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You can read the recommendations in the user guide, the technical guide or the installation guide for KYOCERA TASKALFA 550C. You'll find the answers to all your questions on the KYOCERA TASKALFA 550C in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

**User manual KYOCERA TASKALFA 550C**  
**User guide KYOCERA TASKALFA 550C**  
**Operating instructions KYOCERA TASKALFA 550C**  
**Instructions for use KYOCERA TASKALFA 550C**  
**Instruction manual KYOCERA TASKALFA 550C**

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS

## **Copying Guide**

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**550c/650c/750c**



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**Manual abstract:**

*@@Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage to the equipment or surrounding assets, or loss of data. Indicates information to which you should pay attention when operating the equipment. Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage: Describes handy information that is useful to know when operating the equipment. Pages describing items related to what you are currently doing. See these pages as required. Description of original/paper direction Paper or originals of A4, B5 or LT size can be placed either in a portrait direction or in a landscape direction. In this manual, "-R" is added to this paper size when this size of paper or original is placed in a landscape direction. e.g.) A4 size original on the original glass Placed in a portrait direction: A4 Placed in a landscape direction: A4-R Paper or originals of A3, B4, LD or LG can only be placed in a landscape direction, therefore "-R" is not added to these sizes.*

*Screens Screens in this manual may differ from the actual ones depending on the use-environment of the equipment such as the installing status of options. Screens of when paper in the A/B format is used are given in this manual. If you use paper in the LT format, the display or the order of buttons may differ from that of your equipment. Trademarks The company names and product names in this manual are the trademarks of their respective companies. Preface 1*

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Density adjustment buttons ( P.62) These are for adjusting the density level of images. 14. Color mode buttons ( P.59) These are for switching color modes. 15. Number of copy sets 16. Number of remaining copy sets 17. Help button This is for viewing the explanation of each function or the buttons on the touch panel. 18.

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20. [STORAGE] button ( P.91) This is for the storage function. BASIC menu for the copier function 9 1 BEFORE USING EQUIPMENT Equipment status indication area The equipment status indication area shows the following information: 5 1 4 3 2 1. Receiving tray indication ( P. 40) This shows the tray to which copied paper exits. 2. [EXIT TRAY] button ( P.40) This is for switching receiving (exit) trays. 3. Drawer buttons ( P.56) These show the size, amount of paper remaining in each drawer and the paper type set for the drawer. When you want to use a particular drawer, press the corresponding button. The button for the 2 trays of the Tandem Large Capacity Feeder shows the amount remaining in each tray. If the paper size cannot be detected in this equipment, "UNDEF" appears.

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10 BASIC menu for the copier function 1 BEFORE USING EQUIPMENT Placing Copy Paper Acceptable copy paper The following paper can be placed and used for copying. The values are valid only when recommended paper is used. For the recommended paper, refer to the Quick Start Guide. Do not place paper with mixed sizes or paper types in the same drawer. Be sure that the height of the stacked paper does not exceed the line indicated on the guides.  
Feeder Drawers \*1 Paper type Plain paper, recycled paper (64 - 105 g/m<sup>2</sup>) (17 - 28 lb. Bond) Maximum sheet capacity 600 sheets (64 g/m<sup>2</sup>) (17 lb. Bond) 540 sheets (80 g/m<sup>2</sup>) (20 lb. Bond) 500 sheets (81 - 105 g/m<sup>2</sup>) (21 - 28 lb. Bond) 300 sheets Size A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, 305 mm x 457 mm, 320 mm x 450 mm \*8, 320 mm x 460 mm \*8 LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.  
5"SQ, 12" x 18" K format: 8K, 16K, 16K-R THICK 1 (- 163 g/m<sup>2</sup>) (- 90 lb. Index) THICK 2 (- 209 g/m<sup>2</sup>) (- 110 lb. Index) THICK 3 (- 256 g/m<sup>2</sup>) (- 140 lb. Index) Tandem Large Capacity Feeder Plain paper, recycled paper (64 - 105 g/m<sup>2</sup>) (17 - 28 lb. Bond) 250 sheets 200 sheets 2500 sheets (64 g/m<sup>2</sup>) (17 lb. Bond) 2360 sheets (80 g/m<sup>2</sup>) (20 lb. Bond) 2000 sheets (81 - 105 g/m<sup>2</sup>) (21 - 28 lb. Bond) 1400 sheets A4, LT THICK 1 (- 163 g/m<sup>2</sup>) (- 90 lb. Index) THICK 2 (- 209 g/m<sup>2</sup>) (- 110 lb. Index) THICK 3 (- 256 g/m<sup>2</sup>) (- 140 lb. Index)

Index) External Large Capacity Feeder (optional) Plain paper, recycled paper (64 - 105 g/m<sup>2</sup>) (17 - 28 lb. Bond) 1000 sheets 800 sheets 3000 sheets (64 g/m<sup>2</sup>) (17 lb. Bond) 2500 sheets (80 g/m<sup>2</sup>) (20 lb. Bond) 2200 sheets (81 - 105 g/m<sup>2</sup>) (21 - 28 lb. Bond) 1500 sheets A4, LT THICK 1 (- 163 g/m<sup>2</sup>) (- 90 lb. Index) THICK 2 (- 209 g/m<sup>2</sup>) (- 110 lb. Index) THICK 3 (- 256 g/m<sup>2</sup>) (- 140 lb. Index) 1200 sheets 1000 sheets Placing Copy Paper 11 1 BEFORE USING EQUIPMENT Feeder Bypass tray Paper type Plain paper, recycled paper (64 - 105 g/m<sup>2</sup>) (17 - 28 lb. Bond) THICK 1 (- 163 g/m<sup>2</sup>) (- 90 lb. Index) THICK 2 (- 209 g/m<sup>2</sup>) (- 110 lb. Index)

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5"SQ, 12" x 18", 13" x 19" \*8, \*9 K format: 8K, 16K, 16K-R 30 sheets 30 sheets Non-standard size: Length: 3.9" - 11.7", Width: 5.8" - 17" 30 sheets 30 sheets \*6, \*7 30 sheets A4, LT \*1 Use the bypass tray when you want to make a copy on the back side of copied Thick 1, Thick 2 or Thick 3 paper. \*2 When duplex copying is applied to THICK 4, streaks may appear on the front side of printouts.

These streaks may appear clearly when the copied image is dark or when the density level of the entire image is even. \*3 Automatic duplex copying is not available. \*4 For making copies on the sticker labels, select "THICK 2" for the paper type. \*5 For duplex copying, use paper available for duplex copying. \*6 To copy on the back side of copied waterproof paper (SPECIAL 1 is specified for the paper type), place the sheets one by one on the bypass tray. \*7 When making copies on waterproof paper (SPECIAL 1 is specified for the paper type), after about 10 sheets have exited, remove copied sheets from the receiving tray or the tray of the optional finisher. \*8 If an optional finisher has been installed, the upper receiving tray of the finisher and the receiving tray of the equipment are available for paper exiting. \*9 Note that black streaks may appear on the edge of the printed sheets. "LT format" is the standard size only for use in North America. "K format" is a Chinese standard size.

Abbreviations for paper sizes: LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer, SQ: Square Unacceptable copy paper Do not use the types of paper shown below. This could cause a paper jam. Damp paper Folded paper Curled or creased paper Paper whose surface is extremely smooth or rough Do not use the types of paper shown below. This could cause an equipment malfunction. Paper whose surface has had a special treatment Paper once printed with other copiers or printers Precautions for storing copy paper Make sure of the following when storing copy paper: Wrap the paper in its wrapping to keep it free from dust. Avoid direct sunlight.



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Store in a damp-free space. To prevent paper from being folded or bent, store it in a flat place. 12 Placing Copy Paper 1 BEFORE USING EQUIPMENT 1.BEFORE USING EQUIPMENT Placing copy paper in drawers Follow the procedure below to place paper in a drawer. For acceptable copy paper, see the following page: P.11 "Acceptable copy paper" 1 2 Turn the power of this equipment ON. Pull out a drawer carefully until it comes to a stop. 3 Push the part shown with an arrow (right side) of the side guide to unlock it. 4 Place paper in the drawer. Up to 600 sheets (64 g/m2) (17 lb. Bond) can be placed in one drawer. Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides. P.11 "Acceptable copy paper" Fan and jog the stack of paper well before you place it in a drawer, or the sheets may not be separated before being fed.

Be careful not to cut your fingers when fanning them. Tidy the paper and place it while aligning it with the right-hand inside surface of the drawer. If there is a gap, paper misfeeding or size detection failure could result. Place paper with its copy side up. The copy side may be noted on its wrapping paper. Placing Copy Paper 13 1 BEFORE USING EQUIPMENT 5 Move the end guide to the trailing edge of the paper while pushing its lower part in the direction of the arrow. 6 While holding the green lever of the front side guide, adjust the side guides to the paper size. Adjust the side guides with both hands. 7 Confirm that there is no extra gap between the paper and the side or end guides. If the gap between the paper and the side or end guides is too big, this equipment may not be able to detect the size of the paper, and this would result in paper misfeeding.

Gap between the paper and the side guides ("A" in the figure on the right): Do not make a gap of more than 0.5 mm (0.02") on one side or 1.0 mm (0.04") on both sides. However, if a paper jam occurs in the case of thick paper, create a suitable gap. Gap between the paper and the end guide ("B" in the figure on the right): Do not make a gap of more than 0.5 mm (0.02"). A B 8 Push the part shown with an arrow (left side) to lock the side guide. 9 Change the paper size indicator if required. 14 Placing Copy Paper 1 BEFORE USING EQUIPMENT 1.BEFORE USING EQUIPMENT 10 Push the drawer straight into this equipment carefully until it comes to a stop. Be careful not to let your fingers be caught when pushing the drawer into this equipment. This could injure you.

The procedure differs as follows depending on the menu displayed after the drawer is closed. When "Did you change paper type?" appears 11 When the paper type is different from the one that was in the drawer, press [YES] on the touch panel. When it is the same, press [NO]. If you press [NO], the procedure is completed. 12 Select the paper type of the paper placed in the drawer on the touch panel. 1) Select the paper type ( 2) Press [OK]. P.19). Placing Copy Paper 15 1 BEFORE USING EQUIPMENT When "Did you change paper size and type?" appears 11 When the paper size and type are different from the one that was in the drawer, press [YES] on the touch panel. When it is the same, press [NO]. If you press [NO], the procedure is completed. 12 Select the size and type of the paper placed in the drawer on the touch panel. 1) Select the paper size. 2) Select the paper type if required ( 3) Press [OK]. P.

19). To automatically detect the size of paper placed in a drawer: Select [AUTO (mm)] when A/B format paper is placed and [AUTO (inch)] when LT format paper is placed instead of selecting a specified paper size. When both "Did you change paper type?" and "Did you change paper size and type?" do not appear When the paper size and type have not been changed: The paper placing procedure is finished. When the paper size and type have been changed: When the paper size other than [AUTO (mm)] or [AUTO (inch)] has been set, you need to register the corresponding paper size manually. When a different type of paper is placed, you need to register the corresponding paper type manually. P.17 "Registering paper size" P.19 "Setting paper type" If you want the menu for confirming whether the paper size or paper type has been changed or not to appear every time you close the drawer, you need to change the setting of this equipment. Ask your administrator for the details. 16 Placing Copy Paper 1 BEFORE USING EQUIPMENT 1. BEFORE USING EQUIPMENT Registering paper size When you place paper for the first time or you replace the paper with that of a different size, you need to register the size to this equipment. When paper size is set to be detected automatically: When [AUTO (mm)] or [AUTO (inch)] has been selected for the paper size, the following procedure is not required. The paper size is set automatically. 1 Press the [USER FUNCTIONS] button on the control panel. 2 Press the [USER] tab on the touch panel to display the user setting menu, and then press [DRAWER].

Placing Copy Paper 17 1 BEFORE USING EQUIPMENT 3 Select the paper size on the touch panel. 1) Select the drawer in which you placed paper. 2) Select the paper size. To automatically detect the size of paper placed in a drawer: Select [AUTO (mm)] when A/B format paper is placed and [AUTO (inch)] when LT format paper is placed instead of selecting a specified paper size. The paper size is automatically registered to the equipment with the automatic paper size detection function when paper is placed in this drawer. 4 Press the [USER FUNCTIONS] or [COPY] button on the control panel. The menu returns to the BASIC menu. 18 Placing Copy Paper 1 BEFORE USING EQUIPMENT 1.BEFORE USING EQUIPMENT Setting paper type When you place any special paper other than plain paper or that not used for normal copying, you need to set the thickness and attribute into this equipment. The thickness and attribute can be set together. When the thickness "THICK 1, 2 or 3" is set for a drawer, or the attribute other than "NONE" is set for a drawer, any paper placed in this drawer will not be used for normal copying. The set paper type appears on the equipment status indication area with an icon. P.10 "Equipment status indication area" Acceptable paper types are as follows: Thickness Button PLAIN PLAIN 1, 2 Description Select this when you want paper weight (either 64 - 80 105 g/m2 (21 - 28 lb. Bond)) to be selected automatically. g/m2 (17 - 20 lb. Bond) or 81 - Icon -- Select this when you do not want paper weight to be selected automatically but you want to do it by yourself. PLAIN 1: 64 - 80 g/m2 (17 - 20 lb. Bond) PLAIN 2: 81 - 105 g/m2 (21 - 28 lb. Bond) Thick paper THICK 1: 106 - 163 g/m2 (29 lb. Bond - 90 lb. Index) THICK 2: 164 - 209 g/m2 (91 lb.



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.....26 *Forgery prevention function.*

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.....26 *Placing Originals .*

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27 *Acceptable originals .....*

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*....30 Making Copies .*

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*.... 33 Basic copying procedure .*

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*.....33 Scanning the next original during copying..*

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*.36 Interrupting copying and making other copies...*

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*40 Bypass Copying .....*

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*.. 41 Bypass copying ...*

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*41 Bypass copying on standard size paper....*

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*.....42 Bypass copying on non-standard size paper....*

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48 2 HOW TO MAKE COPIES Before Making Copies Storage of color copies When storing color copies, be careful of the following: Avoid a place exposed to light. The colors may fade when they are stored in such a place for a long time.



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If copies are stored pressed between plastic sheets made of chloroethylene for a long time, toner may melt and stick to the plastic. For long-time storage, use polyethylene binders. When a color copy is folded, toner at the folded part may flake off. Do not fold color copies when storing them. Toner on copies may melt if it touches solvent or ink not fully dried. Keep copies away from them. When copies are left under an extremely high temperature environment such as in the vicinity of a heater, toner may melt. Store them at room temperature and avoid extreme temperature changes.

**Forgery prevention function** This equipment has a forgery prevention function. Fully manage this equipment not to allow anyone to copy or scan prohibited items using this equipment. **26 Before Making Copies 2 HOW TO MAKE COPIES Placing Originals** Acceptable originals When the RADF (Reversing Automatic Document Feeder) is used, 2-sided originals can be automatically scanned one sheet after another. When the original glass is used, originals such as OHP films, tracing paper, booklet or 3-dimensional objects, that cannot be placed on the RADF can be scanned, as well as plain paper. Acceptable sizes for automatic size detection Other than North America: A3, A4, A4-R, A5-R, B4, B5, B5-R North America: LD, LG, LT, LT-R, ST-R Other than North America: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO North America: LD, LG, LT, LT-R, ST-R, COMP Location Maximum size Paper weight Original glass Length: 297 mm (11.69") Width: 432 mm (17.01") RADF -- 1-sided originals: 35 - 209 g/m<sup>2</sup> (9.3 - 110 lb.) \*1 2-sided originals: 50 - 157 g/m<sup>2</sup> (13.3 - 41.8 lb.) \*1 You may not obtain enough image quality when an original with a paper weight of more than 157 g/m<sup>2</sup> (41.8 lb.) is used. Automatic size detection does not work properly when A/B format originals are used in equipment for North America.

It does not work properly when LT format originals are used in equipment other than that for North America. Automatic size detection does not work properly when K format paper is used for printing. (K format is a standard paper size in China.) Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force.

Be sure to place ST-size or A5-size originals in a landscape direction when using the RADF. Maximum number of sheets for one scanning A maximum of 1000 sheets (A4-size and LT-size originals) can be scanned per 1 copy job or up until the embedded memory becomes full. When the number of scanned sheets has exceeded the above limit, this equipment stops scanning and the message below appears. If you want to print out the data scanned up until then, press [YES]. If you want to delete them, press [NO]. **Placing Originals 27 2 HOW TO MAKE COPIES Placing originals on the original glass** The original glass can be used for originals such as OHP films or tracing paper, as well as plain paper, that cannot be placed on the RADF. Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force. Breaking the glass could injure you. 1 Raise the RADF.

Raise it 60 degrees or more so that the size of the original can be detected correctly. 2 Place the original with its face down on the original glass and align it against the left rear corner of the glass. When you copy highly transparent originals When you copy highly transparent originals such as OHP films or tracing paper, place a blank sheet, which is the same size as the original or larger, over the original. 3 Lower the RADF carefully. **28 Placing Originals 2 HOW TO MAKE COPIES 2.HOW TO MAKE COPIES Book-type originals** You can place book-type originals on the original glass. Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force. Breaking the glass could injure you. 1 2 Raise the RADF.

Open the desired page of the original and place it with its face down. Align it against the left rear corner of the original glass. When you make 2-sided copies from book-type originals in modes such as book-type original to 2-sided coping or dual page copying, align the center of the original on the yellow indicator line of the original glass. P.88 "Making 2-sided copy from a book-type original" P.

**105 "Dual Page" 3 Lower the RADF carefully.** Do not lower the RADF forcibly when the original is very thick. There will be no problem in copying even if it is not fully lowered. Do not directly look at the original glass because intensive light may leak out during copying. **Placing Originals 29 2 HOW TO MAKE COPIES Using the RADF (Reversing Automatic Document Feeder) Precautions** Do not use the types of originals 1 to 8 shown below because such originals may cause misfeeding or damage to the equipment.

1. Badly wrinkled, folded or curled originals 2. Original with carbon paper 3. Taped, pasted or cut-out originals 4. Clipped or stapled originals 5. Originals with holes or tears 6. Damp originals 7. OHP films or tracing paper 8. Coating paper (coated with wax, etc.) Use the types of originals 9 and 10 shown below with extra care.

9. Originals which cannot be slid with the fingers, or surface-treated originals (The sheets of such originals may not be separated.) 10. Folded or curled originals (They should be fully smoothed out before being used.) 1 2 3 4 5 6 7 8 9 10 When black streaks appear If the scanning area or the guide area is dirty, image trouble such as black streaks may occur on printouts. Weekly cleaning of these areas is recommended. For cleaning, refer to the Quick Start Guide. **30 Placing Originals 2 HOW TO MAKE COPIES 2.HOW TO MAKE COPIES Continuous feed mode** The feeding mode is set at "continuous feed mode" by default. Once you set the originals and then press the [START] button, they are scanned page by page continuously.

It is useful when you want to copy more than one original in one go. 1 2 Align all the originals. Collate the originals in the order that you want them to be copied. The top sheet of the originals will be copied first. Place the originals with their face up and align the side guides to the original length. Regardless of their sizes, originals are acceptable up to 100 sheets (35 to 80 g/m<sup>2</sup> (9.3 to 20 lb.)) or 16 mm (0.62") in height. For mixed-size originals, see the following page: P.

**57 "Copying mixed-size originals in one operation"** For long originals Pull out the original stopper so that the scanned original will not fall off. After the original stopper was used, lift it slightly and push it in. When there are too many originals to be scanned in one go, divide the originals into several sets before copying. Place the first set of the originals and then press [CONTINUE] on the touch panel while the data of this set are being scanned. When this scanning is finished, place the next set of the originals and press the [START] button on the control panel.



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Placing Originals 31 2 HOW TO MAKE COPIES Single feed mode When the feeding mode is set at "single feed mode", an original is fed automatically as it is placed on the RADF. It is useful when you want to copy only 1 original sheet. P.134 "ADF -> SADF" 1 Align the side guides to the original length. 2 Insert the original with its face up and straight along the side guides.

The original is automatically pulled in and then the menu of step 3 will be displayed on the touch panel. Be sure to let go of the original when it starts being pulled. 3 If there is a next original, insert it in the same way. The original is pulled in whether or not you press [YES]. 4 After all the originals are pulled in, press [FINISHED]. Even if you do not press [FINISHED], copying will start when the current operation is cleared by means of the automatic function clear.

P.54 "Clearing all settings changed" 32 Placing Originals 2 HOW TO MAKE COPIES Making Copies Basic copying procedure Make copies following the procedure below. 4 2 RADF 3 5 Original glass 1 OR 1 Make sure that paper is placed in the drawer(s). For the types and sizes of acceptable paper and how to place it, see the following pages: P.

11 "Acceptable copy paper" P.13 "Placing copy paper in drawers" P.21 "Placing paper in the Tandem Large Capacity Feeder" P.23 "Placing paper in the External Large Capacity Feeder (optional)" 2 Place the original(s). For the types and sizes of originals and how to place them, see the following pages: P. 27 "Acceptable originals" P.30 "Using the RADF (Reversing Automatic Document Feeder)" P.28 "Placing originals on the original glass" P.29 "Book-type originals" 3 4 Key in the desired number of copies if you want more than one copy. Press the [CLEAR] button on the control panel to delete the number keyed in.

Select the copy modes as required. P.51 "BASIC COPY MODES" P.95 "EDITING FUNCTIONS" P.145 "IMAGE ADJUSTMENT" Making Copies 33 2 HOW TO MAKE COPIES 5 Press the [START] button on the control panel. Copying starts. The paper exits with its copied side down. Be careful because the paper exiting area and the paper itself are hot. The menu shown below may appear when you are using particular modes. This menu appears when "SADF (single feed mode)" is set to the document feeder or in modes where the original is placed on the original glass and the scanned data are temporarily stored in the memory, such as sort copying or 1-sided to 2-sided copying.

When this menu appears, follow the procedure below. 6 7 Place the next original on the original glass, and then press the [START] button on the control panel. Scanning starts. Press [FINISHED] on the touch panel after all the originals were scanned. Copying starts. When the drawer runs out of paper during copying, another drawer can feed paper instead if it holds paper of the same size and orientation, and copying will not stop. If there is no such drawer, copying stops and "Add paper" appears on the touch panel. In this case, add paper in the drawer. 34 Making Copies 2 HOW TO MAKE COPIES 2.HOW TO MAKE COPIES Stopping and restarting copying 1 Press the [STOP] button on the control panel.

Copying or scanning stops. 2 Press [MEMORY CLEAR] on the touch panel to end the copying. Press the [START] button on the control panel to restart it. When you press [MEMORY CLEAR], the scanned data will be deleted and a waiting job will be performed if there is any. Even if you do not press [MEMORY CLEAR], the scanned data will be deleted by means of the automatic function clear.

Making Copies 35 2 HOW TO MAKE COPIES Scanning the next original during copying Even if copying is in progress or "READY (WARMING UP)" is displayed on the touch panel, you can scan the next original (auto job start). Up to 10 jobs can be stored in the memory. 1 2 Place the original(s). Set the number of copy sets and the copy modes as required. The new job starts in the copy modes that you previously selected unless you select other modes. 3 Press the [START] button on the control panel. Up to 10 jobs can be stored in the memory. When the originals for the 11th job is placed and the [START] button is pressed, "Auto Start" appears on the touch panel. Scanning of the 11th job starts when a waiting space for this job becomes available as the preceding jobs are processed. A maximum of 1000 sheets (A4-size and LT-size originals) can be scanned per 1 copy job or up until the embedded memory becomes full. Confirming auto jobs You can confirm which jobs are in waiting on the touch panel or cancel them as required. For the details, see the following page: P.186 "Confirming Copy Job Status" Canceling jobs being scanned Press the [STOP] button on the control panel to stop a job while originals are being scanned. When you press [MEMORY CLEAR] on the touch panel or the [FUNCTION CLEAR] button on the control panel while the scanning is being paused, the scanning will end. (In this case, the data which were scanned before the job is paused will be copied.

) To restart the scanning, press the [START] button. To cancel the 11th auto job, press the [STOP] button. 36 Making Copies 2 HOW TO MAKE COPIES 2.HOW TO MAKE COPIES Interrupting copying and making other copies You can interrupt the copy job in progress to make other copies (interrupt copying). When restarting the interrupted job, you do not have to reselect copy modes that have been set because they are memorized in this equipment. The following functions cannot be used together with interrupt copying: Cover sheet copying, Sheet insertion copying, Job build, Store to e-Filing, Copy & File During interrupt copying, the mode cannot be changed by pressing the [e-FILING], [SCAN], [PRINT] or [FAX] button on the control panel. 1 Press the [INTERRUPT] button on the control panel. "Job interrupted job 1 saved" appears and then the [INTERRUPT] button lights. If the original is being scanned, the message above appears after the scanning has finished. 2 3 4 Replace the original with a new one.

Select other copy modes as required and then press the [START] button. Press the [INTERRUPT] button again after the interrupt copying has finished. "READY to resume job 1" appears and the interrupted job restarts. Even if you do not press the [INTERRUPT] button, an interrupted copy job will restart when the current status is cleared by means of the automatic function clear after a specified period of time. Making Copies 37 2 HOW TO MAKE COPIES Proof copy When you make a large amount of copies, you can check if they will be made exactly as you desire by copying only one page before copying them all (proof copy).



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Then you can change the modes or settings (e.g. the number of copy sets, receiving tray, page number, time stamp, sort/stapling, hole punching) after checking the proof copy. If you want to change settings such as the reproduction ratio, density, original mode or 1/2-sided copying, you must finish the proof copy first. Then change these settings and scan the original again.

1 2 3 4 Place paper in the drawer(s). Place the original(s). Select the number of copy sets and copy modes. Press [PROOF COPY] on the touch panel. "PROOF COPY is set Press START button to copy" appears for approx. 2 seconds. If [NON-SORT NON-STAPLE] or [GROUP] is selected as a finishing mode, the mode will be changed to [SORT] automatically. 5 Press the [START] button on the control panel. Scanning starts. 1 set of copies will be printed out.

38 Making Copies 2 HOW TO MAKE COPIES 2.HOW TO MAKE COPIES 6 Change the number of copy sets and copy modes as required after checking the proof copy. Modes or settings such as the number of copy sets, the receiving tray, page number, time stamp, sort/stapling and hole punching can be changed. If you want to change settings such as the reproduction ratio, density, original mode or 1/2-sided copying, you must finish the proof copy first. Then change these settings and scan the original again. Press [MEMORY CLEAR] on the touch panel or the [FUNCTION CLEAR] button on the control panel to end the proof copy. 7 Press the [START] button. If you did not change the number of copies in step 6 above, the number of copies printed out will be one fewer than that previously set because you have already copied one as a proof copy. (However, if the number of copies you previously set was 1, another set of copies will be printed out besides a proof copy.) Making Copies 39 2 HOW TO MAKE COPIES Selecting receiving tray You can select a receiving tray.

Receiving trays that can be selected vary depending on whether the finisher is installed or not. You may not be able to select a receiving tray depending on copy modes. Receiving tray selection is set at automatic selection by default. Changing the receiving tray The receiving tray currently selected is displayed on the equipment status indication area. To change the receiving tray, press [EXIT TRAY].

The display changes every time you press this from the receiving trays of the equipment, those of the Finisher (optional) and automatic selection in order. Receiving tray auto-selection indication Current receiving tray [EXIT TRAY] button 40 Making Copies 2 HOW TO MAKE COPIES Bypass Copying Bypass copying When you make copies on OHP film, sticker labels, Thick 4 paper or non-standard size paper, place copy paper on the bypass tray. Bypass copying is also recommended for copying on standard size paper which is not set in any of the drawers. If you select the paper size, you can utilize various functions such as the automatic paper selection (APS) or the automatic magnification selection (AMS). For the details, see the following page: P.

199 "Copying Function Combination Matrix" Open the bypass tray for bypass copying. Before placing large paper, pull out the paper holder. You can extend it appropriately by matching the paper size with its scale. The operating procedure for bypass copying differs depending on the paper size to be used. See the table below for the operating procedure of each size. Paper size Other than North America: A3, A4, B4, B5 North America: LD, LT, LG, ST-R Other than the above Others (Non-standard sizes) Procedure P.42 "Copying on A3, A4, B4 and B5 size paper (in equipment other than for North America) / LD, LT, LG and ST-R size paper (in equipment for North America)" Standard size P.45 "Copying on other than the above standard sizes of paper" P.48 "Bypass copying on non-standard size paper" Bypass copying stops when the paper placed on the bypass tray runs out during copying, even if the paper of the same size is in any of the drawers. Copying restarts when paper is supplied to the bypass tray.

When bypass copying has been completed, the [FUNCTION CLEAR] button on the control panel blinks. Press this button to switch bypass copying to normal copying using the drawers. (Even if you do not press the [FUNCTION CLEAR] button, bypass copying will be switched to normal copying using the drawers when the current status is cleared by means of the automatic function clear after a specified period of time.) Bypass Copying 41 2 HOW TO MAKE COPIES Bypass copying on standard size paper Copying on A3, A4, B4 and B5 size paper (in equipment other than for North America) / LD, LT, LG and ST-R size paper (in equipment for North America) 1 2 Place the original(s). Place paper with its copy side down on the bypass tray. Then align the side guides to the paper length while holding a tab. When paper is placed, the menu for bypass copying appears. The height of the paper must not exceed the indicator on the side guides. When you use more than one sheet of paper, fan the sheets well before placing them on the bypass tray. Be careful not to cut your fingers when fanning them.

Do not push paper into the entrance of the bypass feeder. This could cause a paper jam. 3 Press the button of the same size as that of the paper you placed on the bypass tray. The paper size is now set. If the paper size is not selected in this step, copying may be slowed down.

42 Bypass Copying 2 HOW TO MAKE COPIES 2.HOW TO MAKE COPIES 4 Press [PAPER TYPE]. 5 Select the paper type and then press [OK]. Bypass Copying 43 2 HOW TO MAKE COPIES If you select a wrong paper type, this could cause a paper jam or significant image trouble. When you select a paper type, you can confirm it with the icons displayed on the equipment status indication area as shown below.

Paper type PLAIN PLAIN 1 PLAIN 2 THICK 1 THICK 1 (BACK) THICK 2 THICK 2 (BACK) THICK 3 THICK 3 (BACK) Icon -- Paper type THICK 4 THICK 4 (BACK) TRANSPARENCY RECYCLED PAPER SPECIAL 1 SPECIAL 1 (BACK) SPECIAL 2 SPECIAL 2 (BACK) Icon About "BACK" When you make 2-sided copies on particular paper types such as THICK 4, to which automatic 2-sided copying cannot be applied, select a paper type for one side and make a copy of it, and then select "(BACK)" of the same paper type for the other side. Example: When making a 2-sided copy on THICK 4 paper 1. Place paper on the bypass tray. 2. Select "THICK 4" for the paper type and start copying. 3. Place the paper copied at step 2 on the bypass tray again with its copied side up. 4. Select "THICK 4 (BACK)" and start copying. Automatic 2-sided copying can be applied to plain paper, recycled paper, THICK 1, THICK 2, THICK 3 and SPECIAL 1.

2-sided copying cannot be applied to sheets of OHP film. 44 Bypass Copying 2 HOW TO MAKE COPIES 2.HOW TO MAKE COPIES 6 Select other copy modes as required, and then press the [START] button on the control panel.



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*55 Automatic Paper Selection .....*

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*.56 Copying mixed-size originals in one operation .....*

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*..57 Switching Color Modes.....*

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*... 59 Setting Original Modes ..*

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*.... 60 Density Adjustment.....*

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*..... 62 Enlargement and Reduction Copying ....*

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*... 63 Automatic Magnification Selection (AMS) ..*

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*.....63 Specifying both the original size and the copy paper size separately ....*

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*..65 Specifying reproduction ratio manually...*

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*.....67 Copying photo originals in the optimal reproduction ratio for copy paper size (PHOTO ZOOM) .....*

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*69 Selecting Finishing Mode .....*

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*.. 72 Finishing modes and optional finishing devices ...*

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*.72 Sort/Group mode.....*

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*..74 Rotate sort mode ...*

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*...75 Staple sort mode ..*

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*.....77 Magazine sort / Saddle stitch .*

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*.79 Hole punch mode ....*

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*.81 Manual staple mode ....*

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*..83 Duplex Copying .....*

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*84 Making 1-sided copy .....*

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*85 Making 2-sided copy .....*

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*86 Making 2-sided copy from a book-type original .....*

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*88 Performing Copy & File .....*

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..... 91 Setting share folder .....

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.....93 3 BASIC COPY MODES Before Using Copying Functions Default settings This equipment is under its "default settings" when the power is turned ON, namely, no setting change is applied yet. Other than this case, the equipment's settings return to the default ones when the energy saving mode is cleared or the [FUNCTION CLEAR] button on the control panel is pressed. The default settings for basic copy modes at the installation are shown below.

Item Reproduction ratio Copy quantity Paper selection Simplex/Duplex Density adjustment Color mode Original mode Finishing mode 100% 1 Automatic Paper Selection (APS) 1-sided original -> 1-sided copy Manual adjustment FULL COLOR TEXT/PHOTO When using the original glass: NON-SORT NON-STAPLE When using the RADF (Reversing Automatic Document Feeder): SORT Continuous feed mode Default setting Feeding mode when using the RADF The default settings are changeable. For the details, refer to the MFP Management Guide. 52 Before Using Copying Functions 3 BASIC COPY MODES

3.BASIC COPY MODES Confirming the set functions If you press [SETTINGS] on the touch panel, the menu shown below is displayed. On this menu, you can view the functions that are currently set. Before Using Copying Functions 53 3 BASIC COPY MODES Clearing the set functions If you want to clear any settings of the EDIT menu, press the button of the desired functions. P.95 "EDITING FUNCTIONS" If you want to clear any setting of the IMAGE menu, reset the adjustment value in the setting menu of the desired functions. However, if you want to clear the one-touch adjustment or mono color copying function, press the corresponding button. P.

145 "IMAGE ADJUSTMENT" Clearing all settings changed When you press the [FUNCTION CLEAR] button on the control panel, all the function changes will be cleared. Even if you do not press the [FUNCTION CLEAR] button, the changes will be cleared if the equipment is left idle for 45 sec. (default setting). For how to change this period, refer to the MFP Management Guide. Restrictions on function combinations Several copy functions can be used together.



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However some functions may not be used with other ones. For the details, see the following pages: P.199 "Copying Function Combination Matrix" P.201 "Image Adjustment Function Combination Matrix" 54 Before Using Copying Functions 3 BASIC COPY MODES Paper Selection Automatic Paper Selection This equipment detects the size of an original and selects paper of the same size automatically. This function is called Automatic Paper Selection (APS). For the original sizes detectable, see the following page: P.27 "Acceptable originals" Some original sizes may not be detected with this function. In this case, select the desired size manually. P.56 "Selecting desired paper manually" 1 2 3 Place paper in the drawer(s). Place the original(s). Press [APS] on the touch panel. The paper selection mode is now set at Automatic Paper Selection. The paper selection mode is set at Automatic Paper Selection by default. Even if the direction of the paper placed in the selected drawer differs from that of the original, this equipment rotates the data of the original by 90 degrees to make copies as long as their sizes are the same.

(This works on A4, B5 or LT paper only.) For example, when an A4 original is placed in a portrait direction and A4-R paper is placed in the drawer, the data of the A4 original will be rotated and copied correctly on A4-R paper. If "Change direction of original" or "CHANGE DRAWER TO CORRECT PAPER SIZE" appears, follow the directions. 4 Select other copy modes as required, and then press the [START] button on the control panel. Paper Selection 55 3 BASIC COPY MODES Selecting desired paper manually You need to select paper by yourself when copying the following originals whose sizes cannot be detected correctly: Highly transparent originals (e.g. OHP film, tracing paper) Totally dark originals or originals with dark borders Non-standard size originals (e.g. newspaper, magazines) When paper of the size you want to use is not in any drawer, place it in a drawer or on the bypass tray. P. 13 "Placing copy paper in drawers" P.41 "Bypass Copying" 1 2 3 Place paper in the drawer(s). When using bypass copying, be sure to set the paper size.

Place the original(s). Press the drawer button corresponding to the desired paper size. 4 Select other copy modes as required, and then press the [START] button on the control panel. 56 Paper Selection 3 BASIC COPY MODES 3.BASIC COPY MODES Copying mixed-size originals in one operation You can copy a set of originals whose sizes are individually different, using the RADF (Reversing Automatic Document Feeder). The original sizes that can be mixed are as follows: North America: LD, LG, LT, LT-R, COMP Other than North America: A3, A4, A4-R, B4, B5, FOLIO 1 2 Place paper in the drawer(s). The bypass tray cannot be used.

Use drawers. Adjust the side guides to the widest original, and then align the originals against the side guide on the front side. When original widths are the same When original widths are not the same When copying originals of different widths, the copied image of the smaller one may be skewed because it does not touch the side guide on the rear side. 3 Press [ZOOM] on the touch panel. Paper Selection 57 3 BASIC COPY MODES 4 Press [MIXED SIZE]. 5 Press [AMS] to make copies on paper in one size. To make copies on paper of the same size as the originals, press [RETURN] so that the menu returns to the BASIC menu, and then press [APS]. When [AMS] is selected: In the Automatic Magnification Selection, copy images cannot be enlarged from A4 (portrait), B5 (portrait) or LT (portrait) to A3 (landscape), B4 (landscape), LD (landscape) or LG (landscape). In this case, place A4, B5 or LT originals in a landscape direction. Before you use Automatic Paper Selection, be sure that all paper sizes corresponding to the original sizes have been placed in the drawers.

6 Select other copy modes as required, and then press the [START] button on the control panel. If "Change direction of original" appears while scanning is in progress, remove the original from the RADF and change its direction accordingly. 58 Paper Selection 3 BASIC COPY MODES Switching Color Modes You can switch the color mode. There are 3 color modes as shown below. FULL COLOR: All originals are copied in full colors. (Default) BLACK: All originals are copied in black and white. AUTO COLOR: The equipment automatically judges the type of each color on originals. Colored originals are copied in full colors and black-and-white originals are copied in black and white. Switching color modes Press any of [FULL COLOR], [BLACK] and [AUTO COLOR] on the touch panel. When you select [AUTO COLOR], some originals may not be copied exactly as they look, such as the cases shown below.

Select either [FULL COLOR] or [BLACK]. When color originals are copied in black Example: - Originals whose colored area is extremely small - Originals which are completely black - Originals whose colors are light When black originals are copied in full colors Example: - Yellowish originals - Originals with a colored background The sensitivity to detect whether the data scanned in auto color are color or black can be changed. For details, refer to the MFP Management Guide. Switching Color Modes 59 3 BASIC COPY MODES Setting Original Modes You can make copies with the optimal image quality by selecting the following modes for your original. The selectable original mode differs depending on the color mode as shown in the table below.

Select the color mode first, and then the original mode. Color mode Original mode TEXT/PHOTO TEXT PRINTED IMAGE PHOTO MAP IMAGE SMOOTHING Description Originals with text and photographs mixed Originals with text (or text and line art) only Originals with photogravure (e.g. magazine, brochure) Originals with general photographs on photographic printing paper Originals with photographs Originals with fine illustrations or text Originals with text and photographs mixed (especially originals requiring higher reproducibility on photos) FULL COLOR Yes Yes Yes Yes -- Yes -- BLACK Yes Yes -- -- Yes -- Yes -- AUTO COLOR Yes Yes Yes -- -- -- -- TEXT/PHOTO is set by default. The default setting can be changed in each color mode.

For details, refer to the MFP Management Guide. 1 Press [ORIGINAL MODE] on the touch panel. 60 Setting Original Modes 3 BASIC COPY MODES 3.BASIC COPY MODES 2 Select the original mode. The selectable original modes differ depending on the color modes currently set. Example: When the color mode is "FULL COLOR" Setting Original Modes 61 3 BASIC COPY MODES Density Adjustment This equipment detects the density level of originals and automatically adjusts the density level of the copied image to the optimal one. Alternatively, you can manually adjust it to the desired level.



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