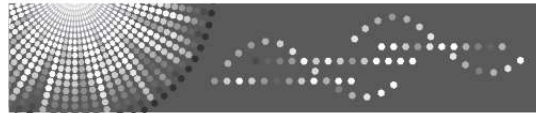




# Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP 161. You'll find the answers to all your questions on the RICOH AFICIO MP 161 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 MP 161**  
**User guide RICOH AFICIO MP 161**  
**Operating instructions RICOH AFICIO MP 161**  
**Instructions for use RICOH AFICIO MP 161**  
**Instruction manual RICOH AFICIO MP 161**



**816 / 816f / 816mf**  
DSm416/DSm416f/DSm416pf  
LD016/LD016f/LD016pf  
**Aficio™ MP 161/161f/161srf**

**Operating Instructions**  
**Copy Reference**



- 1 Placing Originals
- 2 Copying
- 3 Appendix

Read this manual carefully before you use this machine and keep it handy for future reference. For safe and correct use, be sure to read the Safety Information in "About This Machine" 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. 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. 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. Depending on which country you are in, certain units may be optional.

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. Two kinds of size notation are employed in this manual. With this machine refer to the inch version. Manuals for This Machine Refer to the manuals that are relevant to what you want to do with the machine.

Manuals for machines with copier function only or with the DDST Unit are different. See "Manuals for Machines with Copier Function Only or with the DDST Unit". Important Media differ according to manual. The printed and electronic versions of a manual have the same contents. Adobe Acrobat Reader/Adobe Reader must be installed in order to view the manuals as PDF files.

Depending on which country you are in, there may also be html manuals. To view these manuals, a Web browser must be installed. About This Machine Be sure to read the Safety Information in this manual before using the machine. This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, how to enter text, and how to install the CD-ROMs provided. General Settings Guide Explains User Tools settings, and Address Book procedures such as registering fax numbers, e-mail addresses, and user codes. Also refer to this manual for explanations on how to connect the machine. Troubleshooting Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables. Security Reference This manual is for administrators of the machine. It explains security functions that the administrators can use to protect data from being tampered with, 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. Copy Reference Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals. Facsimile Reference Explains Facsimile functions and operations. Printer Reference Explains Printer functions and operations. Scanner Reference Explains Scanner functions and operations. i Network Guide Explains how to configure and operate the machine in a network environment, and use the software provided. This manual covers all models, and includes descriptions of functions and settings that might not be available on this machine. Images, illustrations, and information about operating systems that are supported might also differ slightly from those of this machine. Other manuals · PostScript3 Supplement · UNIX Supplement · Manuals for DeskTopBinder Lite · DeskTopBinder Lite Setup Guide · DeskTopBinder Introduction Guide · Auto Document Link Guide Note Manuals provided are specific to machine types.

For "UNIX Supplement", please visit our Web site or consult an authorized dealer. "PostScript3 Supplement" and "UNIX Supplement" include descriptions of functions and settings that might not be available on this machine. Reference p.iii "Manuals for Machines with Copier Function Only or with the DDST Unit" ii Manuals for Machines with Copier Function Only or with the DDST Unit This section describes the manuals for machines with copier function only or with the DDST Unit. About This Machine Be sure to read the Safety Information in this manual before using the machine.

This manual provides an introduction to the functions of the machine. It also explains the control panel, preparation procedures for using the machine, and how to install the CD-ROMs provided. General Settings Guide Explains User Tools settings. Also refer to this manual for explanations on how to register user codes. Troubleshooting Provides a guide to solving common problems, and explains how to replace paper, toner, and other consumables.

Copy Reference Explains Copier functions and operations. Also refer to this manual for explanations on how to place originals. Printer/Scanner Reference Explains system settings, functions and operations for the machine's printer/scanner unit. Also refer to this manual for explanations on how to connect the machine. Network Guide Explains how to configure and operate the machine in a network environment, and use the software provided. Note Some manuals include descriptions of functions and settings that are not available on machines with copier function only or with the DDST Unit. iii What You Can Do with This Machine Available functions differ depending on the model and options. Reference p.2 "Functions Requiring the ARDF" Types of Duplex Copies 1 Sided 2 Pages 2 Sided 1 Page See p.41 "Duplex".

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..... 57 ix x How to Read This Manual Note For proper use of this product, be sure to read About This Machine first. Suptation when using the Combine/Series, or two-sided originals to one-sided Duplex function. The default setting is [Do not Specify].

The maximum copy quantity can be set between 1 and 99 using the number keys. You can set to display the count of originals and copying pages on the display when [On] is selected. You can select which reduce, enlarge, or input ratio is shown on the display with priority when [Reduce] or [Enlarge] is selected. You can set the ratio with priority when [R/E] is selected. Specify left margin on the back side of copies, and top margin on the front side.

If you select [On] for this function, the machine rotates the image correctly. You can prevent unauthenticated users from changing the user tools settings. Original Type Setting Duplex Mode Priority Orientation Max. Number of Sets Original Count Display Reproduction Ratio Preset R/E Priority Duplex Margin

Letterhead Setting Menu Protect 5 6 1. Placing Originals This chapter describes the types of originals you can set and how to place originals.

Originals This section describes the types of originals that can be placed, and missing image area. Sizes and Weights of Recommended Originals The following describes recommended paper sizes and weights, and non-compatible originals for the ARDF. Metric version Where original is placed Exposure glass ARDF Up to A4 One-sided originals: A4L A5KL Two-sided originals: A4L A5L 52105 g/m2 Original size -52-105 g/m2 Original weight Inch version Where original is placed Exposure glass ARDF Original size Up to 8 1/2" x 14" One-sided originals: 8 1/2" x 14"L 5 1/2" x 8 1/2"KL 1 1 1 Original weight -14-28 lb. Two-sided originals: 8 1/2" x 14"L 5 1/2" x 8 1/2"L 1 1 1 1428 lb. Note About 50 originals (80 g/m2, 20 lb.) can be placed in the ARDF. Do not place 2-sided originals in the ARDF if they are 17 lb. or less in weight and 13" or more in length. Place them on the exposure glass instead. 7 Placing Originals Non-compatible originals for the ARDF Placing the following types of originals in the ARDF can cause paper misfeeds or light and black lines, or result in damage to the originals.

Place these originals on the exposure glass instead. · Originals other than those specified in "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 or highly flexible originals · Thick originals such as postcards · Bound originals such as books · Transparent originals such as OHP transparencies or translucent paper · Originals that are still wet with ink or correction fluid Note The original might become dirty if it is written with a pencil or a similar tool. 1 8 Originals Sizes Selectable as Regular Size Originals You can select the following original sizes on the display: A4L \*1 , B5 JISL \*2 , A5KL, 8 1/2" x 14"L, 8 1/2" x 13"L, 8 1/2" x 11"L \*3 , 8 1/4" x 14"L, 8 1/4" x 13"L, 8" x 13"L, 5 1/2" x 8 1/2"KL \*1 \*2 \*3 1 Default size for the metric version JIS: Japanese Industrial Standard Default size for the inch version Maximum scanning area Exposure glass ARC053S ARDF ARC022S Note When you copy custom size originals, make sure you specify the size of the originals. If not, the image may not be copied properly. For 2-sided originals that can be placed in the ARDF, the horizontal size is 160-356 mm (6.3"-14"). Reference p.14 "Specifying the Original Size When a Paper Tray is Selected" p.17 "Specifying the Original Size When the Bypass Tray is Selected" 9 Placing Originals Missing Image Area 1 Even if you correctly place originals in the ARDF or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied.

GCGENK2E 1 0.

5-4.5 mm (0.02"-0.18") 2 1.0-5.

0 mm (0.04"-0.20") \* 3 0.5-3.5 mm (0.

02"-0.14") 4 1.0-5.0 mm (0.04"-0.20") \* Back of 2-sided copy: 2.2-6.2 mm (0.09"-0.25") 10 Placing Originals Placing Originals This section describes the procedure for placing originals on the exposure glass and in the ARDF.

Take care to place originals after any correction fluid and ink has completely dried. Not taking this precaution could cause marks on the exposure glass that will be copied onto paper. Reference p.7 "Originals" 1 Original Orientation You can set the original orientation in the following ways. Originals ARDF Exposure glass GCCO600E set23EE Note Originals should be aligned to the rear left corner when placing them on the exposure glass. However, some copy functions may produce different results depending on the orientation of the originals. For details, see the explanations of each function. Reference p.41

"Duplex" p.44 "One-Sided Combine" p.

47 "Two-Sided Combine" p.50 "Series Copies" 11 Placing Originals Placing Originals on the Exposure Glass Place originals on the exposure glass. 1 Important Do not lift the exposure glass cover or ARDF forcefully.



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Otherwise, it will be damaged, or the cover of the ARDF might open. A Lift the exposure glass cover or ARDF.

B Place the original face down on the exposure glass. The original should be aligned with the rear left corner. Start with the first page to be copied. ARC043S  
1 Positioning mark 2 Left scale C Lower the exposure glass cover or ARDF. 12 Placing Originals Placing Originals in the ARDF Place originals in the ARDF.

Settings should be made when placing custom size originals. 1 When placing custom size originals: See p.14 "Specifying the Original Size When a Paper Tray is Selected" and p.17 "Specifying the Original Size When the Bypass Tray is Selected". ARDF ARC011S A Adjust the document guide to the original size. B Set the aligned originals face up into the ARDF. Do not stack originals beyond the limit mark. The first page should be on the top. Be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.

ARC023S 1 Limit mark 2 Document guide 13 Placing Originals Note Originals that are 160 mm or less along the feed direction, such as A5K or 51/2" × 81/2"K, may jam inside the ARDF when you make duplex copies. 1 Thin originals (64 g/m2, 17 lb. or less) that are 310 mm (13") or more along the feed direction, such as 81/2" × 14"L or 8" × 13"L, may jam inside the ARDF when you make duplex copies. Straighten curls in the originals before placing them in the ARDF. To prevent multiple sheets from being fed at once, fan the originals before placing them in the ARDF. Set the originals squarely. Specifying the Original Size When a Paper Tray is Selected You can select either regular or custom for the size of the original when a paper tray is selected. Regular sizes

When placing regular size originals on the exposure glass or in the ARDF, select the size of the originals from the regular sizes shown on the display. @@ When copy paper size and original size differ, you need to specify the original size as follows: A Select a desired paper tray using {U} or {T}. B Press the {q} key.

C Select [Regular Size] using {U} or {T}, and then press the {OK} key. 14 Placing Originals D Select the original size using the scroll keys, and then press the {OK} key. 1 The "Programmed" message appears. @@ appears Note To cancel the size you have set, press the {Clear Modes} key. Custom sizes When placing custom size originals on the exposure glass or in the ARDF, specify the size of the originals using the number keys.

Important Original sizes that can be set with this function are: · ARDF: vertical 139-216 mm (5.5"-8.5"), horizontal for 1-sided originals 1391260 mm (5.5"-49.6"), horizontal for 2-sided originals 160-356 mm (6.3"-14") · Exposure glass: vertical 139-216 mm (5.5"-8.5"), horizontal 160-356 mm (6.3"-14") A Select a desired paper tray using {U} or {T}. B Press the {q} key. C Select [Custom Size] using {U} or {T}, and then press the {OK} key. 15 Placing Originals D Enter the horizontal size of the original (Horiz.) with the number keys, and then press the {OK} key. 1 ARC009S 1 Vertical size 2 Horizontal size E Enter the vertical size of the original (Vert.) with the number keys, and then press the {OK} key.

The "Programmed" message appears. When the custom size originals settings are registered, on the top of the copy display. appears Note If you make a mistake in step D or E, press the {Clear/Stop} key, and then enter the value again. @@@@ Ask the administrator for the login user name and password. @@D Make desired settings. @@@@ If the guides are not flush against the paper, images might be skewed or paper misfeeds might occur. Load only as much paper as can be held between the guides on the bypass tray. Overloading the bypass tray can result in misfeeds and skewed images. To support A4L, 81/2" × 11"L, or larger paper sizes, pull out the extender. To prevent multiple sheets from being fed at once, fan paper before placing it on the tray.

ZFOY250E 1 Horizontal size 2 Vertical size 3 Extender 4 Paper guides 24 Copying from the Bypass Tray D Pull down the release lever. 2 ARC013S 1 Release lever The bypass tray is selected on the display. E Select the size and type of the paper, if required. Note If the bypass tray is not selected on the display in step D, select using {U} or {T}, and then press the {q} key. When Panel Key Sound is turned off, the beeper will not sound even if you insert paper into the bypass tray.

When Copying onto Regular Size Paper Makes copies onto regular size paper from the bypass tray. A Load paper face down on the bypass tray. B Select the bypass tray using {U} or {T}. C Press the {q} key. D Select [Paper Size] using {U} or {T}, and then press the {OK} key.

25 Copying E Select [Regular Size] using {U} or {T}, and then press the {OK} key. 2 F Select the paper size using the scroll keys, and then press the {OK} key. The "Programmed" message appears. G Place the originals, and then press the {Start} key. H When the copy job is finished, press the {Clear Modes} key to clear the settings. Reference p.23 "Loading Paper on the Bypass Tray" When Copying onto Custom Size Paper Makes copies onto custom size paper from the bypass tray. A Load paper face down on the bypass tray. B Select the bypass tray using {U} or {T}. C Press the {q} key.

D Select [Paper Size] using {U} or {T}, and then press the {OK} key. E Select [Custom Size] using {U} or {T}, and then press the {OK} key. 26 Copying from the Bypass Tray F Enter the horizontal size of the paper (Horiz.) with the number keys, and then press the {OK} key. G Enter the vertical size of the paper (Vert.) with the number keys, and then press the {OK} key. 2 The "Programmed" message appears. H Place the originals, and then press the {Start} key. I When the copy job is finished, press the {Clear Modes} key to clear the settings. Note If you make a mistake in step F or G, press the {Clear/Stop} key, and then enter the value again.

Reference p.23 "Loading Paper on the Bypass Tray" When Copying onto OHP Transparencies When copying onto OHP transparencies, select [OHP (Transparency)] in Paper Type. Important OHP transparencies must be loaded face down in the tray with the notched corner of the sheet in the appropriate corner of the tray. Load OHP transparencies one at a time in the bypass tray. This prevents multiple sheets being fed in together, which can cause jams and misprints.

Remove copied sheets from the internal tray one by one. A Load OHP transparencies face down on the bypass tray. B Select the bypass tray using {U} or {T}. C Press the {q} key. 27 Copying D Select [Paper Type] using {U} or {T}, and then press the {OK} key.



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2 E Select [OHP (Transparency)] using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. F Select the paper size, if required. G Place the originals, and then press the {Start} key. H When the copy job is finished, press the {Clear Modes} key to clear the settings. Note Printing on OHP transparencies is slower than printing on plain paper. Reference p.23 "Loading Paper on the Bypass Tray" When Copying onto Thick Paper When copying onto thick paper, select [Thick Paper] in Paper Type. Important To prevent multiple sheets from being fed at once, fan paper before placing it on the tray. A Load thick paper face down on the bypass tray.

B Select the bypass tray using {U} or {T}. C Press the {q} key. D Select [Paper Type] using {U} or {T}, and then press the {OK} key. 28 Copying from the Bypass Tray E Select [Thick Paper] using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. 2 F Select the paper size, if required. G Place the originals, and then press the {Start} key. H When the copy job is finished, press the {Clear Modes} key to clear the settings. Note Printing on thick paper is slower than printing on plain paper. Reference p.

23 "Loading Paper on the Bypass Tray" 29 Copying When Copying onto Envelopes When copying onto envelopes, select the envelope size in Paper Size, and [Thick Paper] in Paper Type. Important Before loading envelopes, use a pen or similar to flatten their edges. 2 ALZ050S ALZ051S 30 Copying from the Bypass Tray Printable area The following areas of envelopes can be printed on: 2 ARB024S 1 Feeding direction 2 Printable area 3 10 mm (0.4") 4 10 mm (0.4") 5 10 mm (0.

4") Orientation of Originals and Envelopes Originals and envelopes must be placed in the same orientation. To minimize waste and time, check that originals and envelopes are loaded in the same orientation. ARB025S The illustration shows the orientation of originals and envelopes. 1 Original on the exposure glass 2 Envelope on the bypass tray 3 Top 4 Bottom 5 Horizontal size 6 Vertical size 31 Copying A Load envelopes face down on the bypass tray. 2 ARC014S 1 Release lever B Select the bypass tray using {U} or {T}.

C Press the {q} key. D Select [Paper Size] using {U} or {T}, and then press the {OK} key. E Select [Regular Size] using {U} or {T}, and then press the {OK} key. F Select the envelope size using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. G Press the {q} key. 32 Copying from the Bypass Tray H Select [Paper Type] using {U} or {T}, and then press the {OK} key. I Select [Thick Paper] using {U} or {T}, and then press the {OK} key. 2 The "Programmed" message appears. J Place the original, and then press the {Start} key.

K When the copy job is finished, press the {Clear Modes} key to clear the settings. Note When copying on a small-sized envelope, align the flap to the paper guide on the left. ABU050S Reference p.23 "Loading Paper on the Bypass Tray" 33 Copying Copy Functions Adjusting Image Density 2 You can adjust the image density in five levels. If you want darker or lighter copies, adjust the image density accordingly. A Press the {Lighter} or {Darker} key to adjust the image density. The density indicator moves. ARC045S The image density changes in five increments as follows: ABU042S Original Type Setting Select one of the following original types to match your originals: Text Select this mode when your originals contain only text (no pictures). Photo Delicate tones of photographs and pictures can be reproduced with this mode. · When copying developed photographs · When copying photographs or pictures that are printed on paper (e.

g. magazines) · When copying originals generated by color copiers 34 Copy Functions A Press the {Original} key to select the original type. The indicator of the selected original type goes on. 2 ARC046S Reference "Original Type Setting", General Settings Guide Selecting Copy Paper Choose a tray containing the paper you want to copy onto: the paper trays or the bypass tray. A Select a desired tray using {U} or {T}.

The selected tray and paper size are displayed. Reference p.23 "Copying from the Bypass Tray" 35 Copying Preset Reduce/Enlarge You can select a preset reduce or enlarge ratio for copying. 2 Base Point The base point of Reduce/Enlarge differs depending on how the original is scanned. When the original is set on the exposure glass, the upper left corner will be the base point.

When it is set in the ARDF, the bottom left corner of the original will be the base point. The figure below is the resulting copy images that differ depending on how the original is scanned. GCKA031e 1 Base point when placing on the exposure glass 2 Base point when placing in the ARDF A Press [R/E]. 36 Copy Functions B Press [Enlarge] or [Reduce]. C Select a ratio using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. 2 D Place the originals, and then press the {Start} key. Reference "Reproduction Ratio", General Settings Guide "Preset R/E Priority", General Settings Guide Zoom You can change the reproduction ratio in increments of 1%. Selecting a ratio using the scroll keys Select a ratio using {U} or {T}. A Press [R/E].

37 Copying B Select a preset ratio which is close to the desired ratio with [Enlarge] or [Reduce], and then press [Zoom]. 2 C Specify a ratio using {U} or {T}, and then press the {OK} key. Pressing {U} or {T} changes the ratio in increments of 1%. Pressing and holding down the relevant key changes the ratio in increments of 10%. The "Programmed" message appears. D Place the original, and then press the {Start} key. Note If you make a mistake in step C, readjust it using {U} or {T}. Entering a ratio with the number keys Select a ratio using the number keys. A Press [R/E]. B Press [Zoom].

38 Copy Functions C Enter the desired ratio with the number keys, and then press the {OK} key. The "Programmed" message appears. D Place the original, and then press the {Start} key. Note If you make a mistake in step C, press the {Clear/Stop} key, and then enter the value again. 2 Sort The machine assembles copies as sets in sequential order.

A Press the {Sort} key. ARC047S The indicator goes on. B Enter the number of copy sets using the number keys. 39 Copying C Place the originals. When placing originals on the exposure glass, start with the first page to be copied.

When placing originals in the ARDF, set the first page on the top. D Press the {Start} key. 2 Note To cancel the Sort function in step A, press the {Sort} key again.



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Make sure the indicator goes off. Changing the number of sets You can change the number of copy sets during copying. Important This function can only be used when the Sort function is turned on. A While "Copying..." is displayed, press the {Clear/Stop} key.

B Press [Sets]. C Enter the number of copy sets with the number keys, and then press [Resume]. Copying starts again. Note The number of sets you can enter in step C differs depending on when the {Clear/Stop} key is pressed. 40 Copy Functions Duplex There are two types of Duplex available. Important You cannot use the bypass tray with this function. 1 Sided 2 Sided Copies 2 one-sided pages to 1 two-sided page. 2 2 Sided 2 Sided Copies 1 two-sided page to 1 two-sided page. Note The ARDF is required to scan two-sided originals. 41 Copying Original orientation and completed copies The resulting copy image will differ according to the orientation in which you place the originals (vertical K or horizontal L).

The table shows the orientation of images on the front and back of copies, not the orientation of delivery. 2 GCRYOU1E A Press the {Duplex} key. ARC048S The indicator goes on. 42 Copy Functions B Select the duplex mode using {U} or {T}, and then press the {OK} key. C Select the original orientation using {U} or {T}, and then press the {OK} key.

2 D Select the duplex orientation using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. E Place the originals. When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ARDF, set the first page on the top.

F Press the {Start} key. Note The paper weight that can be used with duplex copying is 64-90 g/m<sup>2</sup> (20-24 lb.) To cancel the Duplex function in step A, press the {Duplex} key again. Make sure the indicator goes off. To display the screens in steps C and D, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step E. You can change the margins of duplex copies. Reference "Duplex Margin", General Settings Guide "Orientation", General Settings Guide 43 Copying One-Sided Combine Combines several pages to one side of a sheet. There are four types of One-Sided Combine available. 2 1 Sided 2 Pages Combine 1 Side Copies 2 one-sided originals to one side of a sheet.

GCSHVY7J 1 Sided 4 Pages Combine 1 Side Copies 4 one-sided originals to one side of a sheet. GCSHVY8J 2 Sided 1 Page Combine 1 Side Copies 1 two-sided original to one side of a sheet. GCSHVY0J 44 Copy Functions 2 Sided 2 Pages Combine 1 Side Copies 2 two-sided originals to one side of a sheet. 2 GCSHVYBJ Note The ARDF is required to scan two-sided originals. You cannot apply this function to sheets of 357 mm or longer that are fed from the bypass tray. Original orientation and image position of Combine Open to left (K) originals GCSHUY3E Open to top (L) originals GCSHUY4E 45 Copying Placing originals (originals placed in the ARDF) · Originals read from left to right Combine5 2 · Originals read from top to bottom Combine6 A Press the {Combine/Series} key. ARC049S The indicator goes on. B Select the combine mode using {U} or {T}, and then press the {OK} key. C Select the original orientation using {U} or {T}, and then press the {OK} key. The "Programmed" message appears.

46 Copy Functions D Select the paper size using {U} or {T}. E Place the originals, and then press the {Start} key. Note To cancel the One-Sided Combine function in step A, press the {Combine/Series} key again. Make sure the indicator goes off. To display the screen in step C, select [Always Specify] for [Orientation] with Copier Features in User Tools.

If [Do not Specify] is selected, proceed to step D. Reference "Orientation", General Settings Guide 2 Two-Sided Combine Combines various pages of originals onto one two-sided sheet. There are four types of Two-Sided Combine. Important You cannot use the bypass tray with this function. 1 Sided 4 Pages Combine 2 Sides Copies 4 one-sided originals to one sheet with two pages per side.

GCSHVY9J 47 Copying 1 Sided 8 Pages Combine 2 Sides Copies 8 one-sided originals to one sheet with four pages per side. 2 GCSHVYAE 1 Front 2 Back 2 Sided 2 Pages Combine 2 Sides Copies 2 two-sided originals to one sheet with two pages per side. GCSHVY1E 2 Sided 4 Pages Combine 2 Sides Copies 4 two-sided originals to one sheet with four pages per side. GCSHVY2E 1 Front 2 Back 48 Copy Functions A Press the {Combine/Series} key. 2 ARC049S The indicator goes on. B Select the combine mode using {U} or {T}, and then press the {OK} key. C Select the original orientation using {U} or {T}, and then press the {OK} key. D Select the duplex orientation using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. E Select the paper size using {U} or {T}.

F Place the originals, and then press the {Start} key. 49 Copying Note The ARDF is required to scan 2-sided originals. 2 To cancel the Two-Sided Combine function in step A, press the {Combine/Series} key again. Make sure the indicator goes off. To display the screens in steps C and D, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step E. Reference "Orientation", General Settings Guide Series Copies You can separately copy the front and back of a two-sided original onto two sheets. 2 Sided 1 Sided Copies each side of a two-sided original to two separate pages. A Press the {Combine/Series} key. ARC049S The indicator goes on.

50 Copy Functions B Select [Series:2Sided Orig.] using {U} or {T}, and then press the {OK} key. C Select the original orientation using {U} or {T}, and then press the {OK} key. 2 The "Programmed" message appears. D Place the originals, and then press the {Start} key.

Note The ARDF is required to scan 2-sided originals. To cancel the Series Copies function in step A, press the {Combine/Series} key again. Make sure the indicator goes off. To display the screen in step C, select [Always Specify] for [Orientation] with Copier Features in User Tools. If [Do not Specify] is selected, proceed to step D.

Reference "Orientation", General Settings Guide 51 Copying 2 52 3. Appendix Combination Chart This chapter describes the copy machine's specifications and the function compatibility. @@Blank : These modes can be used together. : These modes cannot be used together. The second mode selected will be the mode you are working in. @@This combination is not available on paper that is 357 mm or longer. The mode selected second changes the reduce/enlarge ratio.



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An error message appears if you specify these combinations. @@@@To change a ratio assigned to Preset Reduce/Enlarge, use Copier Features in User Tools. · Any ratio can be specified as a User R/E Ratio.

· The machine's preset Reduce/Enlarge ratios are listed below. Metric version Ratio (%) 200 \*1 (enlarge area by 4) 141 \*1 (enlarge area by 2) 122 115 93 \*1 87 82 71 \*1 (reduce area by 1/2) 65 50 \*1 (reduce area by 1/4) \*1 Original Paper size A6A4 A5A4 ----8" × 13"A4 A4A5 -A4A6 Default settings 54 Supplementary Information Inch version Ratio (%) 200 (enlarge area by 4) 155 \*1 (enlarge area by 2) 129 \*1 121 93 \*1 85 78 \*1 73 65 \*1 50 (reduce area by 1/4) \*1 Original Paper size -5 1/2" × 8 1/2" 8 1/2" × 14" 5 1/2" × 8 1/2" 8 1/2" × 11" --8 1/2" × 13" 8 1/2" × 11" 8 1/2" × 14" 8 1/2" × 11" -8 1/2" × 11" 5 1/2" × 8 1/2" -- 3 Default settings · You can select a ratio regardless of the size of an original or paper. With some ratios, parts of the image might not be copied or margins will appear on copies. Zoom · The reproduction ratios you can specify are 50200 %. · You can select a ratio regardless of the size of an original or paper. With some ratios, parts of the image might not be copied or margins will appear on copies. Duplex · The following paper sizes and orientations can be duplexed. A4L, B5 JISL, 8 1/2" × 14"L, 8 1/2" × 13"L, 8 1/2" × 11"L, 8 1/4" × 14"L, 8 1/4" × 13"L, 16KL · You cannot use the following paper with this function: · Paper smaller than B5 JISL or 8 1/2" × 11"L · Paper thicker than 90 g/m2 (24 lb.) · Paper thinner than 64 g/m2 (17 lb.) · Translucent paper · Label paper (adhesive labels) · OHP transparencies · Thick paper · Envelopes · When an odd number of originals is placed in the ARDF, the back of the last page of copied paper is blank.

· During copying, the image is shifted to allow for the binding margin. 55 Appendix 3 Combine · In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on paper size and the number of originals. · The reproduction ratios selectable by the machine are 50200 %. · If the calculated ratio is under the minimum ratio, it is automatically adjusted to within the available range.

However, with some ratios, parts of the image might not be copied. · If the orientation of originals is different from that of the paper, the machine will automatically rotate the image by 90° to make copies properly. · If the number of originals placed is less than the number specified for combining, the last page segment is left blank as shown. Duplex Margin · If you set a binding margin that is too wide, parts of the image may not be copied. · When making copies using the Combine function, a binding margin is added to copies after the images are combined.

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