



D330E Series

USER MANUAL/Copy Operations

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.





Table of contents

1 Overview of Copy Functions

1.1	About Copying.....	1-2
1.2	Main Screen of Copy Mode.....	1-3
1.3	Quick Copy Mode.....	1-4

2 Copy Operations

2.1	Copying (Basic Operation Flow)	2-2
2.2	Copying a Card (ID Card Shot)	2-4
2.3	Canceling Copy	2-6

3 Copy Option Settings

3.1	Basic Copy Settings	3-2
	Selecting a copy color ([Color])	3-2
	Adjusting the copy density ([Density])	3-2
	Selecting the appropriate image quality level for the original ([Original Type])	3-3
	Specifying the paper tray ([Paper]).....	3-4
	Enlarging or reducing an original image ([Zoom])	3-4
3.2	Original Scan Settings	3-5
	Scanning originals of different sizes ([Mixed Original])	3-5
	Specifying the original size ([Original Size])	3-5
	Specifying the original loading direction ([Original Direction])	3-5
	Scanning a number of originals in several batches ([Separate Scan]).....	3-5
	Scanning originals with folds ([Z-Folded Orig.])	3-6
	Skipping blank pages ([Blank Page Removal])	3-7
	Rotating the original image to suit the paper orientation ([Automatic Image Rotation]).....	3-7
3.3	Layout Setting	3-8
	Copying on both sides of paper ([Duplex Settings])	3-8
	Copying multiple pages on the same side of a single sheet ([Page Combine]).....	3-9
3.4	Finishing Setting	3-10
	Feeding out copies separately by set ([Group/Sort])	3-10
	Stapling paper ([Staple]).....	3-10
	Punching ([Punch])	3-11
3.5	Tray Paper Setting	3-12
	Changing tray paper setting	3-12
	Specifying the custom size.....	3-13
3.6	Changing the Default Option Setting	3-15

4 Using Copy Functions in Classic Style

4.1	Displaying the Copy Screen	4-2
	Displaying from the main menu of classic style.....	4-2
	Displaying from the home screen of basic style	4-2
4.2	How to Copy	4-4
4.2.1	Copying (Basic Operation Flow)	4-4
4.2.2	Interrupt Copy	4-5
4.2.3	Checking the Finishing Before Copying	4-6
	Checking the preview image before copying	4-6
	Making a trial printing (Proof copy)	4-8
4.2.4	Recalling a Program for Copying	4-9
	About copy program.....	4-9
	Registering a copy program	4-9
	Recalling a copy program for copying.....	4-10



4.2.5	Reducing Printing Costs to Make Copies ([Eco Copy])	4-12
	Eco Copy function	4-12
	Preparation required to use this function (for the administrator)	4-12
	Using the Eco Copy function for copying	4-12
4.2.6	Recalling Frequently Used Functions with Simple Action	4-13
	Collectively displaying the copy settings ([Quick Copy])	4-13
	Arranging frequently used copy settings on the main screen ([Quick Settings])	4-13
	Arranging frequently used finishing settings on the main screen ([Finishing Program])	4-14
4.3	Copy Option Settings.....	4-15
	Basic copy settings.....	4-15
	Original scan settings.....	4-16
	Image and density settings	4-18
	Color adjustment settings	4-18
	Layout setting	4-19
	Front cover or insertion paper setting.....	4-20
	Stamp and page print settings.....	4-20
	Copy security setting	4-21
	Erase settings	4-22
	Other settings.....	4-22



Overview of Copy Functions

1 Overview of Copy Functions

1.1 About Copying

Various copy settings such as the original, paper, and image quality are available. You can configure these settings and scan the original to enhance the copy quality and work efficiency and also make copies depending on the desired finishing.

The copy function screens are classified into two modes: copy mode to display setting items in the list format, and quick copy mode to display setting items in the card format. Select the appropriate one to suit your intended use.



Reference

Quick Copy Mode (page 1-4)

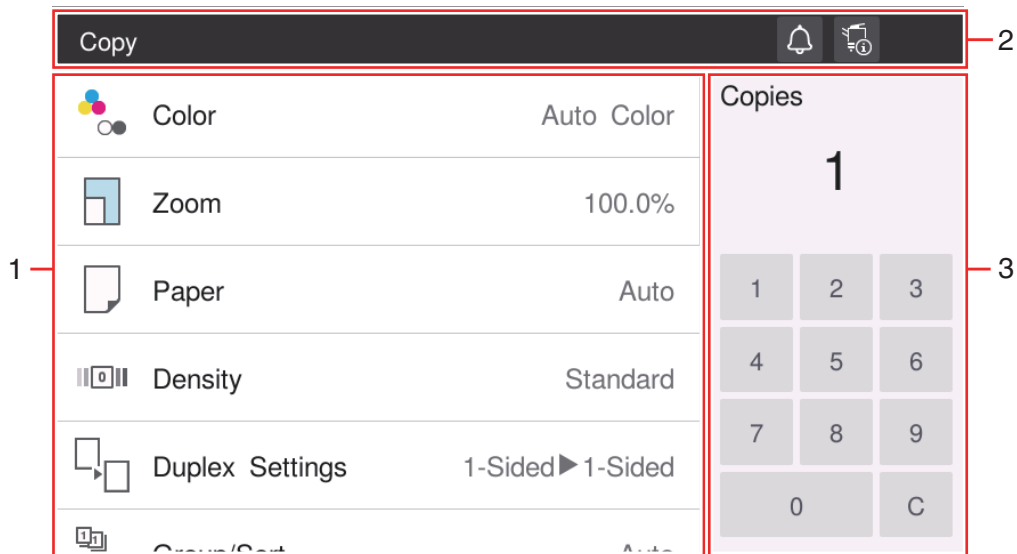


Tips

- This manual provides a description using the screens of the normal copy mode.

1.2 Main Screen of Copy Mode

If you tap [Copy] on the home screen, the main screen of copy mode is displayed.

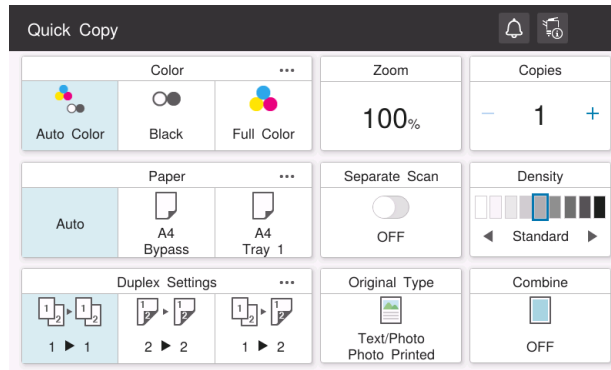


No.	Name	Description
1	Function setting key	Set copy options.
2	Menu icon (☰)	Allows you to change the default copy option setting to the desired one. This option is displayed when [Change Permission for Default Value Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]") is set to ON.
	Notification icon (🔔)	You can check warnings or messages related to the status of this machine.
	Device information icon (📄)	For details, refer to "User's Guide[Control Panel]/[About Major Screens]".
	Information icon (ℹ️)	
3	Copies setting key	Enter the number of copies using the keypad. To change the number of copies, tap [C] (Clear). The current copies setting is displayed on the upper pane.

1.3 Quick Copy Mode

If you tap [Quick Copy] on the home screen, the main screen of quick copy mode is displayed.

The Quick Copy screen displays setting items of the copy function in the card format. You can tap the target card to change the setting. When you want to select a setting other than the displayed three options in an item that provides three options such as [Paper] and [Duplex Settings], tap the Detail icon (...) in the upper right corner of the card.



Tips

- If a setting other than the displayed three options is selected in an item that provides three options, the rightmost setting of the three options is replaced with the selected one.



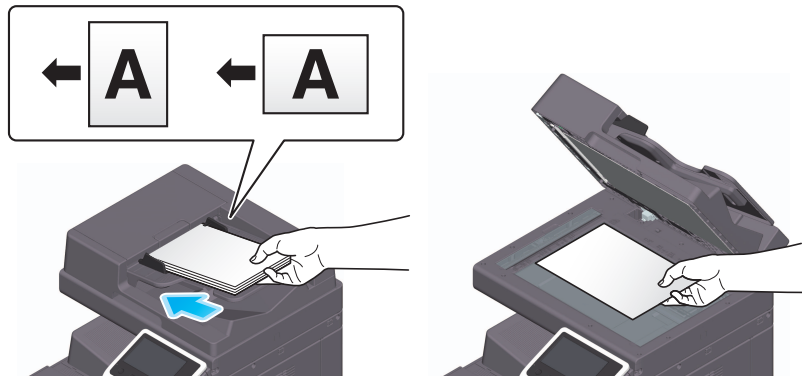
2 Copy Operations

2 Copy Operations

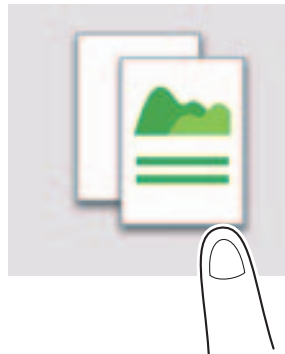
2.1 Copying (Basic Operation Flow)

1 Load the original.

→ Select scan settings to suit the target original. For details on the scan settings, refer to page 3-5.

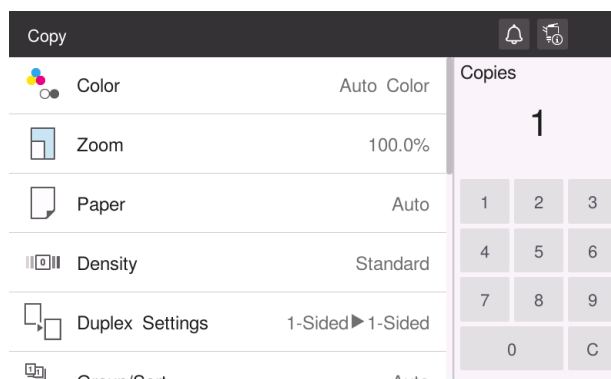


2 Tap [Copy] or [Quick Copy] on the home screen.



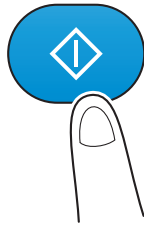
3 Set copy options as needed.

→ For details on option settings, refer to page 3-2.



4 If necessary, specify the number of copies using the keypad.

- 5 Use the Start key to start copying.



Related setting

- [Basic Setting] - [Default Copy Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

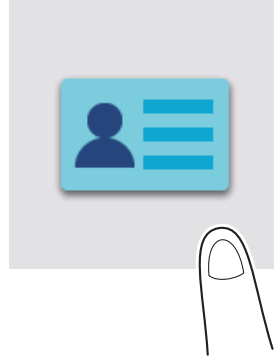
Reference

Canceling Copy (page 2-6)

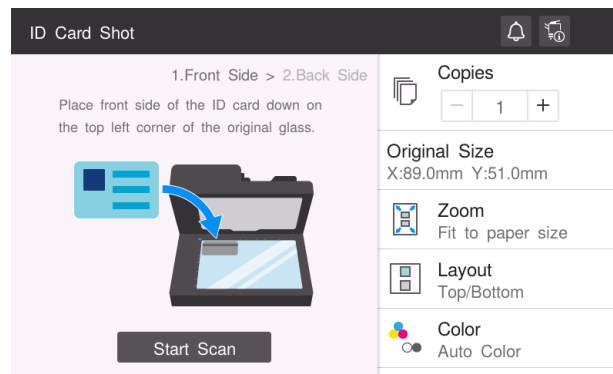
2.2 Copying a Card (ID Card Shot)

To copy various cards such as a health insurance card and license, use the ID card copy mode. By carrying out a simple operation, you can copy the front and back of a card side by side, on the same side of a single sheet.

- 1 Tap [ID Card Shot] on the home screen.



- 2 Place a card on the **Original Glass**.

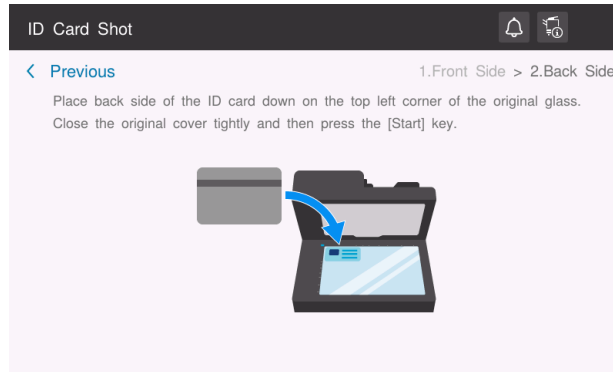


- 3 Set each item to suit the finishing image.

Setting	Description
[Copies]	Specify the number of copies.
[Original Size]	Specify the registered size, or enter the desired size. When specifying the desired size, select [Free size], and enter the size.
[Zoom]	Select a zoom ratio for copying. <ul style="list-style-type: none"> [Fit to paper size]: Copy by enlarging according to the paper size. [x1.0]: Copy with the same size as the card.
[Layout]	Select how to arrange the front and back sides of a card on paper.
[Color]	Select a copy color.
[Density]	Adjust the density of a copy image.
[Paper]	Specify the paper tray.

- 4 Tap [Start Scan] to scan the front side of the card.

- 5 Turn the card over, and place it on the **Original Glass**.



- 6 Use the Start key to scan the back side of the card and start copying.

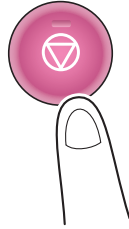


Related setting

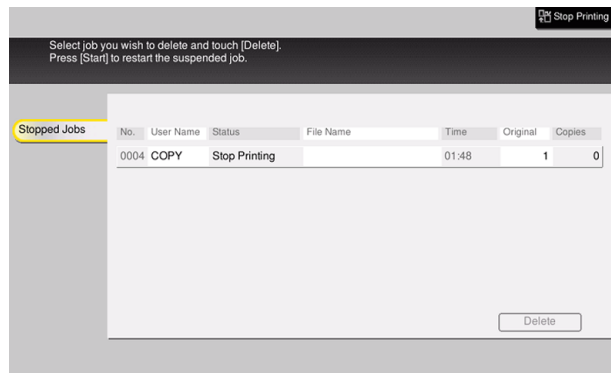
- [Card Shot] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

2.3 Canceling Copy

To cancel copy, use the Stop key to stop copying.



A list of the currently stopped jobs is displayed. Select the target job from the list, and delete it.





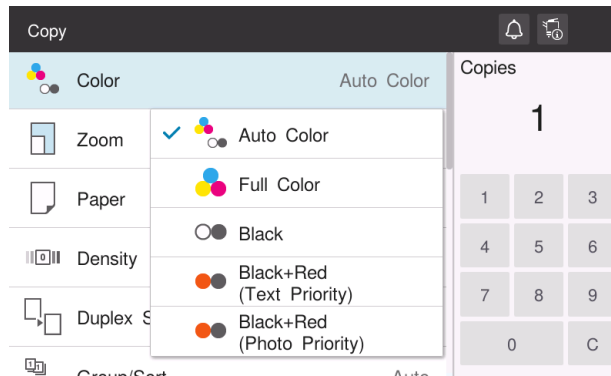
Copy Option Settings

3 Copy Option Settings

3.1 Basic Copy Settings

Selecting a copy color ([Color])

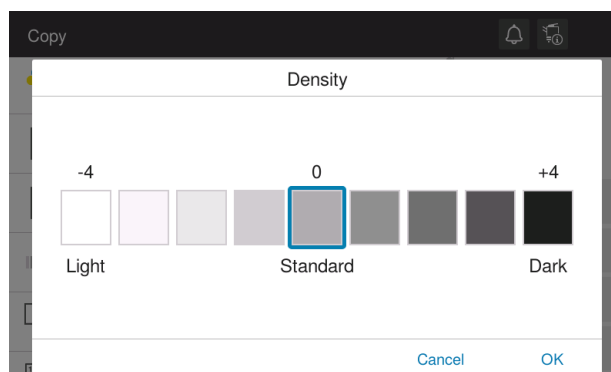
Select a copy color.



Setting	Description
[Auto Color]	Makes copies with color settings to suit the colors of the scanned original.
[Full Color]	Makes a copy in full color regardless of whether the scanned original is in color or in black and white.
[Black]	Makes a copy in black and white regardless of whether the scanned original is in color or in black and white.
[Black + Red (Text Priority)]	Copies an original, which primarily consists of texts, in two colors: black and red. The area to be colored in the scanned original is copied in red.
[Black + Red (Photo)]	Copies an original, which primarily consists of photos, in two colors: black and red. The area to be colored in the scanned original is copied in red.

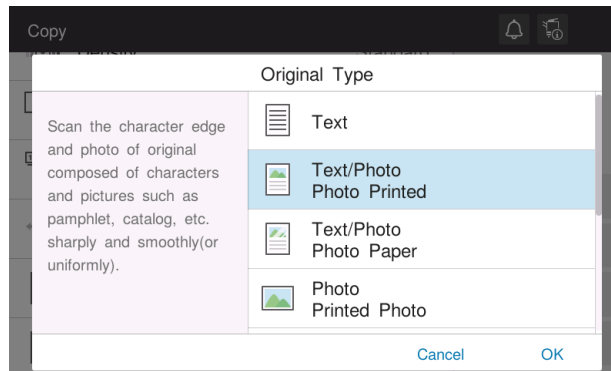
Adjusting the copy density ([Density])

Adjust the density of a copy image.



Selecting the appropriate image quality level for the original ([Original Type])

Select the optimum settings for the original to copy it at the optimum image quality.

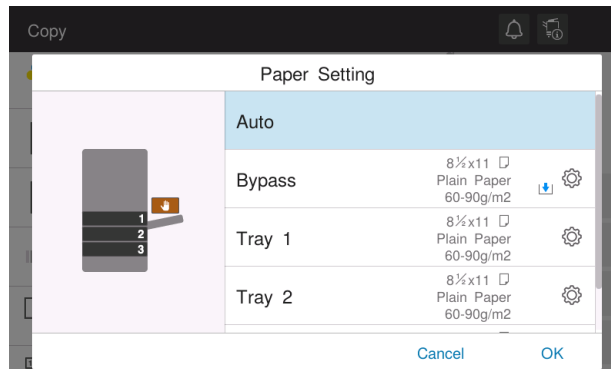


Setting	Description
[Text]	Copies an original, which consists primarily of text, at the optimum image quality level. This function sharpens the edges of each character, creating easy-to-read images.
[Text/Photo - Printed Photo]	Copies the original, which consists of text and photos, at the optimum level of image quality. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan printed originals such as brochures and catalogs.
[Text/Photo - Photo Paper]	Copies the original, which consists of text and photos, at the optimum level of image quality. This function sharpens the edges of each character and reproduces smoother photos. Select this option to scan originals that include photos printed on photographic paper.
[Photo - Printed Photo]	Copies an original consisting only of photos at the optimum image quality level. Select this option to scan printed originals such as brochures and catalogs.
[Photo - Photo Paper]	Copies an original consisting only of photos at the optimum image quality level. Select this option to scan originals printed on photographic paper.
[Dot Matrix Original]	Copies an original, that primarily consists of text such as thin or faint characters, at the optimum image quality level. This function reproduces text using high pixel density, creating easy-to-read text.
[Map]	Copies an original that has a colored background such as a map or that has been drawn by pencil or colored thin line, at the optimum level of image quality. A sharp copy image is produced.
[Copied Paper]	Copies the original, which is output with an even density from the copier or printer, at the optimum image quality level.

Specifying the paper tray ([Paper])

Selecting [Auto] automatically selects a tray that contains paper of the same size as the original.

When you want to make a copy on paper of a size different from the original or make a copy on paper in the **Bypass Tray**, specify the desired tray manually.

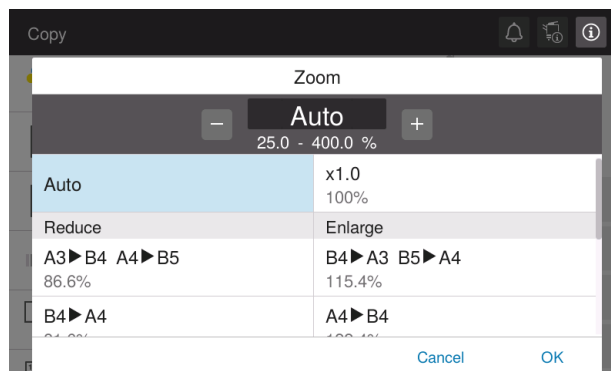


Tips

- You can change tray paper settings as needed. For details, refer to page 3-12.

Enlarging or reducing an original image ([Zoom])

Copy an original image enlarged or reduced by an arbitrary zoom ratio.

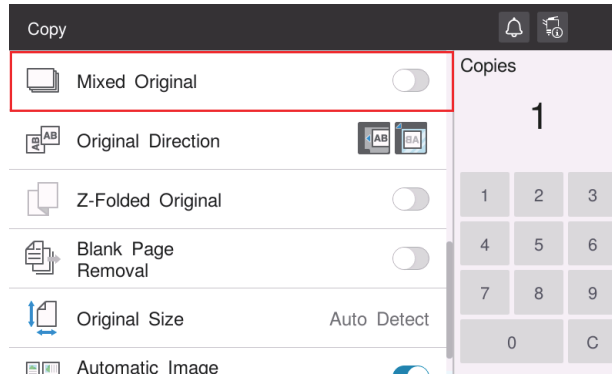


Setting	Description
Manual Input	Enter the zoom ratio manually.
[Auto]	Automatically copies an image in the original with the optimal zoom ratio to suit the paper size. This is convenient because you do not need to specify the zoom ratio.
[x1.0]	Copies an image in the original with the same size as for the original (x1.0).
Fixed Zoom	Select a preset zoom ratio when copying a standard-size original onto standard-size paper. The paper tray is automatically exchanged depending on the selected zoom ratio.
[Manual]	Manually specify the zoom ratios that are different in the vertical and horizontal directions.

3.2 Original Scan Settings

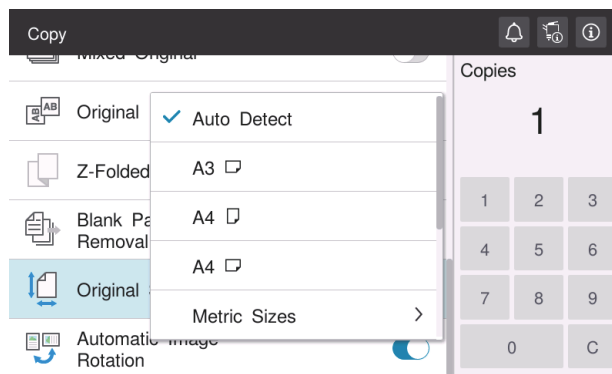
Scanning originals of different sizes ([Mixed Original])

Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the **ADF**, you can scan data while detecting the size of each page.



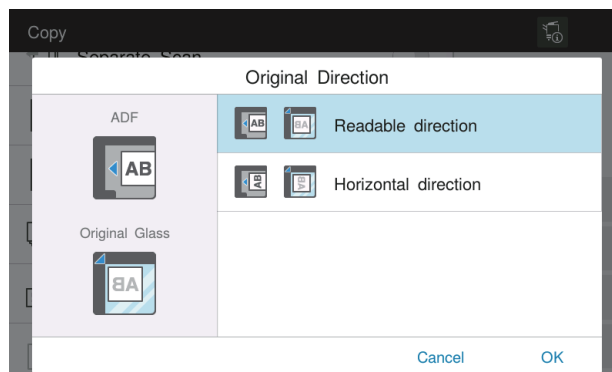
Specifying the original size ([Original Size])

When the size of the original is not detected correctly, specify the size of the original you want to scan.



Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.



Scanning a number of originals in several batches ([Separate Scan])

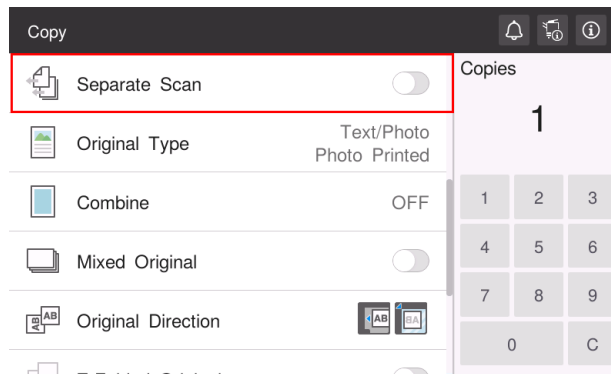
If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job. You can also scan the original using both **ADF** and **Original Glass** alternately.

- 1 Load the original.

NOTICE

Do not load more than 130 sheets (21-1/4 lb (80 g/m²)) at a time into the **Original Tray** of the **ADF**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, original damage, or **ADF** failure.

- 2 Set [Separate Scan] to ON.



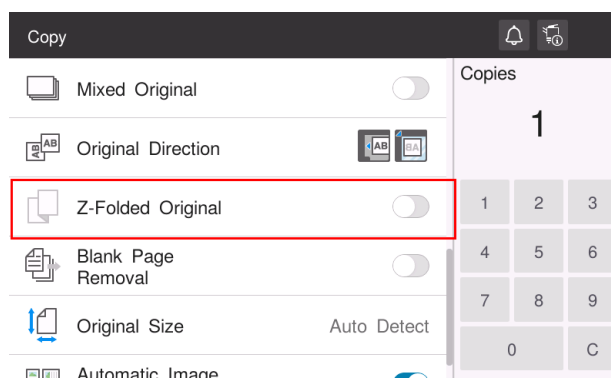
- 3 Use the Start key to start scanning.
- 4 Load the next original.
→ If necessary, tap [Change Setting] to change the scan settings.
- 5 Use the Start key to start scanning.
- 6 Repeat steps 4 and 5 to scan all the originals.
- 7 After all originals have been scanned, select [Finish].
- 8 Use the Start key to start copying.

**Related setting**

- [Separate Scan from Platen] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")
- [Basic Setting] - [Separate Scan Method] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

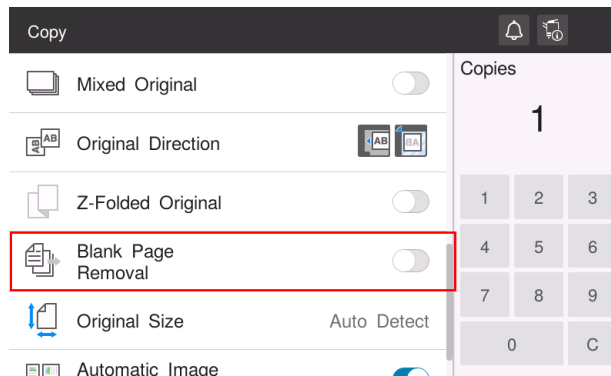
Scanning originals with folds ([Z-Folded Orig.])

If a folded original is loaded into the **ADF**, the original size may not be able to be detected accurately. To scan the folded original on the **ADF**, set this option to ON.



Skipping blank pages ([Blank Page Removal])

When [Blank Page Removal] is specified to scan an original including blank pages using the **ADF**, blank pages are excluded from scan targets. Blank pages detected are not counted as original pages.

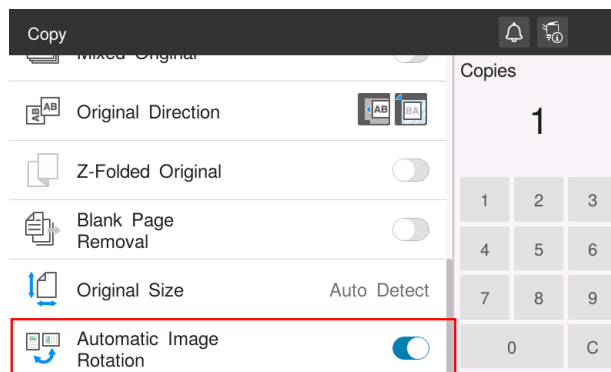


Related setting

- [Blank Sheet Detection Level] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

Rotating the original image to suit the paper orientation ([Automatic Image Rotation])

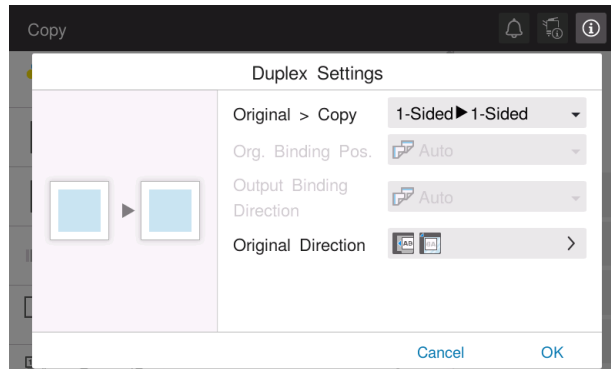
In general use, this machine automatically rotates the original image according to the paper direction to make a copy. Turning [Automatic Image Rotation] OFF as needed enables you to make a copy without rotating the original image. This function is available when you want to copy only a part of the original.



3.3 Layout Setting

Copying on both sides of paper ([Duplex Settings])

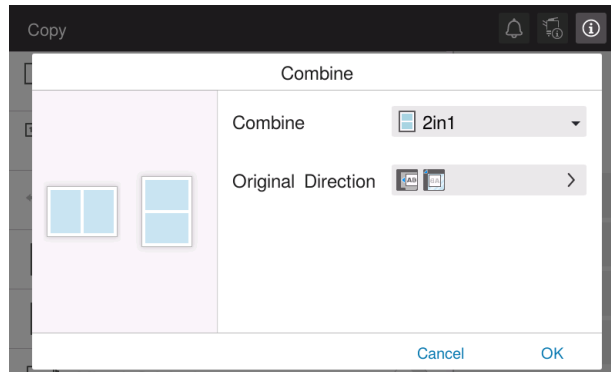
Copy a 1-sided or 2-sided original on a single side or both sides of paper.



Setting	Description
[Original > Copy]	Select a combination of original scanning side (Simplex/Duplex) and original printing side (Simplex/Duplex).
[Org. Binding Pos.]	Select the binding position of the original when scanning both sides of the original. <ul style="list-style-type: none"> [Auto]: The binding position of the original is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. [Left]: Select this option when the binding position is set to the left of the original. [Right]: Select this option when the binding position is set to the right of the original. [Top]: Select this option when the binding position is set to the top of the original.
[Output Bind Direction]	Select the binding position to perform 2-sided copying. <ul style="list-style-type: none"> [Auto]: The binding position of a copy is specified automatically. When the long side of the original is 11-11/16 inches (297 mm) or less, the binding position is set to the long side of the paper. When the long side of the original exceeds 11-11/16 inches (297 mm), the binding position is set to the short side of the paper. [Left]: Select this option when setting the binding position to the left of a copy. [Right]: Select this option when setting the binding position to the right of a copy. [Top]: Select this option when setting the binding position to the top of a copy.
[Original Direction]	Specify the orientation to load the original.

Copying multiple pages on the same side of a single sheet ([Page Combine])

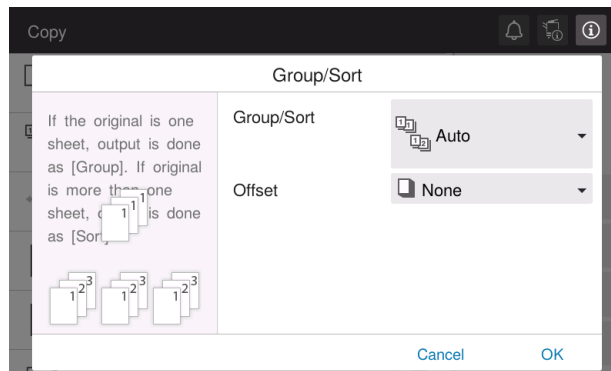
Select the number of original pages to be copied on a single page. When combining four pages on a single page, select the page layout from Horizontal and Vertical. Specify the original loading orientation to place pages correctly.



3.4 Finishing Setting

Feeding out copies separately by set ([Group/Sort])

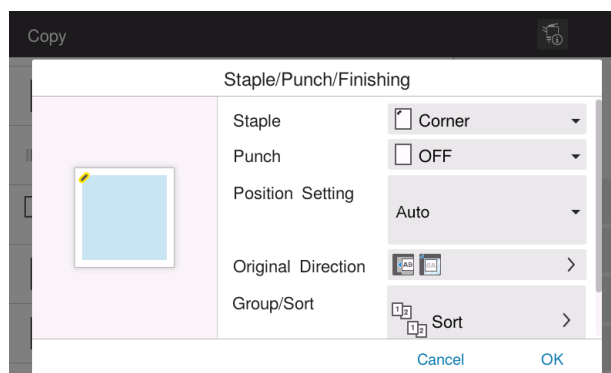
When copying multiple sets, feed out copies separately by set or page.



Setting	Description
[Group/Sort]	<p>Select how to feed out copies.</p> <ul style="list-style-type: none"> [Auto]: Automatically switches between Sort and Group according to the number of printed sheets for each set, and feeds out copies. If the number of printed sheets for each set is 1, the Group function is applied. If the number is 2 or larger, the Sort function is applied. [Group]: Feeds out copies separately page by page like "111", "222", "333", "444", and "555". [Sort]: Feeds out copies separately one by one, for example: "12345", "12345", and "12345".
[Offset]	Select whether to shift and feed out copies separately by set or page.

Stapling paper ([Staple])

Staple the copied sheets.



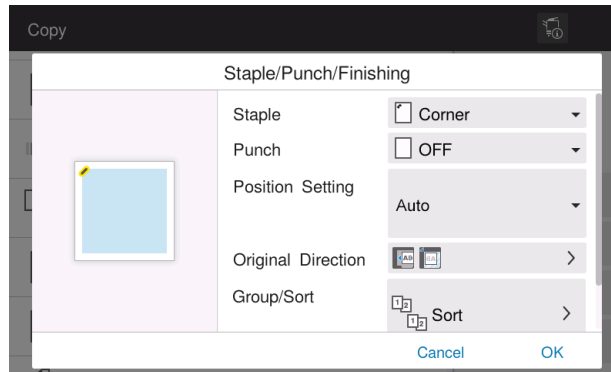
Setting	Description
[Staple]	To staple sheets, select the stapling method.
[Position Setting]	Select the binding position at which to staple sheets. Setting to [Auto] automatically determines the stapling position based on the direction of the loaded original.
[Original Direction]	Specify the orientation to load the original.


Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

Punching ([Punch])

Punch the copied sheets for filing.



Setting	Description
[Punch]	To punch sheets, select the required number of punch holes.
[Position Setting]	Select a position to punch. Setting to [Auto] automatically determines the punching position based on the direction of the loaded original.
[Original Direction]	Specify the orientation to load the original.

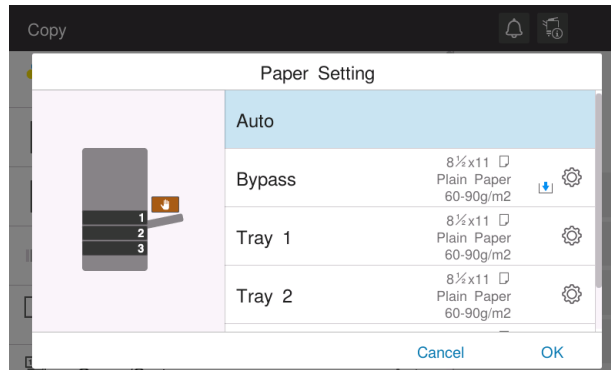

Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

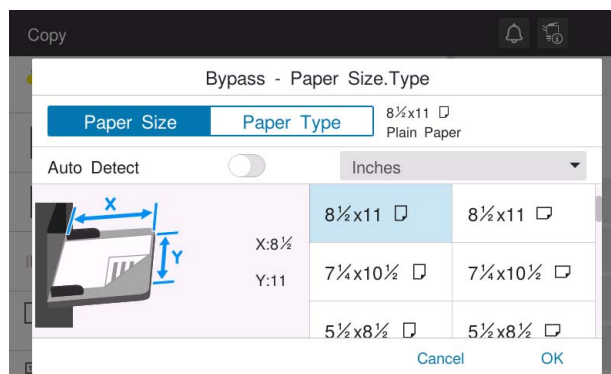
3.5 Tray Paper Setting

Changing tray paper setting

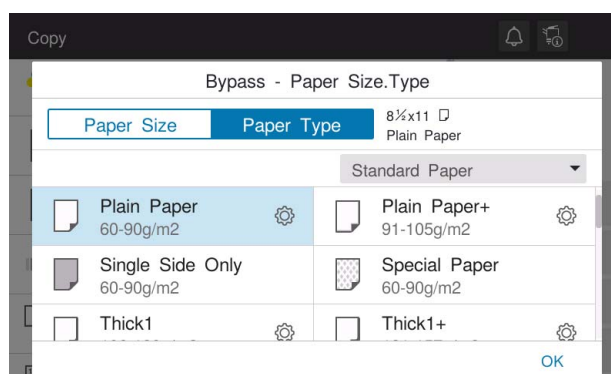
- ✓ The available paper type varies depending on the paper tray, so the displayed screen is different. For details on the available paper, refer to "User's Guide[Introduction]/[Loading Paper]".
- 1 On the [Paper] setting screen, tap the setting icon (⚙️) of the tray you want to change paper settings for.



- 2 In [Paper Size], specify the size of the loaded paper.
 - [Auto Detect]: Automatically detects the size of the loaded paper.
 - [Custom Size]: Directly specify the length and width of paper. For details, refer to page 3-13.
 - [Metric Sizes]: Specify the metric size of paper.
 - [Inch Sizes]: Specify the inch size of paper.
 - [Envelope/4 × 6] ([Envelope/A6 Card]): Specify postcard or standard-size envelope.
 - [Other]: Specify other standard paper sizes.



- 3 In [Paper Type], specify the type of the loaded paper.



4 Tap [OK].

Tips

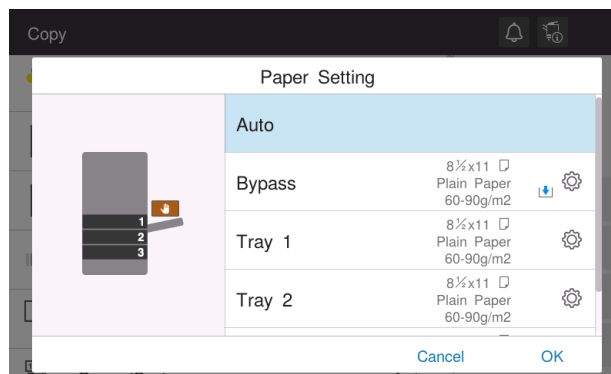
- When using plain paper of 15-15/16 lb to 18-5/8 lb (60 g/m² to 70 g/m²), tap the setting icon (⚙️) in [Plain Paper] of [Paper Type], and set to [Alter Thickness ON]. The paper tray set to [Alter Thickness ON] is placed to a low priority level among the paper trays in which plain paper is loaded. However, if [Alter Thickness ON] is set to all paper trays, the appropriate paper tray is selected based on the priority sequence specified in [Auto Paper Tray Selection Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]").

Specifying the custom size

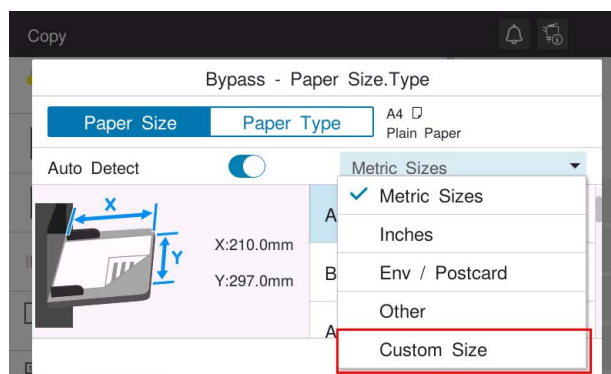
When loading custom-sized paper, directly enter the length and width of paper.

- ✓ Custom-size paper can be loaded in **Tray 1**, **Tray 2**, or **Bypass Tray**.

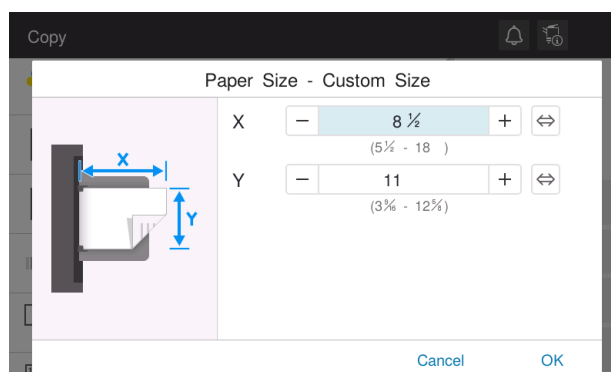
1 On the [Paper] setting screen, tap the setting icon (⚙️) of the tray you want to change paper settings for.



2 Tap [Custom Size] from the drop-down list of [Paper Size].



3 Specify the length and width of the paper.



4 Tap [OK].

3.6 Changing the Default Option Setting

You can change the default option setting of basic style to the desired one.

- ✓ Before changing, select [Utility] - [Administrator] - [System Settings] - [Change Permission for Default Value Setting], and set [Change Permission for Default Value] to ON to display the menu icon on the screen of basic style.
- 1** Tap [Copy] on the home screen.
- 2** Change the target option setting to the value to be registered as the default.
- 3** Tap the menu icon in the upper left corner of the screen to display the menu. From this menu, select [Set the current setting value to Default value].
 - To return to the factory default setting, select [Set the factory default setting value to Default value].



The value specified in step 2 is set as the default.



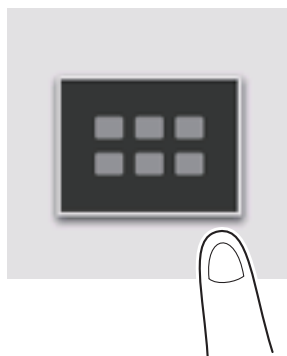
Using Copy Functions in Classic Style

4 Using Copy Functions in Classic Style

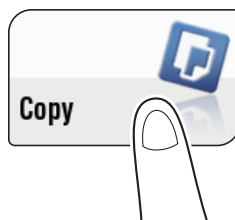
4.1 Displaying the Copy Screen

Displaying from the main menu of classic style

- 1 Tap [Classic Style] on the home screen.



- 2 Tap [Copy] on the main menu of classic style.

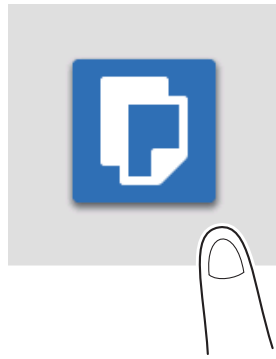


The Copy screen is displayed.

Displaying from the home screen of basic style

- ✓ You need to place [Classic Copy] on the home screen of basic style. For details on the setting procedure, refer to "User's Guide[Control Panel]/[About Major Screens]".

- 1 Tap [Classic Copy] on the home screen.

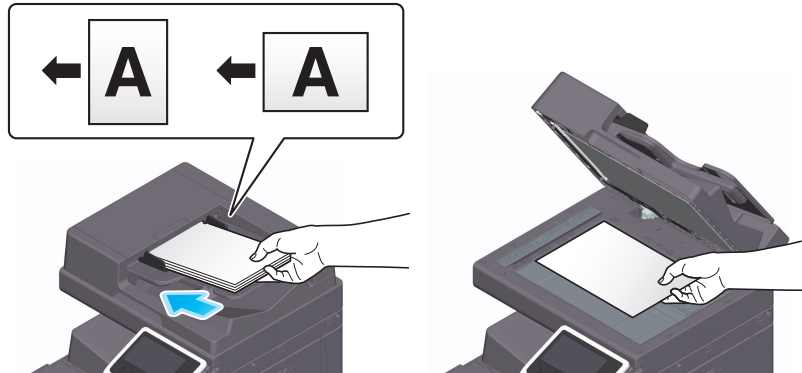


The Copy screen is displayed.

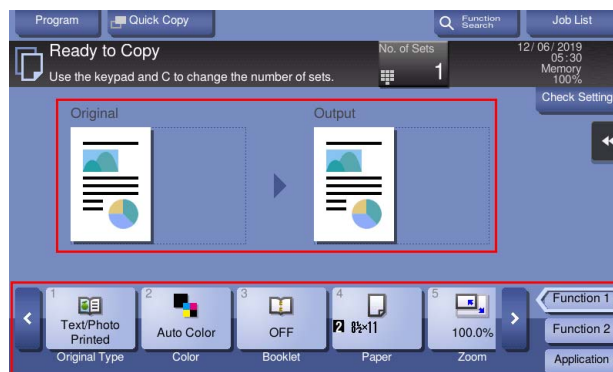
4.2 How to Copy

4.2.1 Copying (Basic Operation Flow)

- 1 Load the original.

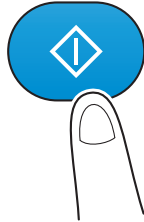


- 2 Display the Copy screen of classic style.
 - For details on how to display the screen, refer to page 4-2.
- 3 Set copy options as needed.
 - For details on option settings, refer to page 4-15.
 - A setting change is reflected on the image of [Output]. Therefore, you can configure settings while checking the output image.



- 4 If necessary, specify the number of copies using the keypad.
 - Tapping [No. of Sets] displays the keypad.
 - To change the number of copies, tap [C] (Clear).

- 5 Use the Start key to start copying.
 - If desired, tap [Check Setting] before starting a copy, and check the setting.
 - To cancel copy, use the Stop key to stop copying. A list of the currently stopped jobs is displayed. Select the target job from the list, and delete it.
 - If [Ready to accept another job.] is displayed during printing, you can scan the next original.



Related setting

- [Basic Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

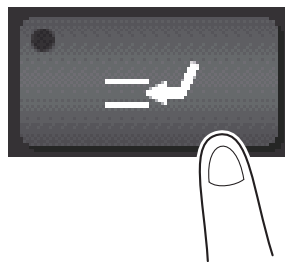
Related setting (for the administrator)

- [Display 10 Keypad when entering Number of Sets] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

4.2.2 Interrupt Copy

When you want to make a copy for an urgent case, you can interrupt printing of another original and copy the urgent job.

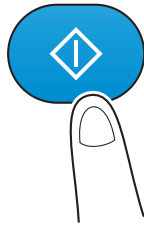
- 1 Display the Copy screen of classic style.
 - For details on how to display the screen, refer to page 4-2.
- 2 Tap [Interrupt] in the side menu.



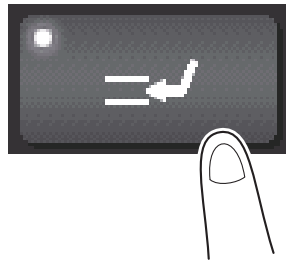
The currently printing job is interrupted.

- 3 Load the original.
- 4 Set copy options.

- 5 Use the Start key to start copying.



- 6 After the copy job is completed, tap [Interrupt].
The interrupt status is canceled.
The interrupted print job is resumed.



4.2.3 Checking the Finishing Before Copying

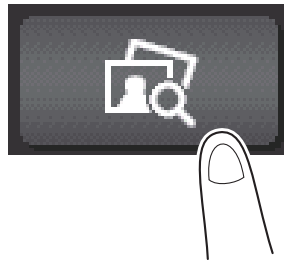
Checking the preview image before copying

You can check the finishing image on the screen before copying.

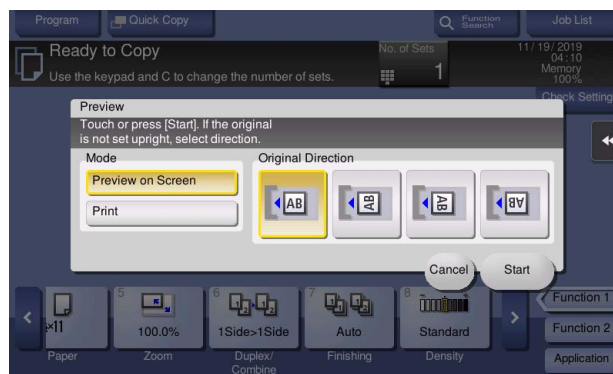
You can check the finishing image for setting errors, which will help prevent miscopies.

- 1 Load the original.
- 2 Display the Copy screen of classic style.
→ For details on how to display the screen, refer to page 4-2.
- 3 Set copy options.

- 4 Tap [Preview] in the side menu.



- 5 Tap [Preview on Screen], and also select [Original Direction] to suit the original direction.

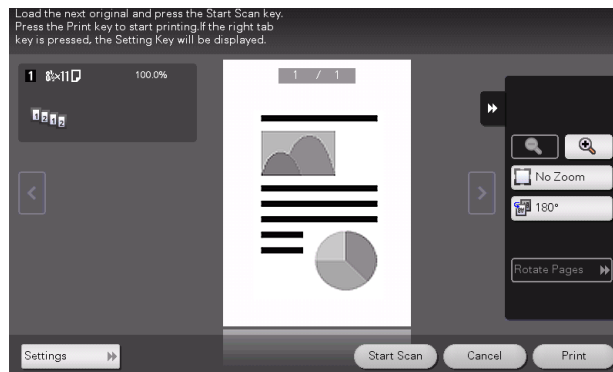


- 6 Tap [Start].

The original is scanned, and the Preview screen is displayed.

- 7 Check the preview display, and rotate the page or change settings as required.

- To continue scanning originals, load the original, and tap [Start Scan].
- To start copying, tap [Print].
- To enlarge a preview image, tap the image twice quickly.
- To enlarge or reduce a preview image, pinch-in or pinch-out the image.
- To rotate an image 180 degrees, rotate the preview image.
- If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.
- If you tap the tab key on the right of the screen, you can display or hide the setting key. Using the setting key enables you to enlarge or rotate a page.



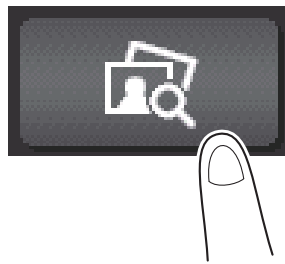
- 8 After all originals have been scanned, tap [Print].
Copying begins.

Making a trial printing (Proof copy)

Before beginning actual copying, do a single test copy and check it is acceptable.

When making a large number of copies, use the proof copy function to prevent a large number of miscopies from occurring.

- 1 Load the original.
- 2 Display the Copy screen of classic style.
→ For details on how to display the screen, refer to page 4-2.
- 3 Set copy options.
- 4 Enter the number of copies using the keypad.
→ Tapping [No. of Sets] displays the keypad.
→ To change the number of copies, tap [C] (Clear).
- 5 Tap [Preview] in the side menu.

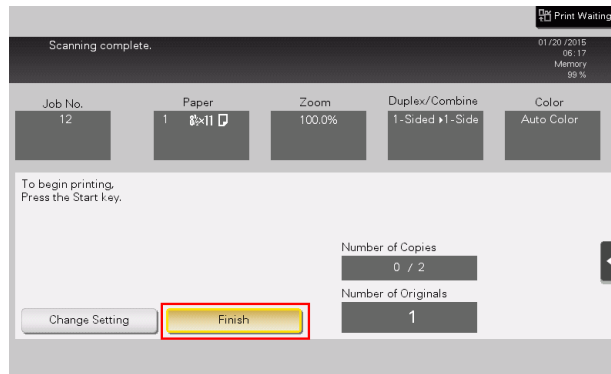


- 6 Tap [Print], and select [Original Direction] to suit the original direction.

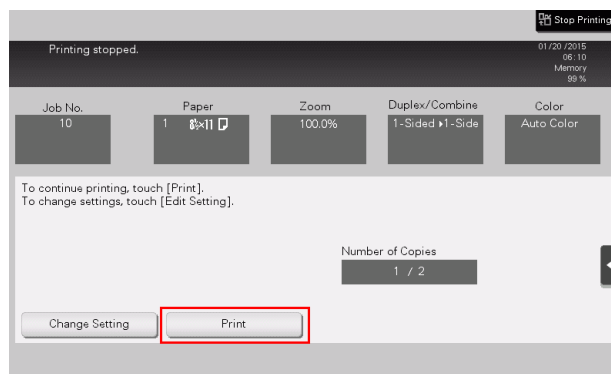


- 7 Tap [Start].
→ If the original is loaded into the **ADF**, proceed to step 11. Copying begins for only one copy.
→ If the original is loaded on the **Original Glass**, proceed to step 8.
- 8 Load the next original, and use the Start key to start scanning.

- 9 After all originals have been scanned, tap [Finish].



- 10 Use the Start key to start copying.
Copying begins for only one copy.
- 11 Check the proof copy.
→ If necessary, tap [Change Setting] to change the copy settings.
- 12 Tap [Print].



Copying begins for the remaining copies.

4.2.4 Recalling a Program for Copying

About copy program

Program is a function used to register a combination of various copy settings as a recall key. The program to be registered in the copy mode is referred to as a copy program.

There are two types of copy programs: normal program to register copy settings and image adjustment program to register only image settings.

When you register a copy program, you can simply recall a combination of various copy settings from the main screen.

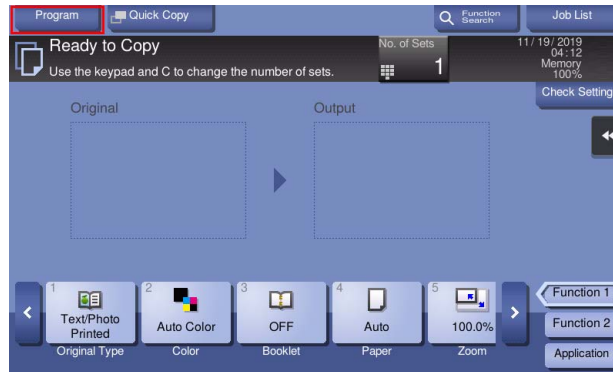
Related setting (for the administrator)

- [Copy Program Lock Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Delete Saved Copy Program] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")
- [Restrict User Access] - [Restrict Program Function Setting] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

Registering a copy program

You can register up to 30 normal programs and up to three image adjustment programs.

- 1 Display the Copy screen of classic style.
→ For details on how to display the screen, refer to page 4-2.
- 2 Set copy options.
→ Register the settings configured here as a program.
- 3 Tap [Program].



- 4 Select an unregistered key, and also tap [Register].



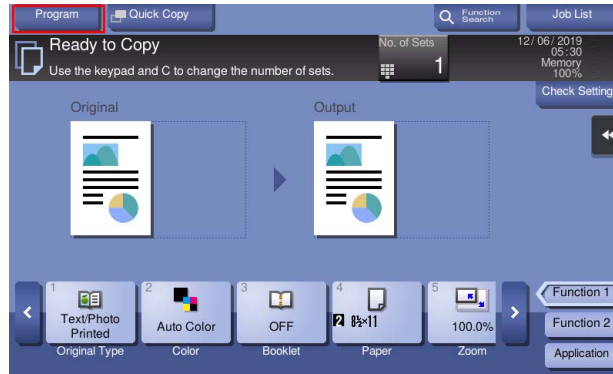
→ To register an image setting, select an unregistered key from [Image Adjustment Programs].

- 5 Enter the program name, and tap [OK].

Recalling a copy program for copying

- 1 Load the original.
- 2 Display the Copy screen of classic style.
→ For details on how to display the screen, refer to page 4-2.

3 Tap [Program].



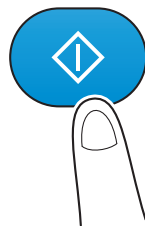
4 Select the program you want to recall, and tap [Recall].

- You can also recall a [Image Adjustment Programs] from [Original Type].
- Tapping [Check Setting] enables you to view the selected program settings. The registered content of a program is applied.



5 Use the Start key to start copying.

- If desired, tap [Check Setting] before starting a copy, and check the setting.



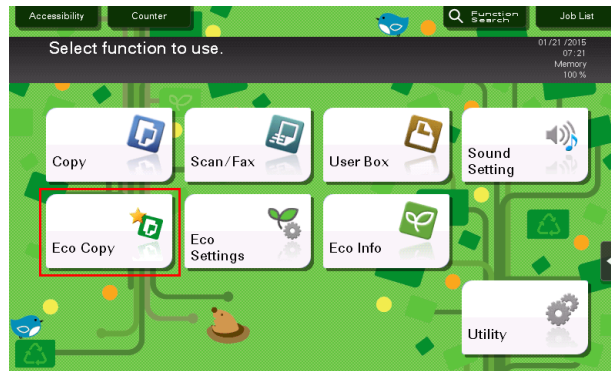
4.2.5 Reducing Printing Costs to Make Copies ([Eco Copy])

Eco Copy function

This machine provides the [Eco Copy] program that contains settings to reduce printing costs such as Duplex and Combine. You can easily make copies while reducing printing costs simply by tapping [Eco Copy] on the main menu.

Preparation required to use this function (for the administrator)

Place [Eco Copy] on the main menu. For details on the setting procedure, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]".



Tips

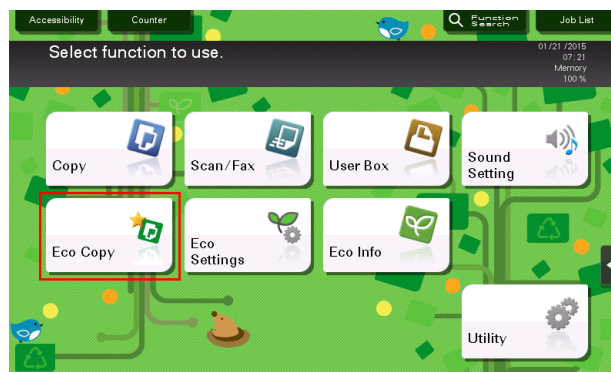
- When [Eco Copy] is placed on the main menu, the background of the main menu changes to that of the Eco function.

Related setting (for the administrator)

- [Eco Copier Settings] ("User's Guide[Descriptions of Functions/Utility Keys]/[Administrator]")

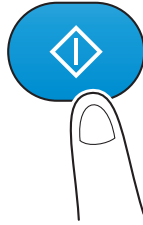
Using the Eco Copy function for copying

- 1 Load the original.
- 2 Tap [Eco Copy] on the main menu of classic style.



The preset setting is applied.

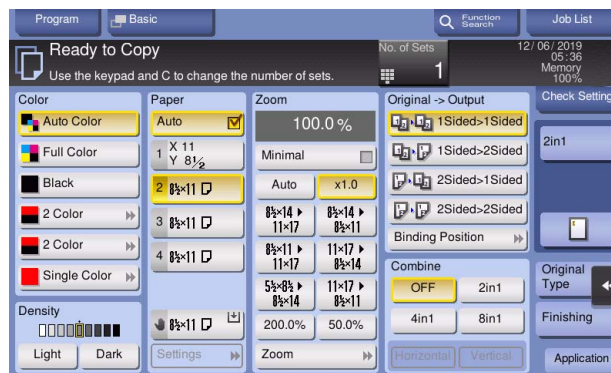
- 3 Use the Start key to start copying.
 - If desired, tap [Check Setting] before starting a copy, and check the setting.



4.2.6 Recalling Frequently Used Functions with Simple Action

Collectively displaying the copy settings ([Quick Copy])

You can tap [Quick Copy] in the main screen in the copy mode of classic style to display the basic copy settings on a single screen. This function is useful when you want to configure basic settings collectively.



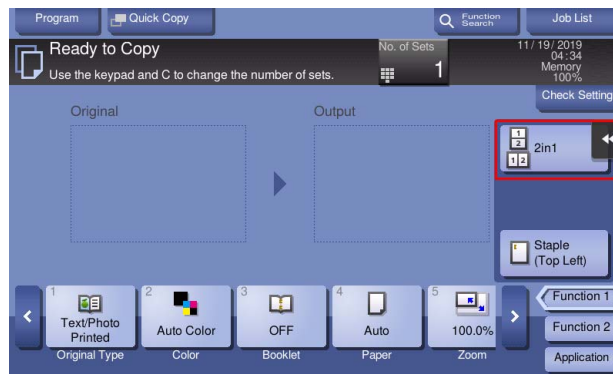
Related setting

- [Copier Settings] - [Basic Screen] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]")

Arranging frequently used copy settings on the main screen ([Quick Settings])

You can arrange a key (quick setting key), in which a copy mode setting is registered, on the main screen in the copy mode of classic style. If you arrange the frequently used copy mode settings on the main screen, it will be useful to specify the setting with a single key action.

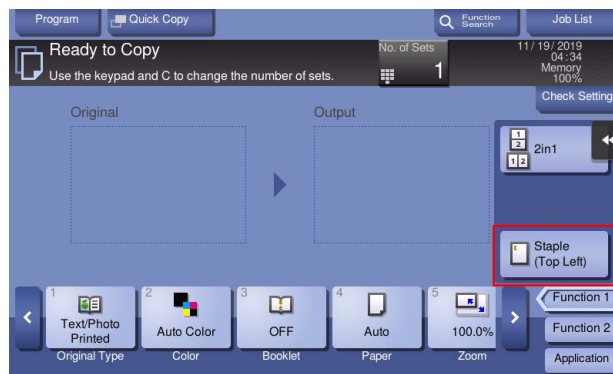
To set the quick setting key, select [Copier Settings] - [Quick Settings 1] or [Quick Settings 2] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]").



Arranging frequently used finishing settings on the main screen ([Finishing Program])

You can arrange a key (finishing program), in which a combination of finishing settings is registered, on the main screen in copy mode of classic style. If you arrange the frequently used combination of finishing settings as a recall key on the main screen, it will be useful to specify the setting with a single key action.

To set the finishing program, select [Finishing program] ("User's Guide[Descriptions of Functions/Utility Keys]/[Utility]").



Tips

- To use this function, an option is required. For details on the required option, refer to "User's Guide[About This Machine]/[List of Functions with Options Required]".

4.3 Copy Option Settings

Basic copy settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Original Type]	Select the optimum settings for the original to copy it at the optimum image quality.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Color]	Select a copy color.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Density]	Adjust the density of a copy image.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Paper]	Specify the paper tray. You can also change the size and type settings of the paper loaded in paper trays.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Zoom]	Copy an original image enlarged or reduced by an arbitrary zoom ratio.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Original > Output]	Copies an original onto both sides of paper.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Combine]	Reduces multiple pages on the same side of a single sheet to make copies.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Group/Sort]	Feeds out copies separately page by page like "111", "222", "333", "444", and "555".	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Function name	Description	Reference
[Offset]	Feeds out copies separately one by one, for example: "12345", "12345", and "12345".	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Staple]	Staples the copied sheets.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Punch]	Punches the copied sheets for filing.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Half-Fold]*	Feeds out a copied sheet by folding it in two.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Center Staple & Fold]*	Staples and feeds out a copied sheet by folding it in two.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Tri-Fold]*	Folds copied sheets in three before feeding out.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Original scan settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Same Width]	Even for an original with pages of different sizes, when the width of the original to be scanned is the same, by using the ADF, you can scan data while detecting the size of each page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Function name	Description	Reference
[Z-Folded Original]	Even the original sizes of folded originals can be detected accurately. Select this option to scan the original using the ADF .	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Booklet Original]*	Scan a catalog with the staples removed as a 2-sided original, make a 2-sided copy, and staple the center of the paper in the same manner as the original catalog.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Blank Page Removal]	Removes blank pages from scan targets. Blank pages detected are not counted as original pages. Select this option to scan the original using the ADF .	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Binding Position]	Specify the binding position to suit the orientation of the target original.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Original Size]	When the size of the original is not detected correctly, specify the size of the original you want to scan.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Original Direction]	When scanning a 2-sided original, specify the original loading direction so that the vertical direction of the scanned original is set correctly.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Book Original]*	You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy as one page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Page Separation]*	Copy two-page spreads, such as a catalog with the staples removed, separately into the left and right pages.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Function name	Description	Reference
[Tab Original]*	Copies an index original onto index paper, including the index tab.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Separate Scan]	If the number of original sheets is so large that they cannot be loaded on the ADF at the same time, you can load them in several batches and handle them as one job.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Auto Rotate]	In general use, this machine automatically rotates the original image according to the paper direction to make a copy. As needed, you can make a copy without rotating the original image.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Image and density settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Bkgd. Removal]*	Adjust the density of the background area when copying originals with colored background (newsprints, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Text Enhancement]*	Highlights photos or texts when a text is superimposed over photos (figure, graph, etc.).	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Glossy]*	Copies an image with a glossy finish.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Color adjustment settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Neg-/Pos. Reverse]*	Reverses the contrast and colors of an image to make copies. The finished image looks like a negative print photo.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Function name	Description	Reference
[Background Color]*	Colors the blank area of the original with a specified background color to make copies.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Color Adjust]*	Adjusts the color quality (brightness, saturation, color balance, etc.) of the original to make copies.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Layout setting

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Booklet]*	Sorts original data pages like a booklet and copies on both sides in spread.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Page Margin]*	Adds a margin to bind copied sheets before printing. Select a paper binding position and adjust the binding width at the binding position.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Image Shift]*	You can fine tune the image position by shifting it in a horizontal or vertical direction according to the paper size.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Mirror Image]*	Copy the original image by reversing its left and right, like a reflection image on the mirror.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Image Repeat]*	Copies an original page repeatedly onto the same side of a single sheet.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Poster Mode]*	Enlarges an original image, and divides it into multiple sheets to make copies. When you join the printed sheets, you can create a large image like a poster.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Function name	Description	Reference
[Image Adjust]*	Specify how to arrange the original image on the paper. You can enlarge a part of the original to the maximum limits of the paper, or arrange the original image at the center of the page while the original size remains unchanged.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Front cover or insertion paper setting

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[OHP Interleave]*	Inserts the specified paper between transparencies when making a copy onto multiple transparencies. The insertion sheets of paper prevent the transparencies from sticking together due to heat generated during copying or static electricity.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Cover Sheet]*	You can insert a cover sheet before the first page or after the last page of the text.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Insert Sheet]*	Inserts paper (colored paper, thick paper, etc.) different from a text page before the specified page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Insert Image]*	Inserts the original scanned on the Original Glass after the page you have specified in the original scanned using the ADF .	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Chapters]*	Makes copies so that the first page of each chapter is always printed on the front side of paper when an original is copied onto both sides of paper.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Stamp and page print settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Date/Time]*	Adds the print date/time to printouts.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Function name	Description	Reference
[Page Number]*	Adds page and chapter numbers on printed sheets.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Stamp]*	Adds a text such as "PLEASE REPLY" or "DO NOT COPY".	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Stamp Repeat]*	Prints a stamp such as "Copy" or "Private" on the entire page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Header/Footer]*	Adds the date, time, and any desired text in the top and bottom margins (header/footer) of the specified page.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Watermark]*	Prints a text such as "Copy" or "Private" on the center of all pages in a tint color.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Overlay]*	Overlays the original image scanned in the first page on the original images scanned in the second and subsequent pages.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Registered Overlay]*	Registers original images to the hard disk of this machine as overlay images. You can call a registered overlay image and compose it on an original that is scanned later.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Copy security setting

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Copy Protect]*	Prints a text such as "Copy" or "Private" in the background pattern as a concealed text.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Erase settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Frame Erase]*	Erases the four sides of the original by the same width amount. You can also specify the width to be erased for each side.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Non-Image Area Erase]*	Automatically detects the original and erases shadows outside the original when making copies with the ADF open and the original placed on the Original Glass .	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Other settings

The functions of the function name suffixed by an asterisk "*" are available only in classic style.

Function name	Description	Reference
[Save in User Box]*	Saves original images in the User Box of this machine.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Program Jobs]*	Scans each loaded original with different settings, and makes copies collectively.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"
[Card Shot]	Arranges the front and back sides of the card on the same side of a single page to make copies when you want to copy cards.	"User's Guide[Descriptions of Functions/Utility Keys]/[Copy]"

Notice to users

Type	Notice
<ul style="list-style-type: none">• Class A items (Broadcast communications unit for business use)	This class A product is registered in Electromagnetic Compatibility, and User may be required to take adequate measures for other purposes than household use.
<ul style="list-style-type: none">• Class B items (Broadcast communications unit for household use)	This class B product is registered in Electromagnetic compatibility and is for domestic environment and also for general use.

※ This device is in the Class A items in the North America.

※ This device is in the Class B items.

