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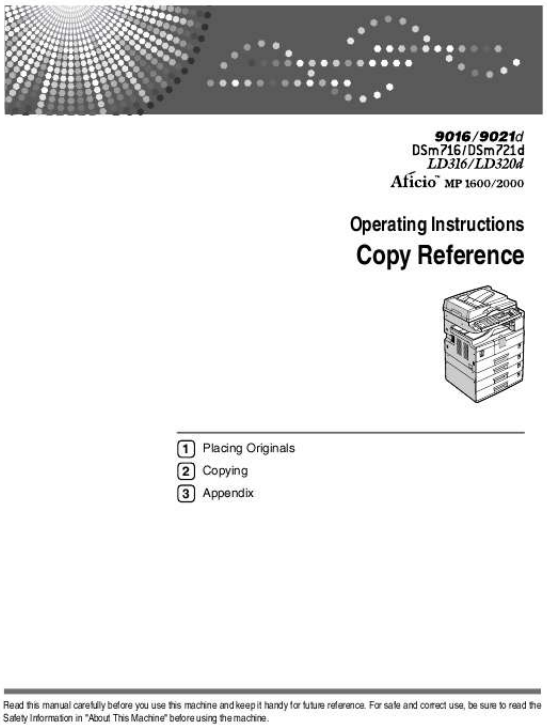
You can read the recommendations in the user guide, the technical guide or the installation guide for RICOH AFICIO MP 2000. You'll find the answers to all your questions on the RICOH AFICIO MP 2000 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual RICOH AFICIO MP 2000
User guide RICOH AFICIO MP 2000
Operating instructions RICOH AFICIO MP 2000
Instructions for use RICOH AFICIO MP 2000
Instruction manual RICOH AFICIO MP 2000



9016/9021d
DSm716/DSm721d
LD316/LD320d
Aficio™ MP 1600/2000

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. 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 "Machine Types", About This Machine.
) · · Type 1: 9016/DSm716/LD316/Aficio MP 1600 Type 2: 9021d/DSm721d/LD320d/Aficio MP 2000 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 inch version. Manuals for This Machine Refer to the manuals that are relevant to what you want to do with the machine.
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.
ii What You Can Do with This Machine Available functions differ depending on the model and options. Reference p.2 "Functions Requiring Optional Configurations" Types of Duplex Copies 1 Sided 2 Pages 2 Sided 1 Page See p.47 "Duplex (Type 2 only)". 2 Sided 1 Page 2 Sided 1 Page See p. 47 "Duplex (Type 2 only)". 1 Sided 4 Pages Combine 2 Sided 1 Page See p.53 "Two-Sided Combine (Type 2 only)". GCSHVY9J iii 1 Sided 8 Pages Combine 2 Sided 1 Page See p.53 "Two-Sided Combine (Type 2 only)". GCSHVYAE 1 Front 2 Back 2 Sided 2 Pages Combine 2 Sided 1 Page See p.53 "Two-Sided Combine (Type 2 only)". GCSHVY1E 2 Sided 4 Pages Combine 2 Sided 1 Page See p.53 "Two-Sided Combine (Type 2 only)". GCSHVY2E 1 Front 2 Back iv Combining Multiple Pages onto a Single Page See p.

50 "One-Sided Combine". 1 Sided 2 Pages Combine 1 Sided 1 Page GCSHVY7J 1 Sided 4 Pages Combine 1 Sided 1 Page GCSHVY8J 2 Sided 1 Page Combine 1 Sided 1 Page GCSHVYOJ v 2 Sided 2 Pages Combine 1 Sided 1 Page GCSHVYBJ Copying Originals Such as Books See p.56 "Series Copies". Bound Originals 1 Sided 2 Pages CP2B0100 2 Sided 1 Page 1 Sided 2 Pages Copying onto Envelopes Envelope See p.32 "When Copying onto Envelopes". vi TABLE OF CONTENTS Manuals for This Machine .....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.i What You Can Do with This Machine.....
.....
.....
.....

.....
.....
.....
.....

.....iii Types of Duplex Copies ...
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..... iii Combining Multiple Pages onto a Single Page .
.....
.....
.....

.....
.....
.....
.....

..... v Copying Originals Such as Books...
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.... vi Copying onto Envelopes .....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
..... vi How to Read This Manual .....

.....
.....
.....
.....

.....
.....
.....
.....

.....

.....
.....
1 Symbols .....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
..1 Names of Major Options ...
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
....1 Functions Requiring Optional Configurations.
.....

.....
.....
.....
.....

.....
.2 Display ....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....3 Reading the Display ...
.....
.....

.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.3 Using the Keys on the Control Panel ....
.....

.....
.....
.....
.....

.....
.....
.....
.....4 User Tools Menu (Copier Features) .

.....
.....
.....
.....

.....
.....
.....
.....

.....5 1. Placing Originals Originals .
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

..7 Sizes and Weights of Recommended Originals.....
.....
.....
.....

.....
.....
.....
.....7 Sizes Detectable by Auto Paper Select .

.....
.....
.....
.....

.....
.....
.....
.....

.....9 Missing Image Area ..
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
11 Placing Originals.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
...12 Original Orientation .....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.12 Placing Originals on the Exposure Glass.....
.....
.....
.....

.....
.....

.....
.....

.....13 Placing Originals in the ADF or ARDF ....
.....
.....
.....

.....
.....
.....
.....

.....
.....
14 Specifying the Original Size When a Paper Tray is Selected .....
.....

.....
.....
....16 Specifying the Original Size When the Bypass Tray is Selected .
.....

.....
.....
...18 2. Copying Basic Procedure.
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....23 Copying from the Bypass Tray..

.....
.....
.....
.....

.....
.....
.....
.....

.....
...25 Loading Paper on the Bypass Tray..
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....25 When Copying onto Regular Size Paper ...

.....
.....
.....
.....

.....
.....
.....
.....

..27 When Copying onto Custom Size Paper.....
.....
.....
.....

.....
.....
.....
.....

.....28 When Copying onto OHP Transparencies ..
.....
.....
.....

.....
.....
.....
.....

.....
.29 When Copying onto Thick Paper ....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....30 When Copying onto Envelopes..

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
...32 Copy Functions..
.....

.....
.....
.....
.....

.....

.....
.....
.....

.....
.....
.....
.....36 Adjusting Image Density ..

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....36 Original Type Setting..

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

....37 Selecting Copy Paper .....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....38 Preset Reduce/Enlarge ..
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....

.....

.....
40 Zoom .....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
42 Auto Reduce/Enlarge .....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
44 Sort.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
... 45 Duplex (Type 2 only) .

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.....

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.....
.....
....47 One-Sided Combine.....

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.....

.....
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.....
.....

.....
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.....
.....

.50 Two-Sided Combine (Type 2 only).....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.53 Series Copies....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

...56 vii 3. Appendix Combination Chart.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....59 Supplementary Information .
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....60 INDEX.

.....
.....
.....
.....

.....
.....
.....
.....

.....
.....
.....
.....

.....

.... 63 viii How to Read This Manual Note For proper use of this product, be sure to read About This Machine first. Supplementary information about the copier mode is described in "Supplementary Information". Reference p.60 "Supplementary Information" Symbols This manual uses the following symbols: Indicates important safety notes. Ignoring these notes could result in serious injury or death. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates important safety notes. Ignoring these notes could result in moderate or minor injury, or damage to the machine or to property. Be sure to read these notes. They can be found in the "Safety Information" section of About This Machine. Indicates points to pay attention to when using the machine, and explanations of likely causes of paper misfeeds, damage to originals, or loss of data. Be sure to read these explanations. Indicates supplementary explanations of the machine's functions, and instructions on resolving user errors. This symbol is located at the end of sections. It indicates where you caniginal Type Setting Duplex Mode Priority Orientation Max.

*Number of Sets Original Count Display Reproduction Ratio Preset R/E Priority Duplex Margin Rotate Sort Rotate Sort:Auto Continue If you select [Off] when the paper tray in use runs out of paper, the machine stops, allowing you to add paper so all copies can be rotate-sorted. Letterhead Setting Menu Protect If you select [On] for this function, the machine rotates the image correctly. You can prevent unauthenticated users from changing the user tools. 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, paper sizes that are automatically detected, and missing image area. Sizes and Weights of Recommended Originals The following describes recommended paper sizes and weights, and non-recommended originals for the ADF or ARDF. Metric version Where original is placed Exposure glass ADF / ARDF Original size Up to A3 One-sided originals: A3L A5KL Two-sided originals: * A3L A5KL Original weight -ADF: 52-105 g/m2 ARDF: 40-128 g/m2 64105 g/m2 * Inch version Where original is placed Exposure glass ADF / ARDF Original size Up to 11" × 17" One-sided originals: 11" × 17"L 5 /2" × 8 /2"KL 1 1 Original weight -ADF: 14-28 lb. ARDF: 10-34 lb. 1728 lb.*
** Two-sided originals: * 11" × 17"L 51/2" × 81/2"KL * The optional ARDF is required. Note About 30 originals can be placed in the ADF. About 50 originals can be placed in the ARDF. 7 Placing Originals Non-compatible originals for the ADF or ARDF Placing the following types of originals in the ADF or 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 Detectable by Auto Paper Select Sizes detectable from the exposure glass, and ADF or ARDF are: Metric version Size A3L Location of the original Exposure glass ADF / ARDF B4 JIS *1 L A4KL B5 JIS *1 L B5 JIS *1 K A5KL 81/2" × 13" L 1 × × *2 : Detectable × : Undetectable *1 *2 JIS: Japanese Industrial Standard If you want to make A5K paper detectable, contact your service representative. Inch version Size 11" × 17"L Location of the original Exposure glass ADF / ARDF × 81/2" × 14"L 8" × 13"L 81/2" × 11" KL 51/2" × 81/2" KL × *1 *1 If you want to make 51/2" × 81/2"K paper detectable, contact your service representative. : Detectable × : Undetectable 9 Placing Originals Maximum scanning area Exposure glass 1 CP01AEE ADF or ARDF ARB051S 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. Reference p.16 "Specifying the Original Size When a Paper Tray is Selected" p.18 "Specifying the Original Size When the Bypass Tray is Selected" Sizes difficult to detect It is difficult for the machine to detect the sizes of the following originals. Even if Auto Paper Select is set, the correct paper size may not be selected, so select the paper size manually. · Originals with indexes, tags, or other projecting parts · Transparent originals such as OHP transparencies or translucent paper · Dark originals with a lot of text and drawings · Originals which partially contain a solid image · Originals which have solid images at their edges 10 Originals Missing Image Area Even if you correctly place originals in the ADF or ARDF, or on the exposure glass, margins of a few millimeters on all four sides of the original might not be copied. 1 GCGENK2E 1 0.5 mm (0.02") or more 2 0.5 mm (0.02") or more 3 2 ± 1.*

5 mm (0.08" ± 0.06") 4 2 ± 1.5 mm (0.08" ± 0.06") 11 Placing Originals Placing Originals 1 This section describes the procedure for placing originals on the exposure glass and in the ADF or 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" Original Orientation You can set the original orientation in the following ways.

Originals ADF or ARDF Exposure glass set11EE 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.

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For details, see the explanations of each function. Reference p.47 "Duplex (Type 2 only)" p.
50 "One-Sided Combine" p.53 "Two-Sided Combine (Type 2 only)" p.56 "Series Copies" 12 Placing Originals Placing Originals on the Exposure Glass Place originals on the exposure glass. Important Do not lift the exposure glass cover, ADF, or ARDF forcefully. Otherwise, it will be damaged, or the cover of the ADF or ARDF might open.
1 A Lift the exposure glass cover, ADF, or ARDF. Be sure to lift the exposure glass cover, ADF, or ARDF by more than 30 degrees. Otherwise, the size of the original might not be detected correctly. 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. AAI025S 1 Positioning mark 2 Left scale C Lower the exposure glass cover, ADF, or ARDF. 13 Placing Originals Placing Originals in the ADF or ARDF 1 Place originals in the ADF or ARDF. Settings should be made when placing custom size originals. When placing custom size originals: See p.

16 "Specifying the Original Size When a Paper Tray is Selected" and p.18 "Specifying the Original Size When the Bypass Tray is Selected". ARDF ZAAH280E 1 Sensors ADF AAI036S 1 Sensors 14 Placing Originals A Adjust the document guide to the original size. B Set the aligned originals face up into the ADF or ARDF. Do not stack originals beyond the limit mark. The first page should be on the top. Be sure not to block the sensor or load the original untidily. Doing so may cause the machine to detect the size of the scanned image incorrectly or display a paper misfeed message. Also, be sure not to place originals or other objects on the top cover. Doing so may cause a malfunction.
1 ARB023S 1 Limit mark 2 Document guide Note Straighten curls in the originals before placing them in the ADF or ARDF. To prevent multiple sheets from being fed at once, fan the originals before placing them in the ADF or ARDF. Set the originals squarely. 15 Placing Originals Specifying the Original Size When a Paper Tray is Selected 1 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 ADF or ARDF, select the size of the originals from the regular sizes shown on the display.
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. When [Auto Detect] is selected, the size of the placed original will be detected automatically. D Select the original size using the scroll keys, and then press the {OK} key. The "Programmed" message appears. When the regular size originals settings are registered, on the top of the copy display. appears 16 Note This function is not available in Auto Paper Select mode. To cancel the size you have set, press the {Clear Modes} key. Placing Originals Custom sizes When placing custom size originals on the exposure glass, or in the ADF or ARDF, specify the size of the originals using the number keys. Important Originals that have a vertical length of 105297 mm (4.2"-11.6") and a horizontal length of 128-1,260 mm (5.1"-49.6") can be specified.

1 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. D Enter the horizontal size of the original (Horiz.) with the number keys, and then press the {OK} key. ARB009S 1 Vertical size 2 Horizontal size 17 Placing Originals E Enter the vertical size of the original (Vert.) with the number keys, and then press the {OK} key. 1 The "Programmed" message appears. When the custom size originals settings are registered, on the top of the copy display. appears Note This function is not available in Auto Paper Select mode.
If you make a mistake in step D or E, press the {Clear/Stop} key, and then enter the value again. To cancel the size you have set, press the {Clear Modes} key. Specifying the Original Size When the Bypass Tray is Selected You can select either regular or custom for the size of the original when the bypass tray is selected. Regular sizes When placing regular size originals on the exposure glass, or in the ADF or ARDF, select the size of the originals from the regular sizes shown on the display. A Select [Bypass] using {U} or {T}.
B Press the {q} key. 18 Placing Originals C Select [Original Size] using {U} or {T}, and then press the {OK} key. 1 D Select [Regular Size] using {U} or {T}, and then press the {OK} key. When [Auto Detect] is selected, the size of the placed original will be detected automatically. E Select the original size using the scroll keys, and then press the {OK} key.
The "Programmed" message appears. When the regular size originals settings are registered, on the top of the copy display. appears Note This function is not available in Auto Paper Select mode. To cancel the size you have set, press the {Clear Modes} key. 19 Placing Originals Custom sizes When placing custom size originals on the exposure glass, or in the ADF or ARDF, specify the size of the originals using the number keys. Important Originals that have a vertical length of 105297 mm (4.2"-11.6") and a horizontal length of 128-1,260 mm (5.1"-49.6") can be specified.

1 A Select [Bypass] using {U} or {T}. B Press the {q} key. C Select [Original Size] using {U} or {T}, and then press the {OK} key. D Select [Custom Size] using {U} or {T}, and then press the {OK} key. E Enter the horizontal size of the original (Horiz.) with the number keys, and then press the {OK} key. 20 Placing Originals F Enter the vertical size of the original (Vert.) with the number keys, and then press the {OK} key. 1 The "Programmed" message appears. When the custom size originals settings are registered, on the top of the copy display.
appears Note This function is not available in Auto Paper Select mode. If you make a mistake in step E or F, press the {Clear/Stop} key, and then enter the value again. @@@@@Ask the administrator for the login user name and login password. @@D Make desired settings. @@@@@@@@@@ To clear an entered value, press the {Clear/Stop} key.
@@@@@@@@@@@@@@@@B Load paper face down on the bypass tray. C Press the {q} key. @@@@B Load paper face down on the bypass tray. C Press the {q} key. @@@@@@ Remove copied sheets from the internal tray one by one.
A Select [Bypass] using {U} or {T}. B Load OHP transparencies face down on the bypass tray. C Press the {q} key. 29 Copying D Select [Paper Type] using {U} or {T}, and then press the {OK} key. 2 E Select [OHP (Transparency)] using {U} or {T}, and then press the {OK} key.

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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.25 "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 Select [Bypass] using {U} or {T}. B Load thick paper face down on the bypass tray. C Press the {q} key. 30 Copying from the Bypass Tray D Select [Paper Type] using {U} or {T}, and then press the {OK} key. E Select [Thick Paper] using {U} or {T}, and then press the {OK} key. 2 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 thick paper is slower than printing on plain paper. Reference p.25 "Loading Paper on the Bypass Tray" 31 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 32 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 20 mm (0.79") 4 10 mm (0.40") 5 5 mm (0.20") 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 33 Copying A Select [Bypass] using {U} or {T}. B Load envelopes face down on the bypass tray. 2 ARB020S 1 Paper guide release lever 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.

34 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. Reference p.25 "Loading Paper on the Bypass Tray" 35 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.
ARB045S 36 Copy Functions 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 2 A Press the {Original Type} key to select the original type.
*The indicator of the selected original type goes on. ARB046S Reference "Original Type Setting", General Settings Guide 37 Copying Selecting Copy Paper There are two ways to select paper: 2 Auto Paper Select The machine selects a suitable size of paper automatically based on the original size and reproduction ratio. Manual Paper Select Choose a tray containing the paper you want to copy onto: the paper trays or the bypass tray. See the following table for paper sizes and orientations that can be used with Auto Paper Select (when copying at a ratio of 100%). Metric version Original location Exposure glass ADF / ARDF Paper size and orientation A3L, B4 JISL, A4KL, B5 JISK, A5K *1 , 81/2" × 13"L A3L, B4 JISL, A4KL, B5 JISKL, A5KL *2 , 81/2" × 13"L Inch version Original location Exposure glass ADF / ARDF *1 *2 Paper size and orientation 11" × 17"L, 81/2" × 14"L, 8 1/2" × 13"L, 81/2" × 11"KL, 51/2" × 81/2"K *1 11" × 17"L, 81/2" × 14"L, 81/2" × 11"KL, 51/2" × 81/2"KL *2 If you want to use A5K or 51/2" × 81/2"K with Auto Paper Select, contact your service representative.*
An optional paper tray unit is required. Note If special paper is selected in Paper Type for all paper trays, you cannot use the Auto Paper Select function. Reference p.10 "Sizes difficult to detect" 38 Copy Functions Auto Paper Select The machine selects a suitable size of paper automatically based on the original size and the reproduction ratio. A Make sure that [Auto Paper Select] is selected. 2 Note If [Auto Paper Select] is not selected, select [Auto Paper Select] by using {U} or {T}. Paper placed in the bypass tray will not be selected with Auto Paper Select. Manual Paper Select 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.

Rotated Copy If the orientation in which your original is placed (KL) is different from that of the paper you are copying onto, the machine automatically rotates the original image by 90° and fits it on the paper. GCROTA0E 39 Copying Note This function works when Auto Paper Select or Auto Reduce/Enlarge is selected. 2 The default setting for Auto Tray Switching is [On]. You cannot use the Rotated Copy function if this setting is changed to [Off]. You cannot use the Rotated Copy function when enlarging onto A3 or B4 JIS, or 11" × 17" or 81/2" × 14" size paper. In this case, place your original in the L orientation. Original size and orientation You cannot rotate: 81/2" × 11" or 51/2" × 81/2" GCROTA1E Paper size and orientation When enlarging to 81/2" × 14" or 11" × 17" GCROTA2E However, you can use: 11" or 51/2" × 81/2" 81/2" × GCROTA3E When enlarging to 8 2" × 14" or 11" × 17" 1/ GCROTA4E Reference p.

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25 "Copying from the Bypass Tray" p.39 "Auto Paper Select" p.44 "Auto Reduce/Enlarge" "Auto Tray Switching", General Settings Guide Preset Reduce/Enlarge You can select a preset reduce or enlarge ratio for copying.

40 Copy Functions 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 ADF or 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. 2 GCKA031e 1 Base point when placing on the exposure glass 2 Base point when placing in the ADF or ARDF A Press [R/E].

B Press [Enlarge] or [Reduce]. C Select a ratio using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. D Place the originals, and then press the {Start} key. Reference "Reproduction Ratio", General Settings Guide "Preset R/E Priority", General Settings Guide 41 Copying Zoom You can change the reproduction ratio in increments of 1%.

2 Selecting a ratio using the scroll keys Select a ratio using {U} or {T}. A Press [R/E]. B Select a preset ratio which is close to the desired ratio with [Enlarge] or [Reduce] and then press [Zoom]. 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. 42 Copy Functions 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]. 2 B Press [Zoom]. 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. 43 Copying Auto Reduce/Enlarge The machine automatically selects an appropriate reproduction ratio based on the paper and original sizes you select. 2 Important You cannot use the bypass tray with this function. When using Auto Reduce/Enlarge, see the following table for paper sizes and orientations you can use: Metric version Where original is placed Exposure glass ADF / ARDF Paper size and orientation A3L, B4 JISL, A4KL, B5 JISK, A5K *1 , 81/2" × 13"L A3L, B4 JISL, A4KL, B5 JISKL, A5KL *2 , 81/2" × 13"L Inch version Where original is placed Exposure glass ADF / ARDF *1 *2 Paper size and orientation 11" × 17"L, 81/2" × 14"L, 81/2" × 13"L, 81/2" × 11"KL, 51/2" × 81/2"K *1 11" × 17"L, 81/2" × 14"L, 81/2" × 11"KL, 51/2" × 81/2"KL *2 If you want to use A5K or 51/2" × 81/2"K with this function, contact your service representative. An optional paper tray unit is required.*

A Press [Auto R/E]. 44 Copy Functions B Select the paper size using {U} or {T}. C Place the originals, and then press the {Start} key. The machine automatically selects an appropriate ratio and then begins copying. Reference p.

10 "Sizes difficult to detect" 2 Sort The machine assembles copies as sets in sequential order. Important To use the Rotate Sort function, two paper trays loaded with paper of the same size and type, but in different orientation (KL), are required. See "Paper Type: Tray 1-4", General Settings Guide. You cannot use the bypass tray with Rotate Sort. Sort Copies are assembled as sets in sequential order.

Rotate Sort Every other copy set is rotated by 90 degrees (KL) and delivered to the copy tray. 45 Copying A Press the {Sort} key. 2 ARB047S The indicator goes on. B Select [Sort] or [Rotate Sort] using {U} or {T}, and then press the {OK} key. The "Programmed" message appears. C Enter the number of copy sets using the number keys. D Place the originals. When placing originals on the exposure glass, start with the first page to be copied. When placing originals in the ADF or ARDF, set the first page on the top. E Press the {Start} key.

Note To display the screen in step B, select [On] for [Rotate Sort] with Copier Features in User Tools. To cancel the Sort function in step A, press the {Sort} key again. Make sure the indicator goes off. Reference "Rotate Sort", General Settings Guide "Rotate Sort: Auto Continue", General Settings Guide "Auto Tray Switching", General Settings Guide "Paper Type: Tray 1-4", General Settings Guide 46 Copy Functions 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].

2 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. Duplex (Type 2 only) 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. 47 Copying 2 Sided 2 Sided Copies 1 two-sided page to 1 two-sided page. 2 Note An optional ARDF is required to scan two-sided originals. 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.

GCRYOU1E 48 Copy Functions A Press the {Duplex} key. 2 ARB048S The indicator goes on. 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. 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 ADF or ARDF, set the first page on the top. F Press the {Start} key.

49 Copying Note The paper weight that can be used with duplex copying is 64-90 g/m2 (20-24 lb.) 2 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.

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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 One-Sided Combine Combines several pages to one side of a sheet. There are four types of One-Sided Combine available. Important You cannot use the bypass tray with this function. 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 50 Copy Functions 2 Sided 1 Page Combine 1 Side Copies 1 two-sided original to one side of a sheet. 2 GCSHVYOJ 2 Sided 2 Pages Combine 1 Side Copies 2 two-sided originals to one side of a sheet. GCSHVYBJ Note An optional ARDF is required to scan two-sided originals. Original orientation and image position of Combine Open to left (K) originals GCSHUY3E Open to top (L) originals GCSHUY4E 51 Copying Placing originals (originals placed in the ADF or ARDF) · Originals read from left to right Combine5 2 · Originals read from top to bottom Combine6 A Press the {Combine/Series} key.

ARB049S 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. 52 Copy Functions D Select the paper size using {U} or {T}, and then press the {OK} key. 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 (Type 2 only) 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 53 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 54 Copy Functions A Press the {Combine/Series} key. 2 ARB049S 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}, and then press the {OK} key. F Place the originals, and then press the {Start} key.

55 Copying Note An optional 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 or two facing pages of a bound original onto two sheets. Important See the following table for original and paper sizes when using a 100% ratio with the Book1 Sided function. Metric version Original A3L B4 JISL A4L Paper for 1sided copy A4K × 2 sheets B5 JISK × 2 sheets A5K × 2 sheets Inch version Original 11" × 17"L 81/2" × 11"L Paper for 1sided copy 81/2" × 11"K × 2 sheets 51/2" × 81/2"K × 2 sheets You cannot use the Book1 Sided function from the ADF or ARDF. You cannot use the bypass tray with the Book1 Sided function. 56 Copy Functions Book 1 Sided Copies two facing pages of a bound original (book) to two separate pages. 2 CP2B0100 2 Sided1 Sided Copies each side of a two-sided original to two separate pages. A Press the {Combine/Series} key. ARB049S The indicator goes on. B Select [Series: Book Orig.] or [Series:2Sided Orig.] using {U} or {T}, and then press the {OK} key. When selecting [Series: Book Orig.], proceed to step D. 57 Copying C Select the original orientation using {U} or {T}, and then press the {OK} key. 2 The "Programmed" message appears.

D Select the paper size using {U} or {T}, and then press the {OK} key. Proceed to step E. E Place the originals, and then press the {Start} key. Note An optional 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 58 3. Appendix This chapter describes the copy machine's specifications and the function compatibility.

Combination Chart The combination chart given below shows which modes can be used together. Blank : These modes can be used together. × : These modes cannot be used together. The first mode selected will be the mode you are working in. : These modes cannot be used together.

*The second mode selected will be the mode you are working in. The following shows the combinations of functions. ARB001S *1 *2 *3 *4 Originals that are 433 mm (17") or longer cannot be used with the two-sided original function. @@An error message appears if you specify these combinations. You cannot make copies until one of the functions is canceled.*

*@@@@@@To change a ratio assigned to Preset Reduce/Enlarge, use Copier Features in User Tools. · Copies can be reduced or enlarged as follows: Metric version Ratio (%) 200 *1 (enlarge area by 4) 141 *1 (enlarge area by 2) 122 *1 115 93 *1 87 82 *1 Original Paper size A5 A3 A4 A3, A5 A4 8" × 13" A3, A4 B4 JIS B4 JISA3 --8" × 13" A4, B4 JIS A4 A3 A4, A4 A5 A3 8" × 13" A3 A5, 8" × 13" A5 71 *1 (reduce area by 1/2) 65 50 *1 (reduce area by 1/4) *1 Default settings 60 Supplementary Information Inch version Ratio (%) 200 (enlarge area by 4) 155 *1 (enlarge area by 2) 129 *1 121 *1 93 *1 85 78 *1 73 65 *1 50 *1 (reduce area by 1/4) *1 Original Paper size 51/2" × 81/2" 11" × 17" 51/2" × 81/2" 81/2" × 14" 81/2" × 11" 11" × 17" 81/2" × 14" 11" × 17" -8" × 13" 81/2" × 11" 81/2" × 14" 81/2" × 11" 11" × 15" 81/2" × 11" 11" × 17" 81/2" × 11" 11" × 17" 51/2" × 81/2" 3 Default settings · You can select a ratio regardless of the size of an original or paper.*

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*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. Sort, Rotate Sort · Paper sizes and orientations that can be used in the Rotate Sort function are as follows: A4KL, B5 JISKL, A5*KL, 81/2" × 11"KL, 51/2" × 81/2"*KL, 16KKL * An optional paper tray unit is required. 61 Appendix 3 Duplex (Type 2 only) · The following paper sizes and orientations can be duplexed. A3L, B4 JISL, A4KL, B5 JISKL, A5KL, 11" × 17"L, 81/2" × 14"L, 81/2" × 13"L, 81/2" × 11"KL, 81/4" × 14"L, 81/4" × 13"L, 8" × 13"L, 71/4" × 101/2"KL, 8KL, 16KKL · You cannot use the following paper with this function: · Paper smaller than A5 (71/4" × 101/2") · 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 ADF or ARDF, the back of the last page of copied paper is blank. · During copying, the image is shifted to allow for the binding margin. 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 (Type 2 only) · 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. 62 INDEX 1 Sided 2 Pages to Combine 1 Side, 50 1 Sided 4 Pages to Combine 1 Side, 50 1 Sided 4 Pages to Combine 2 Sides, 53 1 Sided 8 Pages to Combine 2 Sides, 53 1 Sided to 2 Sided, 47 2 Sided 1 Page to Combine 1 Side, 50 2 Sided 2 Pages to Combine 1 Side, 50 2 Sided 2 Pages to Combine 2 Sides, 53 2 Sided 4 Pages to Combine 2 Sides, 53 2 Sided to 1 Sided, 56 2 Sided to 2 Sided, 47 Copy Paper, 38 Custom size originals, 17, 20 Custom Size Paper, 28 D Darker key, 36 Detectable sizes, 9 Display, 3 Document guide, 14 Duplex, 47, 60 Duplex key, 47 Duplex Margin, 5, 60 Duplex Mode Priority, 5 A ADF, 1, 9, 14 Adjusting Image Density, 36 APS/ Auto R/E Priority, 5 ARDF, 1, 2, 9, 14 Auto Document Feeder, 1 Auto Paper Select, 9, 38, 39 Auto Reduce/Enlarge, 44 Auto Tray Switching, 5 E Enlarge, 40, 44 Envelopes, 32 Escape key, 4 Exposure glass, 9, 13 Extender, 25 F Functions Requiring Optional Configurations, 2 B Base Point, 40 Basic procedure for making copies, 23 Book to 1 Sided, 56 Bypass Tray, 18, 25 Bypass Tray Copy, 60 H Horizontal size, 17, 20, 25, 28 How to Read This Manual, 1 I Image Position of Combine, 50 Initial copy display, 3, 23 C Changing the Number of Sets, 47 Combination Chart, 59 Combine, 50, 53, 60 Combine/Series key, 51, 53, 56 Combining Multiple Pages onto a Single Page, v Control Panel, 4 Copier Features, 5 Copy Functions, 36 Copying, 23 Copying from the Bypass Tray, 25 Copying onto Custom Size Paper, 28 Copying onto Envelopes, vi, 32 Copying onto OHP transparencies, 29 Copying onto Regular Size Paper, 27 Copying onto Thick Paper, 30 Copying Originals Such as Books, vi Copy key, 23 K Keys on the Control Panel, 4 L Letterhead Setting, 5 Lighter key, 36 Limit mark, 14 Loading Paper on the Bypass Tray, 25 63 M Manual Paper Select, 38, 39 Maximum scanning area, 9 Max. Number of Sets, 5 Menu Protect, 5 Missing Image Area, 11 R Ratio, 42, 43, 60 Reading the Display, 4 Recommended originals, 7 Reduce, 40, 44 Regular size originals, 16, 18 Regular Size Paper, 27 Reproduction Ratio, 5 Rotated Copy, 39 Rotate Sort, 5, 45, 60 N Non-compatible originals for the ADF or ARDF, 8 Number keys, 17, 20, 23, 28, 43, 45, 47 S Scroll keys, 4, 42 Selecting a Paper Tray, 16 Selecting Copy Paper, 38 Selecting the Bypass Tray, 18 Selection keys, 4 Series Copies, 56 Sizes Detectable by the Auto Paper Select, 8 Sizes difficult to detect, 10 Sort, 45, 60 Sort key, 45 Supplementary Information, 60 Symbols, 1 O OHP transparencies, 29 OK key, 4 One-Sided Combine, 50 Orientation, 5 Orientation of Originals and Envelopes, 32 Original Count Display, 5 Original Orientation, 12, 47, 50 Originals, 7 Original size, 7, 9 Original Type key, 37 Original Type Setting, 5, 37 Original weight, 7 T Text, 37 Thick paper, 30 Two-Sided Combine, 53 Types of Duplex Copies, iii P Paper, 38 Paper guide release lever, 25 Paper guides, 25 Paper Tray, 16 Paper Tray Unit, 2 Photo, 37 Placing custom size originals, 17, 20 Placing Originals, 7, 12 Placing Originals in the ADF or ARDF, 14 Placing Originals on the Exposure Glass, 13 Placing regular size originals, 16, 18 Positioning mark, 9 Preset Reduce/Enlarge, 40, 60 Preset R/E Priority, 5 Printable area, 11, 32 U User Tools, 5 Using the Keys on the Control Panel, 4 V Vertical size, 17, 20, 25, 28 W What You Can Do with This Machine, iii Z Zoom, 42, 60 64 EN USA B843-7550 In accordance with IEC 60417, this machine uses the following symbols for the main power switch: a means POWER ON. c means STAND BY. Trademarks Acrobat® is a registered trademark of Adobe Systems Incorporated.

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