat Copy to enable the production of additional copies as needed after a copy job is completed. 1 Press [Edit] and on the next screen press [Repeat Copy]. Note Repeat Copy setting is common to all steps. It may only be configured as the first step. 2 3 Press [On] to activate Repeat Copy. For further details, refer to Repeat Copy on page 1-25. Press [Close]. 1-40 Copy Functions Margin/Centering Set margin (blank borders) and centering options.

1 Press [Edit] and on the next screen press [Margin/Centering]. Note Margin/Centering setting is common to all steps. It may only be configured as the first step. 2 3 Press [Margin] or [Centering]. For further details, refer to Margin Mode on page 1-12 and Centering Originals on page 1-13.

Press [Close]. Page Numbering Specify page numbering in the sequence of originals as follows. 1 Press [Edit] and on the next screen press [Page #] ([Page numbering]). Note Page numbering configuration is common to all steps. It may only be configured as the first step.

2 3 For further details about page numbering, refer to Page Numbering on page 1-16. Press [Close]. Selecting Output Destination The optional job separator, document finisher or built-in finisher can be specified as copy output destinations. 1 Press [Edit] and on the next screen press [Output Tray]. Note Output destination is displayed with the optional job separator, document finisher or built-in finisher is installed. The output destination setting applies to all other steps. It may only be configured as the first step. 2 3 Specify the output destination. For further details, refer to Selecting Output Destination on page 1-28. Press [Close].

Copy Functions 1-41 1-42 Copy Functions 2 Output Management Functions This chapter explains the machine's output management functions. Overview of Output Management Functions 2-2 Using the Output Management Functions 2-2 [Prt Status] Screen.....

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..... 2-3 Output Management Functions 2-1 Overview of Output Management Functions The output management functions manage jobs that are queued for printing. For example, if the machine receives a print job or a fax while it is copying, the incoming job is placed in the print queue until it can be printed. The output management functions allow you to review the job currently being printed as well as any queued jobs. Output management functions are useful in the following situations. Purpose Method To find out the position of You can check the status of currently your job in the queue queued jobs in the [Print Management] screen. Jobs are listed in order from the top down, allowing you to see at a glance how far down the queue your job is. (In the list, [] indicates a copy job, [] indicates a print job and [] indicates a fax.

) To find out whether your Check the [Print Management] screen. If job has been printed your job is listed in the [Print Management] screen, it has not yet been printed. To move a job up in the Select the job you want to print sooner in print queue the [Print Management] screen and press [Move ahead] ([Move up]). The job moves up in the queue. You can also pause the job currently being printed and print the selected job immediately by pressing [Interrupt Print]. Note To use the machine as a printer or fax, you must install the optional printer kit or fax kit. Using the Output Management Functions Manage jobs using the [Prt Status] ([Prnt Status]) screen for output management function. Press the Print Management key. [Prt Status] ([Prnt Status]) screen is displayed. 2-2 Output Management Functions [Prt Status] Screen Displays information about current printing status and queued jobs. Print Management Job .8 Input Source Copy Printer Fax Original .1 ---Set .50 ---State Printing Waiting Waiting End 6 1 2 .9 .

10 5 Move Ahead Prt Status Move Behind Interrupt Print 3 1 4 2 3 4 5 6 Job List Shows job information. The job currently in progress is listed on top, with subsequent jobs listed below in the order they will be finished. In the list, copy jobs are designated by , print jobs by , and fax jobs by . [Move Ahead] ([Move up]) Increases the print priority of the selected job. [Move Behind] ([Move down]) Decreases the print priority of the selected job. [Interrupt Print] Cancels the current print operation and begins printing the selected job. The job is moved to the top of the list. []/[] Use to select the desired job. [End] Close the Output Management Function. Pressing this key displays the [Basic] screen or shows the current progress.

Output Management Functions 2-3 2-4 Output Management Functions 3 System Menu This chapter explains how to configure various settings using the menus on the machine's operation panel.

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