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You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO 3260C. You'll find the answers to all your questions on the RICOH AFICIO 3260C in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.


User manual RICOH AFICIO 3260C
User guide RICOH AFICIO 3260C
Operating instructions RICOH AFICIO 3260C
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Instruction manual RICOH AFICIO 3260C



RICOH

Aficio™ 3260C
Aficio Color™ 5560

Operating Instructions
Copy Reference



- 1 Placing Originals
- 2 Copying
- 3 Colour Adjustment/Program
- 4 Connect Copy
- 5 Troubleshooting
- 6 User Tools (Copier / Document Server Features)
- 7 Specifications

Read this manual carefully before you use the machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in the "General Settings Guide" before using the machine.



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Manual abstract:

@@In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Notes Some illustrations in this manual might be slightly different from the machine. Certain options might not be available in some countries. For details, please contact your local dealer. Caution: Use of controls or adjustments or performance of procedures other than those specified in this manual might result in hazardous radiation exposure. Notes: The model names of the machines do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see P.3 "Machine Types".) · Type 1: Aficio 3260C Type 2: Aficio Color 5560 Certain types might not be available in some countries.

For details, please contact your local dealer. Two kinds of size notation are employed in this manual. With this machine refer to the metric version. For good copy quality, Ricoh recommends that you use genuine Ricoh toner. Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts with your Ricoh office products.

Power Source 220 - 240V, 50/60Hz, 10A or more Please be sure to connect the power cord to a power source as shown above. For details about power source, see "Power Connection" in the General Settings Guide. Manuals for This Machine The following manuals describe the operational procedures of this machine. For particular functions, see the relevant parts of the manual. Note Manuals provided are specific to machine type.

Adobe Acrobat Reader / Adobe Reader is necessary to view the manuals as a PDF file. Two CD-ROMs are provided: · CD-ROM 1 "Operating Instructions" · CD-ROM 2 "Scanner Driver and Document Management Utility" General Settings Guide Provides an overview of the machine and describes System Settings (such as Tray Paper Settings), Document Server functions, and troubleshooting. Security Reference This manual is for administrators of this machine. It describes security functions that the administrators can use to protect data from being tampered, or prevent the machine from unauthorized use. Also refer to this manual for the procedures for registering administrators, as well as setting user and administrator authentication. Network Guide (PDF file - CD-ROM1)

Provides information about configuring and operating the printer in a network environment or using software. This manual covers all models, and therefore contains functions and settings that may not be available for your model. Images, illustrations, functions, and supported operating systems may differ from those of your model. Copy Reference (this manual) Describes operations, functions, and troubleshooting for the machine's copier function. Printer Reference

Describes system settings, operations, functions, and troubleshooting for the machine's printer function.

Scanner Reference (PDF file - CD-ROM1) Describes operations, functions, and troubleshooting for the machine's scanner function. i Manuals for DeskTopBinder Lite DeskTopBinder Lite is a utility included on the CD-ROM labeled "Scanner Driver and Document Management Utility". · DeskTopBinder

Lite Setup Guide (PDF file - CD-ROM2) Describes installation of, and the operating environment for DeskTopBinder Lite in detail. This guide can be displayed from the [Setup] display when DeskTopBinder Lite is installed. · DeskTopBinder Introduction Guide (PDF file - CD-ROM2) Describes operations of DeskTopBinder Lite and provides an overview of its functions. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. · Auto

Document Link Guide (PDF file - CD-ROM2) Describes operations and functions of Auto Document Link installed with DeskTopBinder Lite. This guide is added to the [Start] menu when DeskTopBinder Lite is installed. Other manuals · PS3 Supplement (PDF file - CD-ROM1) · Unix Supplement (Available from an authorized dealer, or as a PDF file on our Web site.) ii What You Can Do with This Machine <Colour Functions/Colour Adjustments> GCMO022e iii

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..... 176 xii Notice Do not copy or print any item for which reproduction is prohibited by law. Copying or printing the following items is generally prohibited by local law: bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor. The colour samples in this manual may differ slightly from the colours of actual copies. Colours on colour keys or the colour circle may differ slightly from the colours of actual copies.

This machine is equipped with a function that prevents making counterfeit bank bills. Due to this function the original images similar to bank bills may not be copied properly. 1 How to Read This Manual Symbols This manual uses the following symbols: R WARNING: This symbol indicates a potentially hazardous situation that might result in death or serious injury if you misuse the machine by not following the instructions under this symbol. Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide. R CAUTION: This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol.

Be sure to read the instructions, all of which are included in the Safety Information section in the General Settings Guide. · WARNINGS and CAUTIONS are notes for your safety. Important If these instructions are not followed, paper might misfeed, originals might be damaged, or data might be lost. Be sure to read these instructions. Preparation This symbol indicates prior knowledge or preparations are required before operation. Note This symbol indicates precautions for operation, or actions to be taken following user error. Limitation This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used. Reference This symbol indicates where further relevant information can be found. [] Keys that appear on the machine's display panel. { } Keys built into the machine's control panel.

2 Machine Types This machine comes in two models which vary by copy speed. To confirm which model you have, see the inside front cover of this manual. Type 1 Copy speed/Full Colour Copy speed/B&W 45 copies/minute (A4K, 81/2" × 11"K) 60 copies/minute (A4K, 81/2" × 11"K) Type 2 55 copies/minute (A4K, 81/2" × 11"K) 60 copies/minute (A4K, 81/2" × 11"K) 3 Functions Requiring Optional Configurations Certain functions require special machine configuration and extra options. See the table below. : Required options Copying onto the Tab Stock Functions Staple (Saddle Stitch) Tab Sheet Holder Finisher MEC (50-sheet staples) Finisher MEC BK (saddle stitch) Options Finisher 3000B (100-sheet staples) Copy Connector 4 Connect Copy Shift Sort Punch Staple Stack Control Panel This illustration shows the control panel of a machine with options fully installed. AFU021S 1. Indicators Displays the status of the machine and indicate errors. d: Add Staple indicator. D: Add Toner indicator. B: Load Paper indicator.

L: Service Call indicator. M: Open Cover indicator. x: Misfeed indicator. See "Control Panel", General Settings Guide. 4.

{Adjust / Program Colour}key } Use this key to adjust and register colours. See p.93 "Colour Adjustment". Note When image quality is adjusted, the lamp in the { Adjust/Program Colour } key is lit. 5.

Colour Circle Refer to this when adjusting colours. See p.93 "Colour Adjustment". 2. Screen Contrast knob Adjusts the brightness of the display panel. 6. Display panel Shows operation status, error messages, and function menus. See "Display Panel", General Settings Guide. 3. {User Tools/Counter} key } - User Tools Press to change the default settings and conditions to meet your requirements.

See p.140 "Accessing User Tools (Copier / Document Server Features)". · Counter Press to check or print the Counter value. See "Counter", General Settings Guide. 7. {Check Modes} key } Press to check the entered copy job settings. 8. {Program} key } Press to store or recall a program. See p.91 "Programs". 9. {Clear Modes} key } Press to clear previously entered copy job settings. 5 10. {Energy Saver} key } Press to switch to and from Energy Saver mode. See "Saving Energy", General Settings Guide.

19. Number keys Use to enter the desired number of copies, and data for selected modes. 11. {Interrupt} key } Press to interrupt a long copy job to make copies. See p.

20 "Interrupt Copy". 20. Colour Selection Key (Copy mode) Switch keys depending on the type of original, or the copying purpose: {Auto Colour Selection} : {Full Colour} : } {Black & White} : } {Single Colour} : } {Two-colour} : } See p.30 "Colour Functions" 12. Main power indicator, On indicator The main power indicator goes on when the main power switch is turned on and goes off when the switch is turned off. The On indicator goes on when the operation switch is turned on and goes off when the switch is turned off. 21. Function keys Press to select the following functions: · Copy: · Document Server: · Printer: · Scanner: Important Do not turn the main power off while the On indicator is flashing. The hard disk may malfunction. 13.

Clip Tray Holds clips and staples. 14. Operation switch Press this switch to turn the power on (the On indicator goes on). To turn the power off, press this switch again (the On indicator goes off). See "Turning On the Power", General Settings Guide. 22. Function Status indicator These show the status of the above functions: · Green: the function is active. · Red: the function has been interrupted. 15. {Sample Copy} key } Use this key to make a single sample copy before starting a long copy run.

By checking the sample copy and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See p.44 "Sample copy". 16. {Start} key } Press to start copying.

Press to start scanning and printing in Document Server mode. 17. {Clear/Stop} key } - Clear Press to delete a number entered.

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· Stop Press to stop a copy job in progress. Press to stop scanning and printing in Document Server mode.

18. {#} key } 6 Press to enter a value. Display Panel The function items displayed serve as selector keys. You can select or specify an item by lightly pressing them. When you select or specify an item on the display panel, it is highlighted like this: . Keys appearing as cannot be used. Note The following illustration is an example of the panel display when the optional Finisher MEC BK (saddle stitch) and Large Capacity Tray (LCT) are installed. Initial copy display AFU044S 1. Original function, Image Density and Special Original function. 2.

Operational status and messages. 3. You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See p.145 "Shortcut R / E". 6. Displays contents of the Shortcut keys. You can register frequently used functions in these keys. See p.144 "Copy Function Key: F1-F5". 7. Displays available functions. Press a function name to display its menu. For example, press [Reduce / Enlarge] to bring up the Reduce/Enlarge menu. 8. A clip mark indicates the currently selected function. 4. Numbers of originals scanned into memory, copies set, and copies made. 5. Sort, Stack, Staple, and Punch functions.

7 8 1. Placing Originals Originals Highlighter pen colours are difficult to reproduce. Depending on the colour used, they may not come out on copies, or may come out as a different colour. Sizes and Weights of Recommended Originals Metric version Where original is placed Exposure glass ADF Original size Up to A3 One-sided originals: A3L B6 JIS (Japanese Industrial Standard) KL Two-sided originals: A3L A5KL 52128 g/m2 Original weight -40128 g/m2 Inch version Where original is placed Exposure glass ADF Original size Up to 11" x 17" One-sided originals: 11" x 17" L 5 1/2" x 8 1/2" KL 1 1 Original weight -1134 lb. Two-sided originals: 11" x 17" L 5 1/2" x 8 1/2" KL 1428 lb. Note The maximum number of originals that can be placed in the ADF is about 100. The weight range for originals when using Mixed Size mode is 5281.4 g/m2, 13.821.7 lb.

9 Placing Originals Originals not recommended for the Auto Document Feeder (ADF) Placing the following types of originals in the ADF can cause paper misfeeds or result in damage to the originals. Place these originals on the exposure glass instead. · Originals other than those specified on p.9 "Sizes and Weights of Recommended Originals". · Stapled or clipped originals · Perforated or torn originals · Curled, folded, or creased originals · Pasted originals · Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper · Originals with perforated lines · Originals with indexes, tags, or other projecting parts · Sticky originals such as translucent paper · Thin originals that have low stiffness · Thick originals such as postcards · Bound originals such as books · Transparent originals such as OHP transparencies or translucent paper Note The original might become dirty if it is written on with a pencil or a similar instrument. 1 Sizes Detectable by Auto Paper Select : Detectable size x : Undetectable size Metric version Size A3 L B4 JIS L A4 K L B5 JIS K L A5 K L B6 JIS K L 11" x 17" L *2 8 1/2" x 14" L Location of the original Exposure glass ADF *1 *2 *3 8 1/2" x 11" K L *3 5 1/2" x 8 1/2" "K L x 8 1/2 8K L "x 13" L *1 16K K L x x x x x x x x You can select from 8 1/2" x 13", 8 1/4" x 13", 8" x 13" with User Tools (System Settings). If you wish to switch detectable paper size from 11" x 17"L to 8KL, please contact your service representative. If you wish to switch detectable paper size from 8 1/2" x 11"KL to 16KKL, please contact your service representative. 10 Originals Inch version Size A3 L B4 JIS L A4 K L B5 JIS K L A5 K L 11" x 17" L *2 8 1/2" x 14" L *1 Location of the original Exposure glass ADF *1 *2 *3 8 1/2" x 11" K L *3 5 1/2" x 8 1/2" x 13" L 11" x 15" L 8" x 10 L 10" x 14 L 1 x x x x x x x x x x x x x x If you wish to switch detectable paper size from 8 1/2" x 14"L to 8 1/2" x 13"L, please contact your service representative. If you wish to switch detectable paper size from 11" x 17"L to 11" x 15"L, please contact your service representative. If you wish to switch detectable paper size from 8 1/2" x 11"L to 8" x 10"L, please contact your service representative. Exposure glass CP01AEE ADF CP02AEE Note When copying custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. See p.17 "Placing custom size originals".

11 Placing Originals Sizes difficult to detect It is difficult for the machine to automatically detect the sizes of the following types of originals, so select the paper size manually. · Originals with indexes, tags, or other protrusions · Transparent originals such as OHP transparencies or translucent paper · Text or picture dense original · Originals containing solid images · Originals containing solid images around their edges 1 Missing Image Area Even if you correctly place originals in the ADF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied. GCGENK2E 1. 2±2 mm, 0.16" or less ± 2.

2±2 mm, 0.16" or less ± 3. 2±2 mm, 0.16" or less ± 4. 4±2 mm, 0.24" ± 12 Placing Originals Placing Originals Note Place originals only when all correction fluid and ink has completely dried. Not taking this precaution could dirty the exposure glass, thus resulting in blemished copies. Reference For original sizes you can set, see p.9 "Originals". For example, to copy A3Kor 11" x 17"K originals with the Staple function selected: 1 Original Orientation When using the ADF, place the original face up.

When using the exposure glass, place the original face down.



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CGCSET3E 1 2 ZGVX010E Note It is recommended that you use the Original Orientation function with the Auto Paper Select or Preset Reduce/Enlarge function. A Press [Special Original]. 1. ADF 2. Exposure glass When copying A3K, B4 JISKor 11" × 17"K size originals, select as the Original Orientation. The machine will then rotate the copy image by 90°. This is useful for copying large originals using the Staple, Duplex, Combine, or Stamp functions. B Select [[OK].] or [] and press 13 Placing Originals Placing Originals on the Exposure Glass Placing Originals in the Auto Document Feeder Settings should be made accordingly in the following situations: 1 Reference For related default settings, see p.

156 "Eject Copy Face Up / Down in Glass Mode". A Lift the ADF. Important Do not lift the ADF forcefully. Otherwise, the ADF cover might open or be damaged. Note Be sure to lift the ADF more than 30°.

Otherwise, the size of the original might not be detected correctly. When placing originals consisting of more than 100 pages: p.15 "Batch" When placing originals one by one: p.15 "SADF" When placing originals of the same width but different sizes: p.16 "Placing originals of mixed sizes" When placing custom size originals: p.

17 "Placing custom size originals" Note Do not stack originals above the limit mark on the side guide of the ADF. The last page should be on the bottom. When you copy two-sided originals, both front and back sides of each original are scanned at once. Do not place objects on the sensors or cover them with your hands, or the original size may not be detected properly. B Place the original face down on the exposure glass. It should be aligned with the left scale. ZGMH012E 1. Positioning mark 2. Left scale Note Start with the first page to be copied. C Lower the ADF.

ADB028S 14 1. Sensors Placing Originals A Set the document guide to the original size. the aligned originals face up into the ADF. A Press [Special Original]. B Place 1 B Press [Batch], and then press [OK]. Note If [SADF] is displayed, change the settings. See p.154 "Switch to Batch (SADF)". ADB029S 1. Limit mark 2.

Document guide Note Straighten any curls in the originals before placing them in the ADF. To prevent multiple sheets from being fed at once, fan the originals before placing them in the ADF. Place the originals squarely. C Place the first instalment of the originals, and then press the {Start} key. } place the next instalment.

D After the originals has been fed, Note When the Sort, Combine, or Duplex function is set, press the {#} key after all originals have } been scanned. E Press the {Start} key. } SADF In SADF mode, even when an original is placed one page at a time into the ADF, each page is automatically fed as it is placed.

Preparation To use the SADF function, set User Tools (Copier / Document Server Features) such that [SADF] is displayed when you press [Special Original]. See p.

154 "Switch to Batch (SADF)". Batch The Batch mode enables you to copy originals of more than 100 pages as a single document, even if you place the originals into the ADF in instalments. Important Place special originals, such as translucent paper, one by one. 15 Placing Originals Reference For related default settings, see p.154 "SADF Auto Reset". Sizes of originals that can be placed together using this function are as follows: Metric version Inch version A3L, B4 JIS L, A4KL, B5 JISKL 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11"KL 1 A Press [Special Original]. A Press [Special Original]. B Press [SADF], and then press [OK]. C Place one page of an original, and then press the {Start} key. } D When the machine instructs you to place another original, place the next page.

The second and subsequent pages will feed in automatically without a need to press the {Start} key. } Note When the Sort, Combine or Duplex function is set, press the {#} key after all originals have } been scanned. B Press [Mixed Sizes], and then press [OK]. C Align the rear and left edges of the originals as shown. CP19AE Placing originals of mixed sizes When placing different size originals of the same width in the ADF together, the machine automatically checks the sizes of the originals and makes copies. Note When placing same width originals of different sizes in the ADF and making copies without using the Mixed size function, parts of the original image might not be copied, or the paper might jam. 1. Place the originals into the ADF 2. Vertical size D Adjust the guide to the size of the widest original. E Place the aligned originals face up in the ADF.

F Press the {Start} key. } 16 Placing Originals Placing custom size originals When placing custom size originals, specify the size of the originals. Note Paper with a vertical size of 128 297 mm (5.1"11.6") and a horizontal size of 128432 mm (5.

1"17") can be placed with this function. 1 A Press [Special Original]. B Press [Custm Size Origi.]. C Enter the horizontal size of the original using the number keys, and then press [#].

Note If you make a mistake, press [Clear] or the {Clear/Stop} key, } and then enter the value again. D Enter the vertical size of the original using the number keys, and then press [#]. E Press [OK] twice. F Place the originals, and then press the {Start} key. } 17 Placing Originals 1 18 2. Copying Basic Procedure Preparation When User Code Authentication is set, the screen for entering a user code will be displayed. Enter your user code using the number keys, and then press the {#} key. } B Make sure no previous settings remain. Note When there are previous settings remaining, press the {Clear Modes} key before entering your } settings. When Basic Authentication, Windows Authentication, or LDAP Authentication is set, the authentication screen will be displayed.

Enter your login user name and user password, and then press [Login]. See "When the Authentication Screen is Displayed", General Settings Guide. Reference For user codes, see "Authentication Information", General Settings Guide. Note To copy onto thick paper of 127 g/m2 (34 lb.) or heavier, specify the paper thickness under "Paper Thickness Settings" in User Tools. See "Paper Thickness Setting", General Settings Guide. C Place the originals. Reference p.13 "Placing Originals" D Make the necessary settings. Reference Refer to each function.

E Enter the required number of copies using the number keys. Note The maximum copy quantity that can be set is between 1 and 999. F Press the {Start} key. } Copying starts. Note When placing originals on the exposure glass, press the { # } key after all the originals are scanned.



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Copies are delivered face down. Important When Basic Authentication, Windows Authentication, or LDAP Authentication is set, always log off when you have finished using the machine to prevent unauthorized users from using the machine. A Make sure "d Ready" is shown on the display. If any other function is displayed, press the {Copy} key. } Initial copy display 19 Copying - How to operate To stop the machine during a multicopy run Press the {Clear/Stop} key.

} E When the display prompts you to do so, place the former set of originals again. F Press the {Start} key. } Note The previous copy job's settings are restored and the machine continues copying from where it left off. 2 To return the machine to the initial condition after copying Press the {Clear Modes} key.

} When clearing entered values Press the {Clear/Stop} key or [Clear] } on the display. To check the settings Press the {Check Modes} key. } When the machine continues copying A Place the originals you want to copy. B Press the {Start} key. } The machine stops the previous job and starts copying the new originals. C When copying is complete, remove originals and copies.

D Press the {Interrupt} key again. } The Interrupt indicator goes out. The previous copy job's settings are restored and the machine continues copying from where it left off. Interrupt Copy Use this function to interrupt a long copy job to make urgently needed copies. A Press the {Interrupt} key. } The Interrupt indicator lights. AFU027S Left Original Beeper When scanning is interrupted A Remove the originals that were being copied, and then place the originals you want to copy. B Press the {Start} key. } Copying starts. C When copying is complete, remove the originals and copies.

D Press the {Interrupt} key again. } The Interrupt indicator turns off. The beeper sounds and an error message is displayed if you leave originals on the exposure glass after copying. Note See p.143 "Tone: Original Remains".

20 Basic Procedure Copy Face Up Use this function to reverse the order of copies. Preparation Before using this function, register "Face up" as a copy function key. See p.144 "Copy Function Key: F1F5". A Press [New Job] when "Copying

.." is displayed. 2 B Make settings for the next copy job. A Press {Face Up} key. } C Place the originals in the ADF, and then press the {Start} key. } All originals are scanned. After the current copy job, the next job starts automatically. Note Each job stored is allocated a job number that is displayed on the Reserved Job screen. To switch the display to the current copy job press [Reserved Job], followed by [Printing], and then [Exit].

B Place originals, and then press the {Start} key. } Job Preset You can make settings for the next copy job while copying is in progress. If a long copy job is in progress and you do not want to wait for it to finish, you can use this function to make settings for the next copy job in advance. When the current copy job finishes, the next job begins automatically. Reference See "Job List", General Settings Guide. Editing Job Preset You can check and change the contents of preset jobs. You also can delete preset jobs. A Press [Reserved Job]. B Select the number of the job you want to check or change. 21 Copying C Press [Check / Change Job].

The contents of the job are displayed. Deleting a Preset Job A Press [Reserved Job]. To check the job contents 2 A Check the contents of the job. B Press [Confirmed]. The display returns to the Reserved Job screen.

To change the job contents after checking B Select the number of the job you want to delete. A Check the contents of the job. B Change its contents, and then press [Confirmed]. C Press [Delete Job]. D Press [Delete].

The display returns to the Reserved Job screen. C Press [Change]. The display returns to the Reserved Job screen. Copying onto Tab Stock You can copy onto tab stock. To delete a job after checking its contents A Check the contents of the job. B Press [Delete Job] key. C Press [Delete] key. The display returns to the Reserved Job screen. Preparation Before using this function, set the tray for tab stock and set the position of the index tab. See "Paper Type" in "User Tools (System Settings)", General Settings Guide.

GCINDX1E 22 Basic Procedure A Load tab stock. Note Align the image you want to copy by checking the position of the index tab. If the image extends beyond the index tab, the backs of sheets may get soiled with toner. D Move the back guide to adjust the tab sheet guide to suit the tab stock size. 2 When loading tab stock in a paper tray ADB030S Important When setting tab stock, always use the optional tab sheet guide. A Pull the paper tray out completely. B Attach the tab sheet guide to the tray. E Push the tray in. When loading tab stock in the bypass tray A Pull the bypass tray out. B Load the tab stock with the side you want to print facing up.

ADB031S C Hold the tab stock with the side you want to print facing down, and then load them so that the side with the index is against the tab sheet guide. ADB092S B Select the paper tray where the tab stock is set. { Start} key. Tab stock is always } fed starting from the top tab. C Place originals, and then press the 23 Copying When Feeding Tab Stock from a Paper Tray Auto Start Copying starts immediately when the machine is ready.

A Make your settings while "Select copy mode and press [Start]." 2 and "Scanning originals can be started." are displayed alternately. GCINDX2E B Place the original. C Press the {Start} key.

} The machine scans the original. Copying starts automatically once the machine is ready. 1. Originals 2. Tab stock 3. Copies When Feeding Tab Stock from the Bypass Tray AFU124S 1. Originals 2. Tab stock 3. Copies 24 Copying from the Bypass Tray Copying from the Bypass Tray Use the bypass tray to copy onto special paper such as OHP transparencies, thick paper, thin paper, and copy paper that cannot be loaded in the paper trays. Preparation When copying from the bypass tray, select [1 Sided] Sided] for copying in [Dup.

/Combine/Series]. You can change the initial settings. See p.143 "Duplex Mode Priority". Important Paper larger than 458 mm, 18.1" in length is likely to jam, crease, or not feed in properly. When copying onto special paper such as adhesive labels, always select "Face up". If you select "Face Down", a paper misfeed may occur. See p.156 "Eject Copy Face Up / Down in Bypass Mode".

Do not use colour OHP transparencies that have easily melted coatings. Note The sizes that you can use in the bypass tray are as follows: Metric version Inch version · Vertical: 100 305 mm · Horizontal: 148 437.2 mm · Vertical: 4.



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0" 12.0" · Horizontal: 5.

9" 17.3" For paper sizes you can select in bypass copy, see p.161 "Bypass Tray Copy". The machine can automatically detect the following sizes as standard size copy paper: Metric version Inch version A3L, A4L, A5L, B4 JISL, B5 JISL, B6 JISL 11" × 17"L, 8 1/2" × 11"L, 5 1/2" × 8 1/2"L When copying on sizes other than those specified above, you need to specify the paper size. See p.

26 "When copying onto standard size paper" and p.26 "When copying onto custom size paper". To copy onto OHP transparencies, paper thinner than 72 g/m2 (about 16 lb.), or paper of 127 g/m2 (about 34 lb.) or above, you need to specify the paper type. See p.27 "When copying onto special paper". When printing on OHP transparencies, make sure you adjust the guides in the tray to "A4K" or "8 1/2" × 11"K" and specify [Paper Size] in User Tools. If you place originals on the exposure glass and want the copies to be delivered face down, select "Face down" for both "Eject Copy Face Up/Down in Glass Mode" and "Eject Copy Face Up/Down in Bypass Mode" of User Tools. For details, see General Settings Guide.

If you select OHP transparencies or thick paper 2 in "Special paper", you cannot have copies delivered face down. If you select Tab Stock, you cannot have copies delivered face up. If you use paper larger than 458 mm, 18.1" in size, you cannot have copies delivered face down. The maximum number of sheets that you can load onto the bypass tray depends on paper type. The number should not exceed the upper limit. We recommend that you use a 4000ANSI lumen or brighter overhead projector to project OHP transparencies. 2 25 Copying A Open the bypass tray. C Select the paper type and size. When copying onto standard size paper A Press the [#] key.

] The "Bypass Tray Paper" screen is displayed. B Press [Select Size]. C Select the paper size. D Press [OK] twice. 2 ADB038S B Insert the paper with the side you want to copy facing up until you hear the beep, and align the paper guide to the paper size.

When copying onto custom size paper A Press the [#] key.] B Press [Custom Size]. C Enter the vertical size of the paper using the number keys, and then press [#]. ADB076S 1. Extender Important If the guides are not flush against the copy paper, image skewing or misfeeds might occur.

Note Do not stack paper over the limit mark, otherwise image skewing or misfeeds might occur. D Enter the horizontal size of the paper using the number keys, and then press [#]. Note If [Horiz.] is not highlighted, press [Horiz.]. To register the custom size entered, press [Program], and then press [Exit]. E Press [OK]. Swing out the extender to support paper sizes larger than A4L, 8 1/2" × 11"L. Fan paper to avoid multi-sheet feeds. 26 Copying from the Bypass Tray When copying onto special paper A Press the [#] key.

] B Select paper type in "Special paper". C Press [OK]. Reference For more information about supported size of envelope, see "Recommended Paper Sizes and Types", General Settings Guide. D Place the originals, and then press the {Start} key.] Note When the Sort function is set, press the [#] key after all originals have been scanned. A Open the bypass tray, and then insert the envelopes with the side you want to copy face up until the beeper sounds. E Align the paper guide to the envelope. C Press the [#] key.] D Press [Custom Size]. E Enter the vertical size of the envelope using the number keys, and then press [#].

E When your copy job is finished, press the { Clear Modes} key to } clear the settings. When Copying onto Envelopes Note When placing an original on the exposure glass, place the original with the bottom line aligned to the left scale. When placing originals in the ADF, place the originals with the bottom line inserted in the ADF. When inserting envelopes, be sure to unfold the flaps and position them opposite to the paper feed direction. F Enter the horizontal size of the envelope using the number keys, and then press [#].

Note When entering the horizontal size for envelopes, including the opened-out flap in the measurement. AFU147S 1. Vertical 2. Horizontal AFU131S G Select [Thick Paper 2] for the paper type. H Press [OK].

27 Copying I Place the originals, and then press the {Start} key.] J When your copy job is finished, press the { Clear Modes} key to } clear the settings. 2 28 Making A3, 11" × 17" Full Bleed Copies Making A3, 11" × 17" Full Bleed Copies You can make A3, 11" × 17" full bleed copies with 12" × 18" paper. This is useful for making A3, 11" × 17" size copies with a coloured background (e.g. catalogues). 2 GCBLEE0E 1. A3, 11" × 17" size Original 2. In standard copy mode, margins appear on copies 3. 12" × 18" Full Bleed Copy 4.

Cut around the margins to produce a full image Note You can use this function with 12" × 18" paper. When A3, 11" × 17" full bleed copying is made, the original image is copied onto the centre. You can only use this function with the bypass tray. 29 Copying Colour Functions Selecting a Colour Mode Note Yellow, magenta, and cyan will be copied with one toner colour, but beige, orange, red, light green, pink, green, marine blue, blue and purple uses 2 toner colours to copy. 2 Select a Colour mode that best suits your originals and copying requirements. Reference For colour images, see p.iii "What You Can Do with This Machine <Colour Functions/Colour Adjustments>" The following basic functions are explained in this section. Two Colour Copy · Two Colour Copy (Normal) Copies black and other parts in two specified colours. Note You can select from basic colours and registered colours. · Two Colour Copy (Red & Black) Copies the red part in red, and all the other parts in black or white.

Note When the width of the colour is set to "Wider", colours close to orange and purple will be recognized as red. This adjustment will be valid in "Erase Colour" and "Convert Colours". See p.156 "Colour Sensitivity". Auto Colour Selection Judges the colour of the original automatically, and copies either in full colour or black/white.

Note When using Auto Colour Selection, the machine decides whether to copy in full colour or black and white by examining the central part of the original. Because of this detection method, small full-colour originals such as business cards may be detected as black and white. When copying small full-colour originals, we recommend you select Full Colour Copy.



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A Select the type of colour key. Full Colour Copy Copies by overlaying yellow, magenta, cyan, and black.

Black/White Copy Copies in black regardless of the colour of the original. Single Colour Copy Copies in one designated colour. AFU028S 30 Colour Functions When the {Single Colour} key is } selected When [Two-colour] is pressed A Press [Change Colour Setting]. B Press [Black Portion], and then select the colour to be replaced by black. Note When selecting a colour from the user colours, press [User Colour]. C Press [Non-black Portion], and then select the colour to replace the black colour of the original. A Select designation method of colour ([Basic Colour], [User Colour]). 2 B Select the colour, and then press [OK]. Note When copied using the registered colour, the original will be copied lighter than the registered colour. Press [Lighter] or [Darker], and you can adjust the density in 4 steps.

D Press [OK] twice. Convert Colours Copies by changing the colour in the original to a different colour. Note It is possible to specify up to 4 colours. The width of the colour to be converted can be adjusted in 5 levels. If the colour width is set to "Wider" and red has been specified, colours which are close to magenta or orange, will also be converted. The colour width can be adjusted in the "User Tools". See p.156 "Colour Sensitivity". When the {Two-colour} key is } selected A Select either [Two-colour] or [Red & Black]. When [Red & Black] is pressed A Press [OK].

} A Press the {Full Colour} key. 31 Copying B Press [Edit / Colour Creation]. H After selecting all the colours to be converted, press [OK]. I Press [OK] three times. J Place the originals, and then press the {Start} key.

} 2 C Press [Colour Creation]. D Press [Convert Colour]. E Select any one item from [Conversion 1] to [Conversion 4]. Erase Colour You can erase a certain colour in the image of the original. Note It is possible to select up to 4 colours.

The width of the colour to be deleted can be adjusted in 5 levels. If the colour width is set to "Wider" and red has been specified, colours which are close to magenta or orange, will also be deleted. The colour width can be adjusted in the "User Tools". See p.156 "Colour Sensitivity". F Select the colour to be converted. G Select the new colour to be converted. Note You can adjust the density of each colour in 4 levels. When you want to change the converted colour, press from [Conversion 1] to [Conversion 4] and make the selection again. When changing between more than two colours, repeat steps E to G.

A Press [Edit / Colour Creation]. B Press [Colour Creation]. C Press [Erase Colour]. D Select the colour to be erased. Note You can cancel the selection by pressing the selected (highlighted) key. You can erase 4 colours at once. Selecting from [User Colour] A Press [User Colour]. B Select from the registered colours, then press [OK]. 32 Colour Functions E Press [OK] after selecting all the colours to be deleted. F Press [OK] twice.

G Place the originals, and then press the {Start} key. } E Press [OK] twice. F Place the originals, and then press the {Start} key. } Colour Background Copies by adding a colour in the whole page. Note Since the Colour Background function overprints the entire original, t h e c o l o u r o f t h e i m a g e m a y c h a n g e .

2 A Press [Edit / Colour Creation]. B Press [Colour Creation]. C Press [Colour Background]. D Select the background colour, then press [OK]. Note You can adjust the density of each colour in 4 levels.

You can cancel the selection by pressing the selected (highlighted) key. Selecting from the [User Colour] A Press [User Colour]. B Select a registered colour, and then press [OK]. 33 Copying Copier Functions Adjusting Copy Image Density Manual image density 2 There are three types of adjustment available: A Press [Auto Image Density] to cancel it. Auto Image Density The machine automatically adjusts image density. Manual Image Density You can adjust the general density of the original in nine increments. Combined auto and manual image density Use when copying originals with dirty backgrounds (such as newspapers). You can adjust foreground density while leaving the background unchanged. Auto image density B Press [Lighter] or [Darker] to adjust image density. Combined auto and manual image density A Make sure [Auto Image Density] is selected.

A Make sure [Auto Image Density] is selected. B Press [Lighter] or [Darker] to adjust image density. 34 Copier Functions Selecting the Original Type Select one of the following eight types to match originals: Map You can configure the machine to scan Map originals. Highlight Pen You can configure the machine to copy documents marked in highlighter pen. Inkjet Output When copying inkjet paper documents, specify the inkjet output appropriate to the colour balance of the document. There are three types of inkjet output. See p.157 "InkJet Type" Reference p.142 "Original Type Display" Text When originals contain only text (no pictures). Text / Photo When originals contain photographs or pictures alongside the text.

Photo When you want to reproduce the delicate tones of photographs and pictures. Note If you select "Text / Photo" or "Photo" as the original type, select the photo type from among the three options below: · Glossy Photo Use when copying developed photographs. · Printed Photo Use when copying photographs or pictures that are printed on paper (e.g. magazines).

· Copied Photo Use when copying copies or originals generated by printers. 2 p.142 "Original Photo Type Priority" A Press the appropriate key to select the original type. Press [Others] first if you want to select [Generation], [Pale], [Map], [Highlight Pen], or [Inkjet Output]. Generation Copy When originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Pale When you want to reproduce originals that have lighter lines in pencil, or faintly copied slips. Faint lines are copied with greater clarity. If the original type keys are not displayed A Press [Original Type]. B Select the original type, and then press [OK]. 35 Copying Selecting Copy Paper There are two ways to select copy paper: 2 Auto Paper Select The machine selects a suitable size of copy paper automatically based on original size and reproduction ratio. Manual Paper Select Choose the paper you want to copy onto from a paper tray, bypass tray, or Large Capacity Tray (LCT). Reference p.12 "Sizes difficult to detect" Note See the following table for copy paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%). Metric version Where original is placed Exposure glass ADF Paper size and orientation A3L, B4 JISL, A4KL, B5 JISKL A3L, B4 JISL, A4KL, B5 JISKL, A5K, 11"× 17"L, 8 1/2" × 11"KL Inch version Where original is placed Exposure glass ADF Paper size and orientation 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11"KL A3L, A4KL, 11" × 17"L, 8 1/2" × 14"L, 8 1/2" × 11"KL Only the paper trays set to [No Display] or [Recycled Paper] in Paper Type and also set to [Yes] in Apply Auto Paper Select can be selected for the Auto Paper Select function.



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See "Paper Type" in "Tray Paper Settings", General Settings Guide.

36 Copier Functions Auto Paper Select A Make sure [Auto Paper Select] is selected. 2 Note Trays with a key mark are not automatically selected. See "Paper Type" in "Tray Paper Settings", General Settings Guide. Manual Paper Select A Select the paper tray, bypass tray or LCT. The selected paper tray is highlighted. Reference p.25 "Copying from the Bypass Tray" If the paper type keys are not displayed A Press [Auto Paper Select]. B Select the paper type. 37 Copying Preset Reduce / Enlarge You can select a preset ratio for copying. A Press [Reduce / Enlarge].

2 Note To select a preset ratio on the initial display, press the shortcut Reduce / Enlarge key, and then proceed to step D. Base Point The base point of Reduce / Enlarge differs depending on how the original was scanned. When the original is placed on the exposure glass, the upper left corner is the base point. When placed in the ADF, the bottom left corner is the base point. B Press [Enlarge] or [Reduce].

C Select a ratio, and then press [OK]. D Place originals, and then press the {Start} key. } -Create margin function Use Create Margin to reduce the image to 93% of original size using the centre as reference. You can assign this function to a shortcut key on the initial display. By combining it with the Reduce / Enlarge function, you can also provide the Reduce / Enlarge copy with a margin.

GCKA031e 1. Base point when placed on the exposure glass. Reference Related default settings: 2. Base point when placed in the ADF. Reference Related default settings: p.144 "Copy Function Key: F1-F5" p.147 "Ratio for Create Margin" p.145 "Shortcut R / E" p.147 "R / E Priority" 38 Copier Functions A Press [Create Margin] on the initial display. B Enter the ratio.

To select the ratio using [n] and n [o] o A Select a preset ratio close to the ratio using [Reduce] or [Enlarge]. B Adjust the ratio further, using [n] or [o]. n o 2 B If you do not want to combine it with the Reduce / Enlarge function, place originals, and then press the {Start} key. } Zoom You can change the reproduction ratio in increments of 1%. Note Pressing [n] or [o] changes n o the ratio in increments of 1%. Pressing and holding down [n] or [o] changes it in increments of 10%. If you have incorrectly entered the ratio, readjust it using [n] or [o]. n o To enter the ratio using the number keys A Press [Mag. Ratio]. B Enter the ratio using the number keys.

C Press [#]. D Press [OK]. Note You can select a preset ratio close to the ratio using [Reduce] or [Enlarge], and then adjust it further, using [n] or [o]. n o C Place the originals, and then press the {Start} key. } Auto Reduce / Enlarge The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

A Press [Reduce / Enlarge]. 39 Copying 2 Note You cannot use the bypass tray with this function. When using Auto Reduce / Enlarge, see the following table for original sizes and orientations you can use: A Press [Auto Reduce / Enlarge]. Metric version Where original is placed Exposure glass Original size and orientation A3L, B4 JISL, A4KL, B5 JISKL, 8 1/2" x 13"L A3L, B4 JISL, A4KL, B5 JISKL, A5KL, B6 JISKL, 11" x 17"L, 8 1/2" x 11"KL, 8 1/2" x 13"L B Select the paper tray. C Place the originals, and then press the {Start} key.

} ADF Size Magnification You can calculate an enlargement or reduction ratio based on the lengths of the original and copy. Inch version Where original is placed Exposure glass Original size and orientation 11" x 17"L, 8 1/2" x 14"L, 8 1/2" x 11KL A3L, A4LK, 11" x 17"L, 8 1/2" x 14"L, 8 1/2" x 11"KL, 5 1/2" x 8 1/2"KL, 10" x 14"L, 7 1/4" x 10 1/2"L ADF Note Measure and specify the lengths of the original and copy by comparing "A" with "a". Reference p.12 "Sizes difficult to detect" A Press [Reduce / Enlarge]. B Press [Specifd. Ratio]. 40 Copier Functions C Make sure [Size Magnificatn] is highlighted. D Enter the length of the original using the number keys, and then press [#]. Note You can enter sizes within the following ranges: Metric 1999 mm version (increments of 1 mm) Inch 0.1"99.

9" version (increments of 0.1") Note You can also select a preset ratio close to the ratio using [Reduce] or [Enlarge], and then adjust it further, using [n] or [o]. n o A Press [Reduce / Enlarge]. 2 E Enter the length of the copy using the number keys, and then press [#]. Note To change the length after pressing [#], select [Original] or [Copy], and then enter the length. B Press [Specifd. Ratio]. C Press [Direct. Mag.%].

To enter the ratio using the number keys A Press [Horizontal]. B Enter the ratio using the number keys, and then press [#]. C Press [Vertical]. D Enter the ratio using the number keys, and then press [#]. E Press [OK].

F Press [OK] twice. G Place the originals, and then press the {Start} key. } Directional Magnification (%) Copies can be reduced or enlarged at different reproduction ratios, horizontally and vertically. To specify a ratio using [n] and n [o] o A Press [With no]. B Press [Horizontal].

C Adjust the ratio using [n] or n [o]. o Note Pressing [n] or [o] changes n o the ratio in increments of 1%. Pressing and holding down [n] or [o] changes it in increments of 10%. CP2P01EE a: Horizontal ratio b: Vertical ratio 41 Copying 2 If you have incorrectly entered the ratio, readjust it using [n] or [o]. n o D Press [Vertical]. E Adjust the ratio using [n] or n [o]. o F Press [OK]. Note You can enter sizes within the following ranges: Metric version Vertical: 1999 mm (increments of 1 mm) Horizontal: 1999 mm (increments of 1 mm) Inch version 0.1"99.9" (increments of 0.

1") D Press [OK]. E Place the originals, and then press the {Start} key. } A Press [Reduce / Enlarge]. Directional Size Magnification (mm) A suitable reproduction ratio is automatically selected when you enter the horizontal and vertical lengths of the original and copy image you require. B Press [Specifd. Ratio]. C Press [Dir. Size Mag mm]. D Enter the horizontal size E Enter of the original using the number keys, and then press [#]. the horizontal size of the copy using the number keys, and then press [#].

nal using the number keys, and then press [#]. using the number keys, and then press [#]. CP2M01EE 1. Horizontal original size 2. Vertical original size 3. Horizontal copy size 4. Vertical copy size Preparation Specify the vertical and horizontal size of the original and that of the copy, as shown.



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F Enter the vertical size of the original. G Enter the vertical size of the copy. Note To change the length, press the key you want to change, and then enter the new value. H Press [OK] twice. I Place the originals, and then press 42 the {Start} key.

J Copier Functions Sort The machine can scan originals into memory and automatically sort copies. Reference Related default settings: Shift Sort · To use this function, the optional finisher is installed. Each time the copies of one set or a job are delivered, the next copy is shifted to separate each set or job. 2 p.155 "Select Stack Function" p.154 "Memory Full Auto Scan Restart" p.154 "Rotate Sort: Auto Paper Continue" p.142 "Auto Tray Switching" Sort Copies are assembled as sequentially-ordered sets. Note You cannot use the bypass tray with this function. A Press [Sort] or [Rotate Sort].

When a finisher is not installed Rotate Sort Every other copy set is rotated by 90°KL and delivered to the copy tray. When the Finisher 3000B (100 sheet staples) or the Finisher MEC (50-sheet staples) is installed Note To use the Rotate Sort function, two paper trays with paper of the same size and type, but different orientation (KL), are required. See "Paper Type: Tray14", General Settings Guide. 43 Copying When the Finisher MEC BK (saddle stitch) is installed Sample copy You can use this function to check copy settings before making a long copy run. 2 B Enter the number of copy sets using the number keys. Limitation The maximum number of sets is 999. Note To check the finishing, press the { Sample Copy} key. See p.44 } "Sample copy". Note This function can be used only when the Sort function is turned on.

A Select Sort and any other necessary functions, and then place the originals. C Place the originals. Note When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top.

When placing originals on the exposure glass or in the ADF using the Batch function, press the { #} key after all the originals } have been scanned. AFU029S One copy set is delivered as a sample. C If the sample is acceptable, press [Print]. The specified number of copies is made, minus one for the sample copy. Note If you press [Suspend] after checking the results, return to step A to adjust the copy settings as necessary.

You can change the settings for Staple, Duplex, Copy Orientation, Stamp, Margin Adjust., and Cover / Slip Sheet. However, depending on the combination of functions, you may not be able to change certain settings. D Press the {Start} key. } Reference p.44 "Sample copy" p.45 "Changing the number of sets" 44 Copier Functions Changing the number of sets You can change the number of copy sets during copying. Note This function can only be used when the Sort function is turned on. A Press [Stack]. 2 B Enter the number of copies using the number keys.

the {Start} key. } A While "Copying..." is displayed, press the {Clear/Stop} key. } B Press [Change Quantity]. C Place the originals, and then press Note When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF, set the first page on top. C Enter the number of copy sets using the number keys, and then press the {#} key. } Note The number of sets you can enter differs depending on when the {Clear/Stop} key is pressed.

} Staple Individual copy sets can be stapled. D Press [Continue]. Copying starts again. Stack This function groups together copies of each page in a multi-page original. Every other page stack is shifted for ease of separation.

Important If you select Saddle Stitch without having the stapler cartridge for Saddle Stitch set in the Finisher MEC BK (saddle stitch), a paper misfeed might occur. Note You cannot use the bypass tray with this function. 45 Copying Reference p.155 "Select Stapling Position (Top Left)" Finisher MEC (50-sheet staples) 2 p.155 "Select Stapling Position (Bottom Left)" p.155 "Select Stapling Position (Top Right)" p.155 "Select Stapling Position (Bottom Right)" Stapling position and original setting Place all the originals in an orientation in which they can be read. They will be automatically rotated for copying. When using the exposure glass, keep the same orientation, but set the originals facing down. When copy paper is identical in size and orientation to the original, staple positions are as follows: AFU106S Finisher 3000B (100-sheet staples) Finisher MEC BK (saddle stitch) AFU105S AFU107S 46 Copier Functions *1 *2 *3 The above tables show staple positioning. The orientation of the paper does not indicate direction of delivery. You cannot staple at this position when copying onto A3 or B4 JIS size paper. If you want to staple at this position on A3 or B4 JIS size paper, select [] and then select "Top 2". A Selections. one of the stapling positions. Finisher 3000B (100-sheet staples), Finisher MEC (50-sheet staples) Note When placing originals on the exposure glass, start with the first page to be copied.

When placing originals in the ADF, set the first page on top. When placing originals on the exposure glass or in the ADF using the Batch function, press the { #} key after all the originals } have been scanned. 2 Finisher MEC BK (saddle stitch) Note When you select the stapling position, the Sort function is automatically selected. Reference p.46 "Stapling position and original setting" B Enter the number of copy sets using the number keys. the {Start} key. } C Place the originals, and then press 47 Copying Punch You can make punch holes in copies. 2 holes 2 GCPNCH1E 3 holes GCPNCH3E 4 holes GCPNCH0E Reference p.156 "Select Punch Type" Note The 4hole punch type is only capable of punching in the 4-hole format. You cannot use the bypass tray with this function.

48 Copier Functions The relationship between the orientation in which you place the original and the punch hole positions is as follows: Punch hole positions Direction in which Original is Set Exposure glass 2 holes K ADF Punch Hole Positions *1 2 L 3 holes Standard K L 4 holes K L 49 Copying Direction in which Original is Set Exposure glass 2 holes K ADF Punch Hole Positions *1 2 3 holes 90° Turn L K L 4 holes K L *1 The above table shows the punch hole positions. The orientation of the paper does not indicate direction of delivery. A Select one of the punch hole positions. B Enter the number of copy sets with the number keys. C Place the originals, and then press the {Start} key.



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