

MULTIFUNCTIONAL DIGITAL SYSTEMS

# User's Guide

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**e-STUDIO2303A**



### ■ How to read this manual

Thank you for purchasing the TOSHIBA multifunctional digital systems. This manual describes how to use, perform maintenance, and fix problems for this equipment. Be sure to read this manual before using this equipment. Keep this manual handy and retain it for future reference.

### □ Symbols in this manual

To ensure correct and safe use of this equipment, this manual describes safety precautions according to the three levels shown below.

You should fully understand the meaning and importance of these items before reading this manual.

**⚠ WARNING**

Indicates a potentially hazardous situation which, if not avoided, could result in death, serious injury, or serious damage, or fire in the equipment or surrounding assets.

**⚠ CAUTION**

Indicates a potentially hazardous situation which, if not avoided, may result in minor or moderate injury, partial damage of the equipment or surrounding assets, or loss of data.

**Note**

Indicates information to which you should pay attention when operating the equipment.

Other than the above, this manual also describes information that may be useful for the operation of this equipment with the following signage:

**Tip**

Describes handy information that is useful to know when operating the equipment.

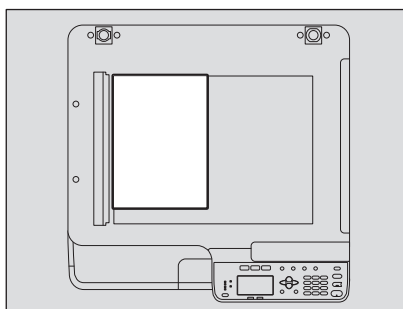


Pages describing items related to what you are currently doing. See these pages as required.

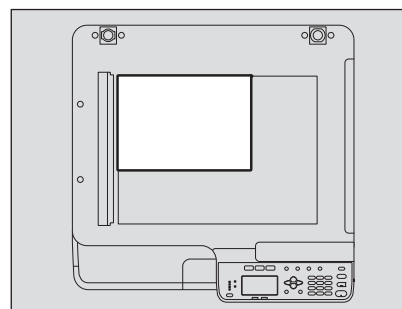
### □ Description of original/paper direction

Paper or originals of A4 or B5/LT size can be placed either in a portrait direction or in a landscape direction. In this manual, “-R” is added to this paper size when this size of paper or original is placed in a landscape direction.

e.g.) A4/LT size original on the original glass



Placed in a portrait direction: A4/LT



Placed in a landscape direction: A4-R/LT-R

Paper or originals of A3 or B4/LD or LG size can only be placed in a landscape direction, therefore “-R” is not added to these sizes.

### □ Screens

- In this manual, the screens and the operation procedures in Windows are described for Windows 7. The details on the screens may differ depending on how the equipment is used, such as the status of the installed options, the OS version and the applications.
- The illustration screens used in this manual are for paper in the A/B format. If you use paper in the LT format, the display or the order of buttons in the illustrations may differ from that of your equipment.

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## ❑ Trademarks

- The official name of Windows Vista® is Microsoft Windows Vista Operating System.
- The official name of Windows® 7 is Microsoft Windows 7 Operating System.
- The official name of Windows® 8 is Microsoft Windows 8 Operating System.
- The official name of Windows Server® 2008 is Microsoft Windows Server 2008 Operating System.
- The official name of Windows Server® 2012 is Microsoft Windows Server 2012 Operating System.
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- Other company and product names given in this manual or displayed in this software may be the trademarks of their respective companies.

## ■ Lineup of our manuals

These manuals are provided for the operation of the e-STUDIO2303A. Select and read the manual best suited to your needs. This manual is the ***User's Guide***.

### **Safety Information (Printouts)**

This manual describes the necessary precautions for use. For your added security, be sure to read this manual first.

### **Quick Guide (Printouts)**

This manual describes the components, preparations, basic operations, and troubleshooting for the equipment.

### **User's Guide (PDF file, this manual)**

This manual describes preparations for using the e-STUDIO2303A, and how to use functions such as copying, printing, and scanning. It also describes maintenance and troubleshooting for the problems that could occur while you are using the equipment.

### **Software Installation Guide (PDF file)**

This manual describes how to install and uninstall printer and scanner drivers.

### **Help menu for client software**

To run the following client software, refer to the Help menu of each:

- Printer driver
- Scan driver
- e-STUDIO Scan Editor

## ❑ To read manuals in the PDF file format

This manual in the PDF (Portable Document Format) can be displayed/printed using Adobe Reader or Adobe Acrobat Reader. If neither is installed in your computer, download one of them. This can be done via the website of Adobe Systems Incorporated.

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## ■ Recommended toner cartridges

To assure optimal printing performance, we recommend that you use only genuine TOSHIBA toner cartridges. If you use a TOSHIBA-recommended toner cartridge, you can utilize the following three functions of this equipment:

**Cartridge detecting function:** This function checks if the toner cartridge is correctly installed and notifies you if it is not.

**Toner remaining check function:** This function notifies you when there is little toner remaining in the cartridge.

**Image quality optimization function:** This function controls image quality according to the characteristics of the toner to be used and enables you to print images of an optimal quality.

If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. Therefore, even if the toner cartridge is correctly installed, the error message "ERROR: TONER" appears on the LCD screen and printing may not be performed. You may also not be able to utilize the image quality optimization function and the toner remaining check function.

If you are using a toner cartridge other than the one we recommend, toner is not recognized. If this is a problem for you, please contact your service representative. Remember you will not be able to utilize the Toner remaining check function and Image quality optimization function as we mentioned.



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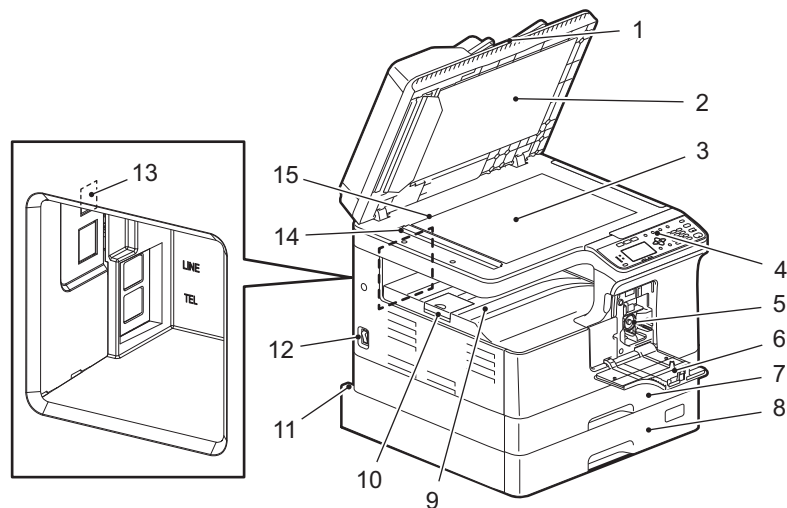


# PREPARATION

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## Components

### ■ Front/Left side/Inner side



#### 1. Reversing Automatic Document Feeder (RADF) (optional)

The stack of originals is scanned one sheet at a time. Both sides of the originals can be scanned. A maximum of 50 sheets (80 g/m<sup>2</sup> or 20 lb. Bond) can be placed in one go. (The maximum number of sheets that can be set may vary depending on the media type of the originals.)

📖 P.158 "Paper Misfeed"

#### 2. Platen sheet

📖 P.174 "Regular Cleaning"

#### 3. Original glass

Place the book-type originals and special paper such as overhead transparencies or tracing paper, as well as plain paper.

#### 4. Control panel

Make settings to use the various functions on this equipment.

📖 P.14 "Control panel"

#### 5. Toner cartridge

For the recommended toner cartridges, refer to the Safety Information.

📖 P.167 "Replacing Toner Cartridge"

#### 6. Front cover

Open this when you replace the toner cartridge.

📖 P.167 "Replacing Toner Cartridge"

#### 7. Drawer

Place up to 250 sheets of plain paper (80 g/m<sup>2</sup> or 20 lb. Bond).

📖 P.23 "Loading paper in the drawer/Paper Feed Unit"

#### 8. Paper Feed Unit (optional)

Use the Paper Feed Unit to add the second drawer. A maximum of 250 sheets (80 g/m<sup>2</sup> or 20 lb. Bond) of plain paper can be placed in one go.

#### 9. Receiving tray

#### 10. Paper exit stopper


Stops large paper from sliding out of the receiving tray.

#### 11. AC-IN terminal (rear)

Connect the power cable supplied with the equipment.

**12. Power switch**

Turns the power ON or OFF.

 P.17 "Preparation 1 - Turning Power ON"

**13. USB terminal (4-pin)**


Connect to your PC using a commercially available USB cable.

**Notes**

- Use a USB2.0 Hi-Speed certified cable: USB cable supporting the USB2.0 Hi-Speed mode (480 Mbps of transfer speed) certified by the USB Implementers Forum.
- Connect the equipment with a PC directly by the USB cable. When it is connected with a PC via a USB hub, the equipment may not be recognized.

**14. Scanning area**

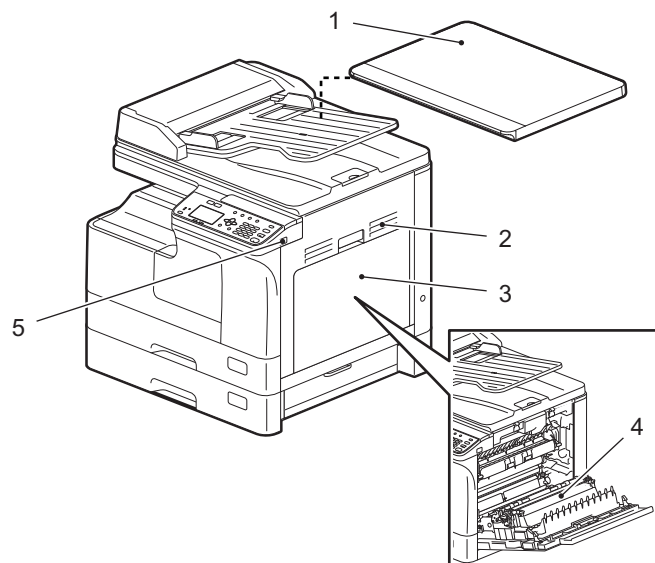
The data of originals transported from RADF are scanned here.

 P.174 "Regular Cleaning"

**15. Original scale**

Confirm the size of an original placed on the original glass.

## ■ Right side



### 1. Platen Cover (optional)

Close this before start copying or scanning.

#### Note

Depending on the region, the Platen Cover is installed as a standard part.

### 2. Side cover

### 3. Bypass tray

Place special paper such as thick paper, overhead transparencies, or tracing paper.

📖 P.25 "Loading paper on the bypass tray"

📖 P.28 "Loading an envelope on the bypass tray"

### 4. Automatic Duplexing Unit (optional)

Install this to make it possible to print on both sides of paper.

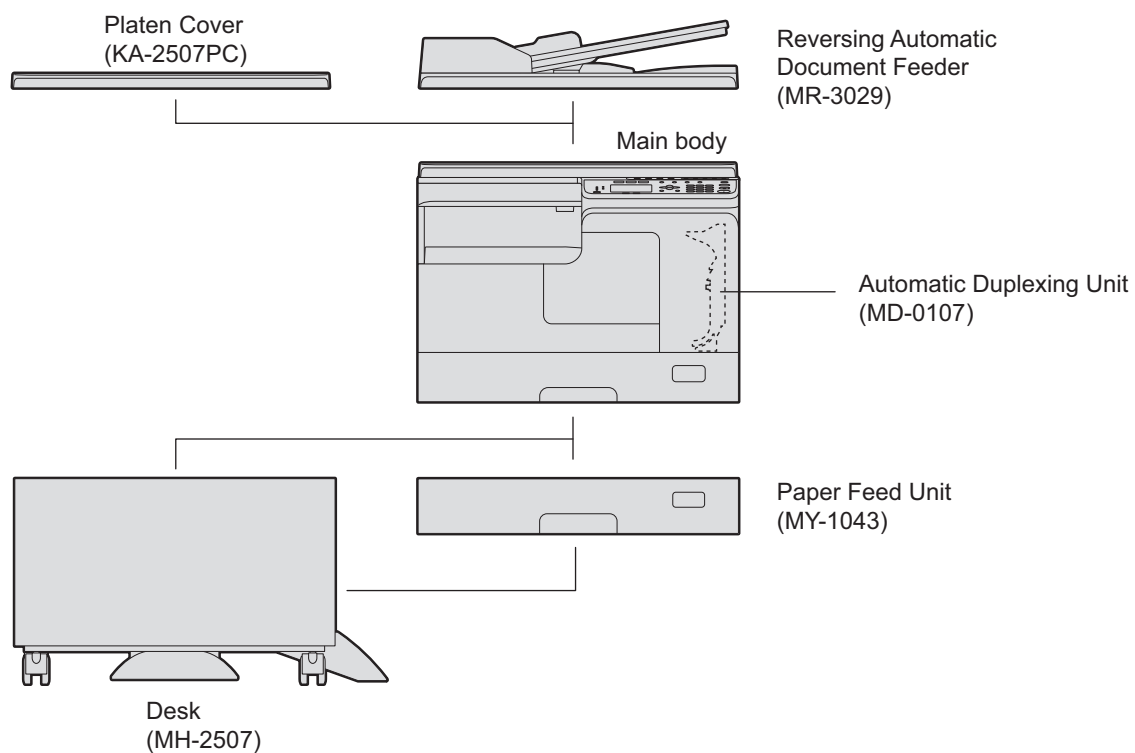
### 5. USB port

Connect a USB device to store scanned data or print files stored in the USB device.


## ■ Configuration of options

1

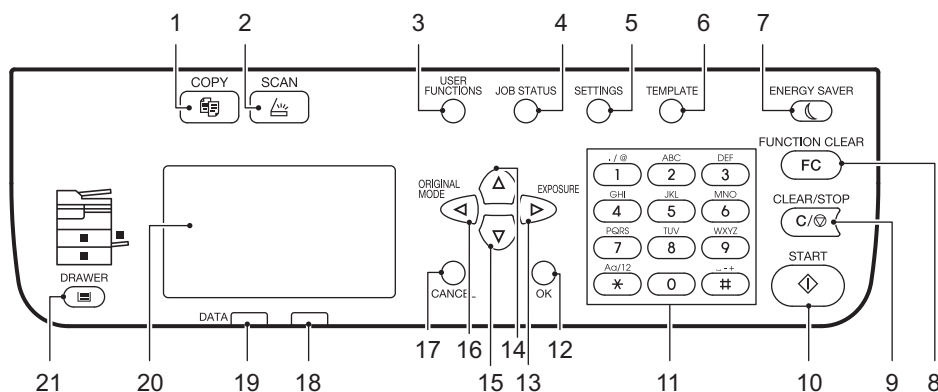
The available options are listed below. Contact your service technician or service representative for details.



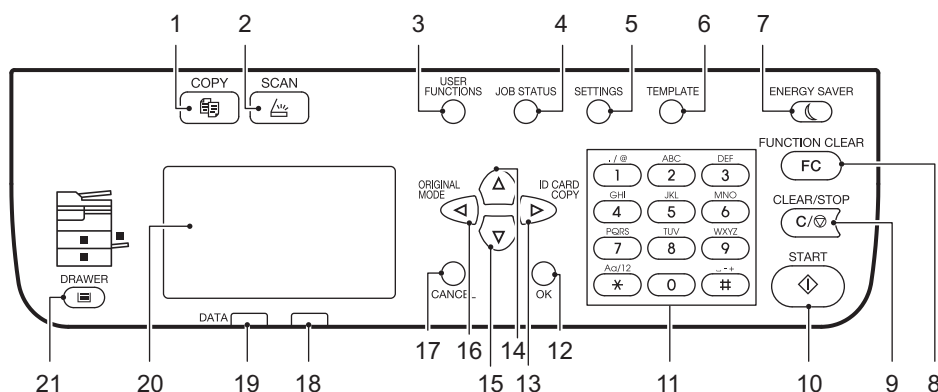
## Control panel

The functions and indications of the  button vary depending on the region. The illustrations show the control panel for Europe and the Americas unless they are specified.

### For Europe and the Americas



### For regions other than Europe and the Americas



#### 1. [COPY] button


Press this button to use the copy functions.

#### 2. [SCAN] button

Press this button to use the scan functions.

#### 3. [USER FUNCTIONS] button

Changes the equipment's default settings.

 P.141 "User Functions Menu List"

#### 4. [JOB STATUS] button

Displays the processing status of copy, scan, or print jobs, and also allows you to view their performance history.


 P.150 "Job Status"


#### 5. [SETTINGS] button

Displays the current settings.

#### 6. [TEMPLATE] button

Creates and recalls template settings.

 P.68 "Using Templates (Copy)"

 P.134 "Using Templates (Scan)"

**7. [ENERGY SAVER] button**

Enters into the energy saving mode.

**8. [FUNCTION CLEAR] button**

Restores all the selected functions to the defaults.

**9. [CLEAR/STOP] button**

Clears the number entered with the digital keys such as the number of copies, as well as cancels scanning or copying the original.

**10. [START] button**

Starts the copying or scanning operation.

**11. Digital keys**


Enters numbers such as the number of copies or password.

**12. [OK] button**

Determines the items or operations selected in each menu.

**13. ▷ button**

Press this button once on the main screen (Copy) to show the "EXPOSURE" screen for Europe and the Americas, or the "ID CARD" screen for regions other than Europe and the Americas. Press it on menu screens to move to an item on the right or increase the setting.

 P.39 "Using the "EXPOSURE" or "ID CARD" function quickly"

**14. △ button**

Press this button on menu screens to move to the item above. If you press this button when the top menu item is highlighted, the bottom menu item is displayed.

**15. ▽ button**

Press this button on menu screens to move to the item below. If you press this button when the bottom menu item is highlighted, the top menu item is displayed.

**16. ◀ button**

Press this button once on the main screen (Copy) to show the "ORIGINAL MODE" screen. Press it on menu screens to move to an item on the left or decrease the setting.

 P.40 "Selecting "ORIGINAL MODE" quickly"

**17. [CANCEL] button**

Cancels the current settings and returns to the previous item.

**18. Alert lamp**


Blinks or lights in case of an error.

**19. [DATA] lamp**

This lamp blinks while print data is being received.


**20. LCD screen**

Confirms each menu and error messages.

 P.16 "Main screen (Copy)"

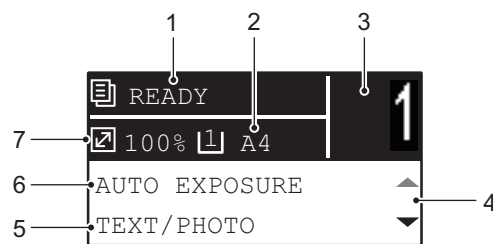
**21. [DRAWER] button/lamps**

Use this button to select a drawer or the bypass tray to be used as a paper source. The lamp of the paper source currently selected is lit. The lamp blinks when the selected drawer or tray is running out of paper. When paper in the drawer or on the bypass tray has run out, see the following page to add paper.

 P.19 "Preparation 2 - Loading Paper"

## ■ Main screen (Copy)

Appears after the power of the equipment is turned ON and the warm-up is finished. This screen is called “main screen (Copy)”. This screen also appears when the AUTO CLEAR function has worked.



### 1. Message

Displays the current status or error messages.

### 2. Paper size

Displays the paper size specified for the drawer or the bypass tray.

### 3. Copy quantity

Displays the number of copies.

### 4. Scroll icon

Displays  $\triangle$  or  $\nabla$  that you can press on the current screen or menu.

### 5. Original mode

Displays the mode to copy the original.

### 6. Exposure

Displays the copy density.

### 7. Reproduction ratio

Displays the reproduction or zoom ratio to copy.

#### Tip

This function returns all settings to default without the need to press [FUNCTION CLEAR] on the control panel. It works when a specified period of time has passed since the last paper exit or the last entry of any button.

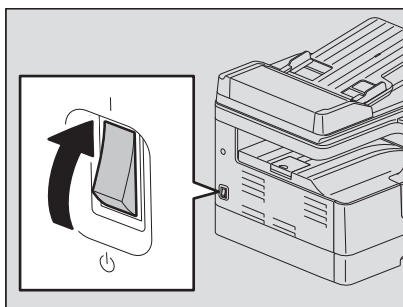
P.143 “GENERAL”

## Preparation 1 - Turning Power ON

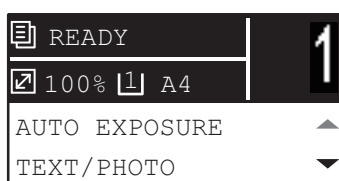
### ■ Turning on

1

- 1 Press the power switch to “|” (on).



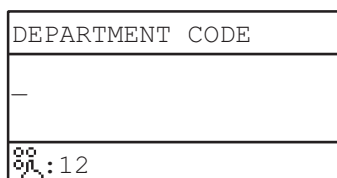
Starts warming up, which takes approx. 20 seconds. When the warm-up has finished, the equipment is ready.



#### Tip

If you press [START] during the warm-up, copying automatically starts after it has finished. When the job is reserved, “COPYING” appears on the LCD screen to show you the current status. This function cannot be accessed while “PLEASE WAIT” is being displayed.

- 2 The LCD screen below is shown if the equipment is managed under the department code function.



Key in a 5-digit department code, and then press [OK].

#### Tip

If the department code function is enabled, press [FUNCTION CLEAR] after any operation to prevent unauthorized use of the equipment.

For the details of the department code, see the following page:

📖 P.148 “Department Management”

### □ Turning off

Press the power switch to “⏻” (off).

## ■ Saving energy when not in use - Energy saving mode -

To reduce power consumption, the equipment automatically enters into the energy saving mode when a specified period of time has passed since its last use.

### □ Types of energy saving mode

**Low power mode:** “SAVING ENERGY” appears on the LCD screen.

The equipment automatically enters into low power mode when a specified period of time elapses.

**Sleep mode:** The LCD screen is turned off and only [ENERGY SAVER] is lit.

The equipment enters into sleep mode when a specified period of time elapses or the [ENERGY SAVER] button is pressed.

#### Note

When “Status Monitor” is running, the equipment does not enter into the sleep mode. If you want to enable the sleep mode, exit it out.

📖 P.80 “Status Monitor”

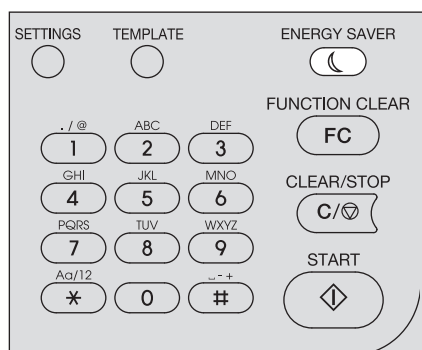
#### Tip

The timers for “AUTO POWER SAVE” and “SLEEP MODE” have been set respectively as the factory default settings. You can change them in the “USER FUNCTIONS” menu.

📖 P.141 “User Functions Menu List”

### □ To turn the equipment into the energy saving mode (Sleep mode) manually

Press [ENERGY SAVER].



### Canceling conditions for energy saving mode

The energy saving mode is canceled under the following conditions.

- When [ENERGY SAVER] or [START] on the control panel is pressed.
  - For the low power mode: Press [ENERGY SAVER] or [START]
  - For the sleep mode: Press [ENERGY SAVER]

#### Note

Press [ENERGY SAVER] for at least 0.5 seconds.

- When printing or scanning is performed from a PC connected with this equipment.

## Preparation 2 - Loading Paper

Load an appropriate type of paper.

1

### ■ Acceptable paper types

Acceptable paper types differ depending on its paper source. See the table below for more details.

Paper source	Paper type	Paper size	Maximum sheet capacity* <sup>1</sup>
Drawer	Plain paper (64 - 80 g/m <sup>2</sup> , 17 - 20 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ K format: 8K, 16K, 16K-R	250 sheets (80 g/m <sup>2</sup> , 20 lb. Bond)
Paper Feed Unit	Plain paper (64 - 80 g/m <sup>2</sup> , 17 - 20 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ K format: 8K, 16K, 16K-R	250 sheets (80 g/m <sup>2</sup> , 20 lb. Bond)
Bypass tray	Plain paper (64 - 80 g/m <sup>2</sup> , 17 - 20 lb. Bond)	A/B format: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO LT format: LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ K format: 8K, 16K, 16K-R	100 sheets (80 g/m <sup>2</sup> , 20 lb. Bond)
	Thin paper* <sup>2</sup> (52 - 63 g/m <sup>2</sup> , 14 - 16 lb. Bond)		1 sheet (52 - 63 g/m <sup>2</sup> , 14 - 16 lb. Bond)
	Thick paper* <sup>2</sup> (81 - 105 g/m <sup>2</sup> , 21 - 28 lb. Bond)		10 sheets (81 - 105 g/m <sup>2</sup> , 21 - 28 lb. Bond)
	Thick paper 1* <sup>2</sup> (106 - 163 g/m <sup>2</sup> , 29 lb. Bond - 90 lb. Index)		10 sheets (106 - 163 g/m <sup>2</sup> , 29 lb. Bond - 90 lb. Index)
	Thick paper 2* <sup>2</sup> (164 - 216 g/m <sup>2</sup> , - 80 lb. Cover, - 110 lb. Index)		10 sheets (164 - 216 g/m <sup>2</sup> , - 80 lb. Cover, - 110 lb. Index)
	Tracing paper* <sup>2</sup> * <sup>7</sup> (75 g/m <sup>2</sup> , 20 lb. Bond)		1 sheet
	Sticker labels* <sup>2</sup> * <sup>3</sup>		1 sheet
	Transparencies* <sup>2</sup> * <sup>4</sup>	A4/LT only	1 sheet
	Envelope* <sup>2</sup> * <sup>5</sup> * <sup>6</sup>	DL (110 mm x 220 mm), COM10 (4 1/8" x 9 1/2"), Monarch (3 7/8" x 7 1/2"), CHO-3 (120 mm x 235 mm), YOU-4 (105 mm x 235 mm)	1 sheet

\*<sup>1</sup> "Maximum sheet capacity" refers to the maximum number of sheets when recommended paper is used. See the following page for the recommended paper:

☐ P.21 "Recommended paper"

\*<sup>2</sup> 2-sided copying is not available.

\*<sup>3</sup> Sticker labels should not be cut off each other.

\*<sup>4</sup> Be sure to use the recommended overhead transparencies. Using other transparencies could cause an equipment malfunction.

\*<sup>5</sup> Printing on the back side of an envelope is not possible.

\*<sup>6</sup> Envelope can be used when printing from your PC.

\*<sup>7</sup> For printing the tracing paper, select "THICK1" as the media type.

**Notes**

- Do not mix various paper sizes in one drawer.
- “LT format” is the standard size for only use in North America.
- “K format” is a Chinese standard size.
- 2-sided copying is only available for plain paper.

**Tip**

Abbreviations for LT format sizes:

LT: Letter, LD: Ledger, LG: Legal, ST: Statement, COMP: Computer

## ■ Recommended paper

To ensure the best copy performance, the paper types listed below are recommended. If you want to use paper other than that we recommend, contact your service technician.

Paper type	Product name	
Plain paper	A/B format: TGIS Paper/Mondi LT format: TIDAL/Hammermill	80 g/m <sup>2</sup> , 20 lb. Bond
	K format: Classic Jetset COPY PAPER/UPM	70 g/m <sup>2</sup>
Thick paper	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	90 g/m <sup>2</sup> , 24 lb. Bond
	A/B format: Color Copy/Mondi	100 g/m <sup>2</sup>
Thick paper 1	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	120 g/m <sup>2</sup> , 32 lb. Bond
	A/B format: Color Copy/Mondi LT format: Exact Index/WAUSAU	160 g/m <sup>2</sup> , 90 lb. Index
Thick paper 2	A/B format: Color Copy/Mondi LT format: Laser/Hammermill	200 g/m <sup>2</sup> , 80 lb. Cover
	A/B format: Color Copy/Mondi LT format: Exact Index/WAUSAU	200 g/m <sup>2</sup> , 110 lb. Index
Tracing paper	Tracing paper/Ostrich International	75 g/m <sup>2</sup> , 20 lb. Bond
Sticker labels	A/B format: 3478/ZWECH-AVERY LT format: 5165/AVERY	
Transparencies *1	A/B format: PP2500/3M LT format: X10.0/FOLEX	
Envelope	ColumbianCO138/Westvaco, No.553/Monarch/mailwell	

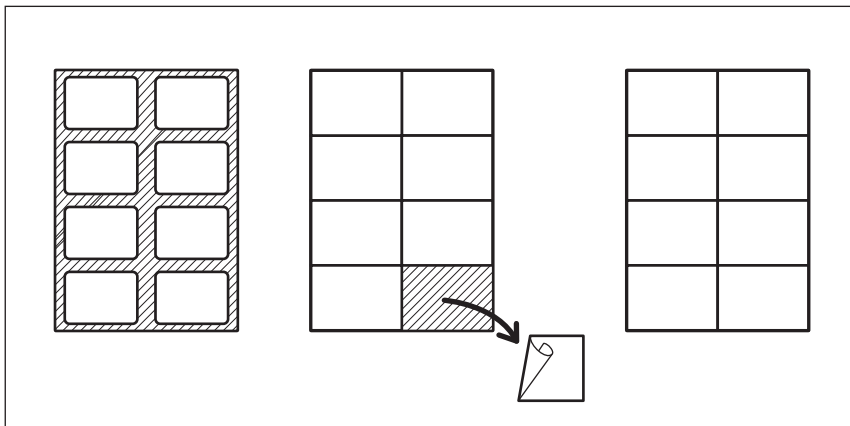
\*1 Be sure to use the recommended overhead transparencies. Using other transparencies could cause an equipment malfunction.

## ❑ Paper types not acceptable

Do not use the types of paper listed below since they may cause paper misfeeds or an equipment malfunction.

If you use these types of paper, paper misfeeding may occur frequently, a paper misfeeding in which you cannot easily remove paper from this equipment may occur, or images may continually become dirty.

- Damp paper
- Creased paper
- Wrinkled paper or paper prone to be curled
- Extremely smooth or rough surface paper
- Paper whose surface has had special treatment
- Paper once printed or used on one side
- Sticker labels shown below
  - The released paper is visible since its label has been punched out.
  - The released paper is visible since a part of its label has peeled off.
  - A sticker label which has been cut



## ❑ Storing paper

Note the following points when storing paper.

- Wrap the paper in its packaging to prevent it from gathering dust.
- Do not expose the paper to direct sunlight.
- Do not store the paper in a humid location.
- Store the paper on a flat surface to prevent it from becoming curled or creased.

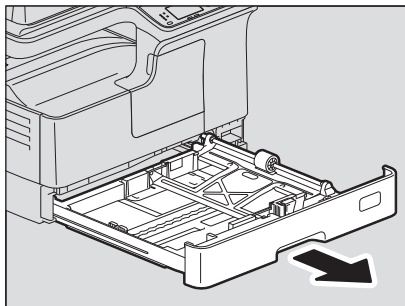
## ■ Loading paper in the drawer/Paper Feed Unit

You can load paper in the drawer and Paper Feed Unit in the same procedure.

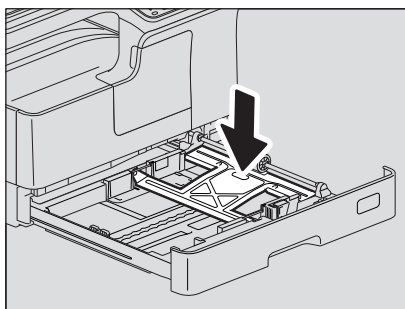
For the acceptable paper, see the following page:

📖 P.19 “Acceptable paper types”

- 1 Turn the power of the equipment ON.**
- 2 Pull out the drawer carefully.**



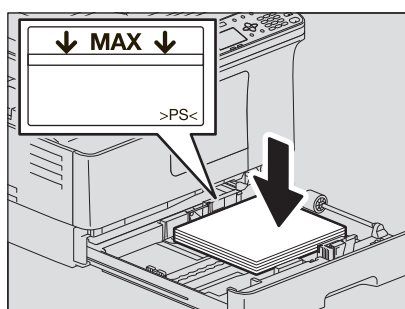
- 3 Press down the paper plate.**




### Note

Press it down until you hear a click sound and it is no longer lifted up.

## 4 Load paper face up in the drawer.

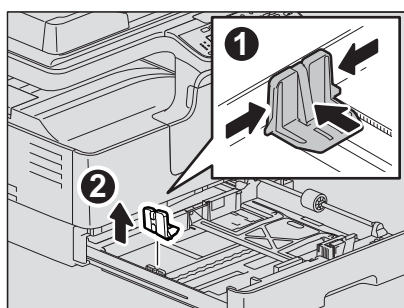


### Notes

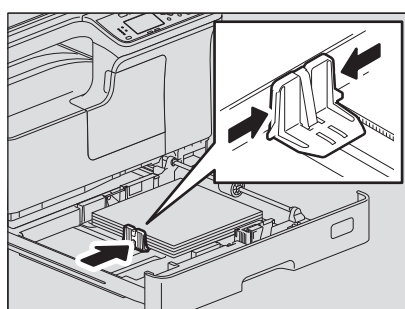
- Up to 250 sheets (80 g/m<sup>2</sup> or 20 lb. Bond) can be loaded. Be sure that the height of the stacked paper does not exceed the line indicated inside of the trailing guides.  
 P.19 "Acceptable paper types"
- Fan the paper well before loading it in the drawer, otherwise multiple feeding could occur. Be careful not to cut your fingers.
- The printable side may be noted on its packaging.
- Never put anything in a vacant space in the drawer after the paper has been loaded. Otherwise, it may cause paper misfeeds or an equipment malfunction.
- If paper cannot be fed, printing takes a long time after feeding or the quality is poor, turn over the paper and place it again.

### When placing LD size paper

To place LD size paper in the drawer, the end guide needs to be removed. Move it to the left end while pushing its lower part from both sides, and then pull it upward. Keep it in the pocket on the front side of the drawer.



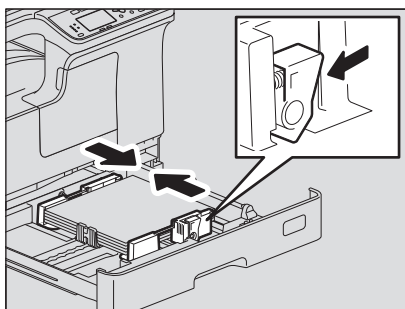
## 5 Move the end guide to the trailing edge of the paper while pushing its lower part in the direction of the arrows.



### Note

Do not allow any gap between the paper and the end guide in the drawer.

- 6** While holding the green lever of the front side guide, adjust the side guides to the paper size.



- 7** Push the drawer straight into the equipment slowly until it stops.

**⚠ CAUTION**

**Do not catch your fingers in the drawer when closing it.**  
This could cause injury.

**Register the paper size into the equipment.**

When you load paper in the drawer for the first time, register the paper size. Be sure to register it correctly, otherwise it could cause a paper misfeed.

For the registration, see the following page:

📖 P.31 "Preparation 3 - Registering Paper Size and Type"

**Note**

Be sure to register the paper size each time you have changed it.

## ■ Loading paper on the bypass tray

**Note**

The contents of the original(s) are rotated when copied on paper of the following sizes fed from the bypass tray.

A/B format: A3, A4-R, A5-R, B4, B5-R, FOLIO

LT format: LD, LG, LT-R, ST-R, COMP, 13"LG, 8.5"SQ

K format: 8K, 16K-R

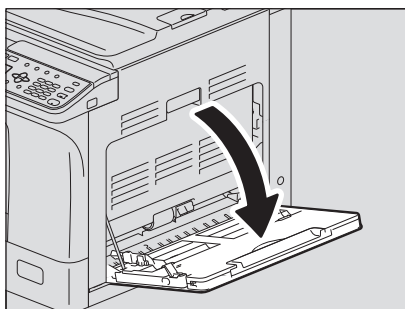
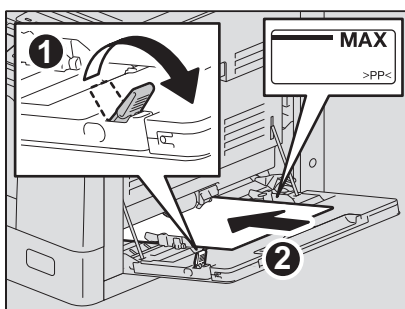
For example, to copy an A5-size original, place the original on the original glass in A5 portrait orientation and paper on the bypass tray in A5 landscape orientation (A5-R).

To enlarge an A4-size original to A3, place the original on the original glass in A4 portrait orientation and A3 paper on the bypass tray.

The illustrations below are example of loading A4/LT size paper.

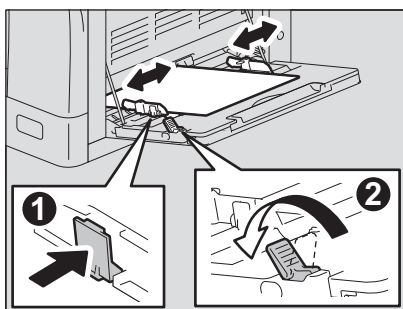
For the acceptable paper, see the following page:

📖 P.19 "Acceptable paper types"

**1** Open the bypass tray.**2** Release the lever on the left, and then load paper face down and straight on the bypass tray.**Note**

The printable side may be noted on its packaging.

### 3 Align the side guides with the edges of the paper, and then push back the lever.

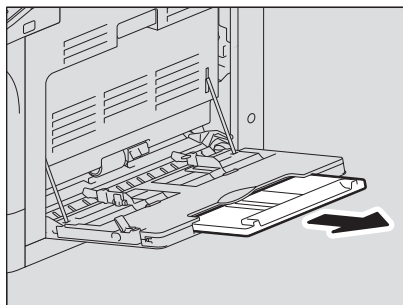


#### Notes

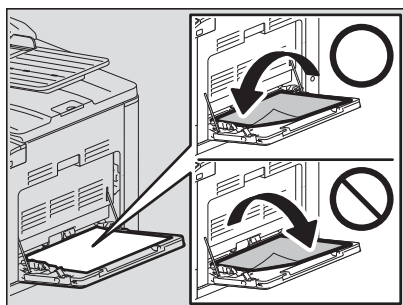
- Up to 100 sheets of plain paper (80 g/m<sup>2</sup> or 20 lb. Bond) can be loaded. Be sure that the height of the stacked paper does not exceed the indicators of the side guides. If paper other than plain is used, set it one sheet at a time.
- Fan the paper well before loading it on the bypass tray, otherwise multiple feeding could occur. Be careful not to cut your fingers.
- Do not push the paper forcibly into the entrance of the bypass feeder, otherwise it could cause a paper misfeed.
- Flatten curled paper before loading it on the bypass tray.
- If paper remains on the bypass tray when loading additional paper on it, release the lever, then remove all the paper, and then load it again.

#### Tips

- When you use paper longer than the bypass tray size, pull out the paper holder from the tray.



- Depending on its condition, paper may not be fed for bypass copying. In this case, turn over the paper and place it again as shown in the figure.



## ■ Loading an envelope on the bypass tray

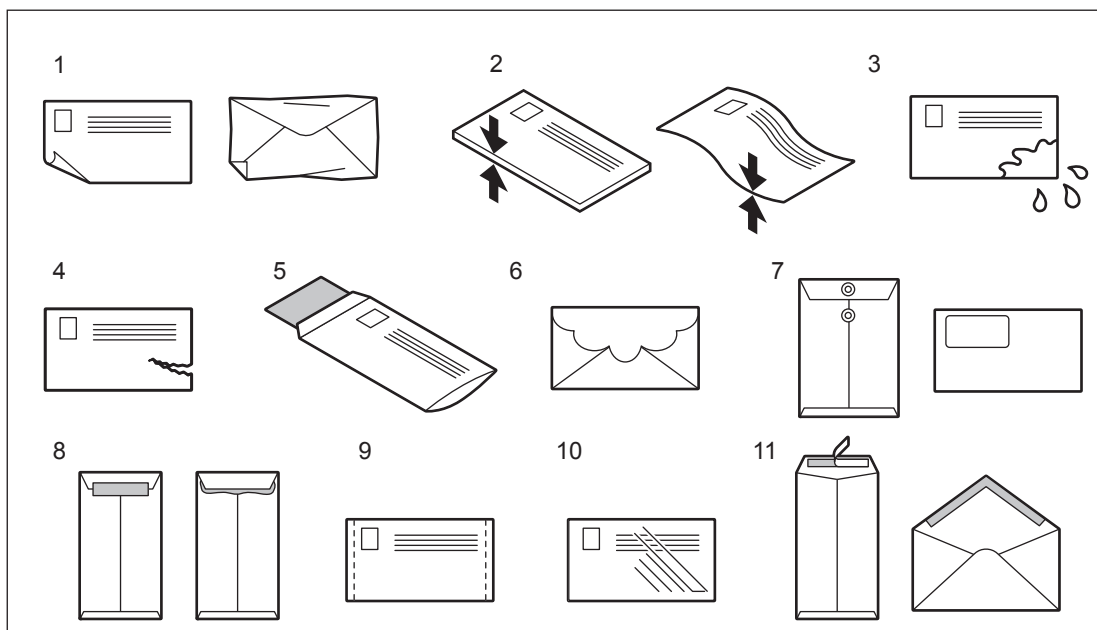
For the acceptable envelope sizes, see the following page:

📖 P.19 “Acceptable paper types”

### Notes for using envelopes

Do not use the following envelopes, otherwise they may cause a paper misfeed or damage to the equipment.

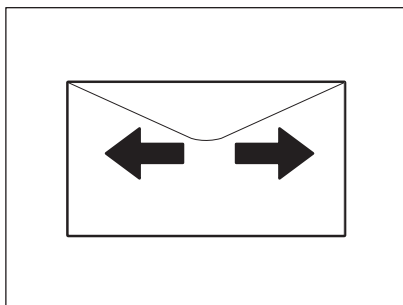
1. Badly curled, wrinkled or folded envelopes
2. Extremely thick or thin envelopes
3. Wet or damp envelopes
4. Torn envelopes
5. Envelopes which include the contents
6. Non-standard size envelopes (ones with a special shape)
7. Envelopes with eyelets or windows
8. Envelopes sealed with adhesive paste or tape
9. Partly-opened or perforated envelopes
10. Envelopes with special coating on the surface
11. Envelopes with glue or double-sided adhesive tape



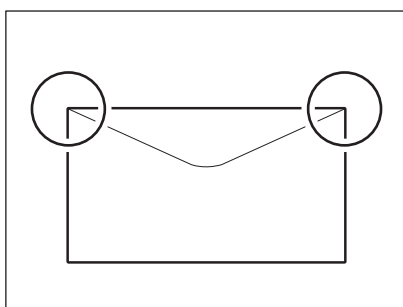
### Notes

- Store envelopes at room temperature and away from heat and moisture.
- Paper wrinkling may occur after printing depending on environment or the envelope type or condition. We recommend printing paper as a sample before doing so in large amounts.

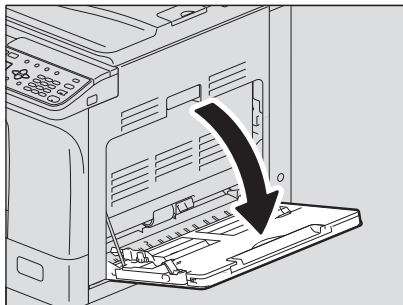
- 1 Place an envelope on a flat clean surface and press it with your hands in the arrow directions as shown below to expel air from the inside.**  
Press it well to prevent the flap from rolling upward.



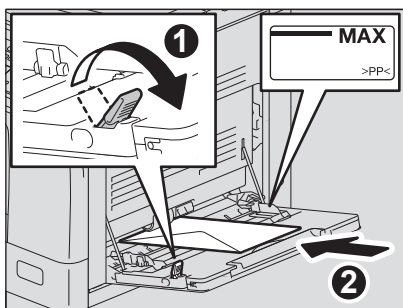
Correct bent corners of the envelope.



- 2 Open the bypass tray.**



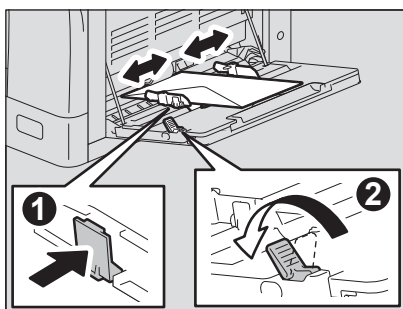
- 3 Release the lever on the left, and then load the envelope face down on the bypass tray.**  
Place the envelope with its flap side at the front as shown below.



#### Notes

- Do not copy or print on the back of envelopes, otherwise it may cause a paper misfeed or soil them or the inside of the equipment.
- Printing may be uneven depending on the envelope types.

- 
- 4** Align the side guides to the edges of the envelope, and then push back the lever.



## Preparation 3 - Registering Paper Size and Type


---

When you load or change paper, a pop-up window appears. Follow the instructions to register the items below in the equipment.

**1**

- For the drawer: the paper size
- For the bypass tray: the paper size and type

### Tips

- You can also register the paper size for the drawer in the “USER FUNCTIONS” menu.  
 P.141 “User Functions Menu List”
- When loading the paper the size other than standard ones on the bypass tray, select “CUSTOM” as paper size.



# COPY FUNCTIONS

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## Basic Copy Procedure

Learn the basic copy procedure in this section. For the other various functions, see the following page:

📖 P.41 “Copy Settings”

Make sure that the equipment is ready to copy.

📖 P.17 “Preparation 1 - Turning Power ON”

📖 P.19 “Preparation 2 - Loading Paper”

📖 P.31 “Preparation 3 - Registering Paper Size and Type”

### ■ Acceptable originals

Acceptable originals differ depending on the setting position. See the table below for more details.

If you are using the Reversing Automatic Document Feeder, you can automatically scan a stack of plain paper originals at one time.

Setting position	Type	Maximum size	Acceptable sizes for automatic size detection*1	Maximum number of sheets
Original glass	Plain paper Special paper Booklets	A3 or LD	-	-
Reversing Automatic Document Feeder	Plain paper Thin paper Thick paper (50 - 104 g/m <sup>2</sup> , 13 - 27 lb. Bond)		Other than North America and China: A3, A4, A4-R, A5-R, B4, B5, B5-R North America: LD, LG, LT, LT-R, ST-R, COMP China: A3, A4, A4-R, A5-R, 8K, 16K, 16K-R	50 sheets (80 g/m <sup>2</sup> , 20 lb. Bond) (or stack height 9.5 mm)*2

\*1 The automatic size detection function is only available when the Reversing Automatic Document Feeder is installed.

\*2 The maximum number of sheets acceptable varies depending on the type of original.

### ❑ Maximum number of originals scanned at one time

When you use “CONTINUE SCAN” with the Reversing Automatic Document Feeder (RADF), you can scan up to 150 original sheets at one time. When the number of sheets to be scanned exceeds 150 or the built-in memory in the equipment is full, scanning stops and an error message is displayed on the LCD screen. Press any button on the control panel to delete the scanned data.

### ❑ Precautions for Reversing Automatic Document Feeder

Do not use the following types of original as they may cause a paper misfeed or damage to the equipment:

- Originals that are folded or curled
- Originals with carbon copies
- Originals that have been taped, pasted, or cut-out
- Originals that have been clipped or stapled
- Originals with holes or tears
- Originals that are damp
- Originals whose correction fluid or ink has not been dried completely
- Overhead transparencies or tracing paper
- Coated paper (e.g. coated with wax)
- Originals with multiple holes punched (e.g. loose leaf paper)

The following types of originals can be used but need extra care:

- Originals that you cannot slide with your fingers or whose surface is specially treated: They should be fanned well before loading since they may not be able to be separated from each other at feeding.
- Originals that are folded or curled: They should be smoothed out before being loaded.

#### When black streaks appear

If the scanning area or the guide area is dirty, image problems such as black streaks may occur. Weekly cleaning of these areas is recommended.

📖 P.174 “Regular Cleaning”

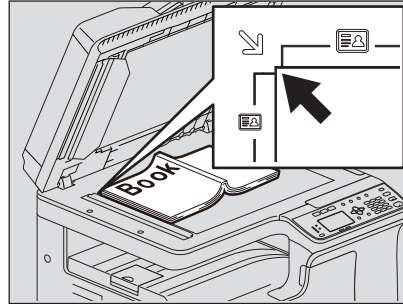
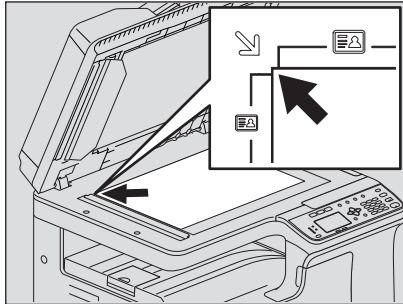
## ■ Copying originals

Follow the common basic instructions below to make a copy.

### 1 Place the original(s).

#### • Placing originals on the original glass

- 1) Raise the Platen Cover or the Reversing Automatic Document Feeder.
- 2) Place the original face down on the original glass.
- 3) Align the original with the top-left corner of the original glass.
- 4) Lower the Platen Cover or the Reversing Automatic Document Feeder carefully.



#### ⚠ CAUTION

**Do not place heavy objects (4 kg/8.8 lb. or over) on the original glass and do not force it down.**

It may break the glass and could cause injury.

#### Notes

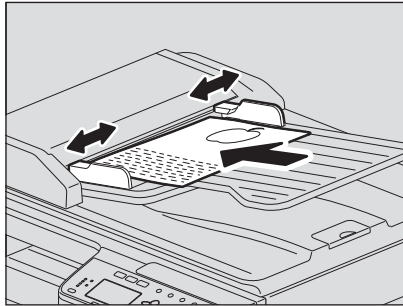
- When you copy originals with folds or wrinkles, smooth out the folds and wrinkles first. Then, place the original on the original glass and close the Platen Cover or the Reversing Automatic Document Feeder to start copying.
- If a shadow of the folds or wrinkles appears on copies although you smooth out them, adjust the exposure or use the "BACKGROUND ERASE" function.

#### Tip

When you use the transparent original such as overhead transparencies and tracing paper, place a blank plain sheet of paper - the same size or a larger sheet - over the original, otherwise the copied image could be stained.

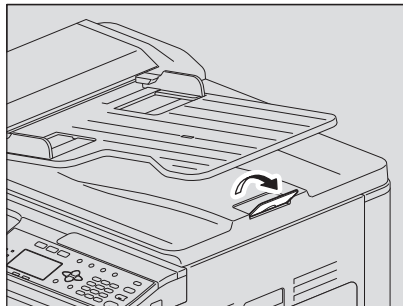
- **Placing originals on the Reversing Automatic Document Feeder**

- 1) Align all the originals.
- 2) Place them face up and align the side guides to the original length.



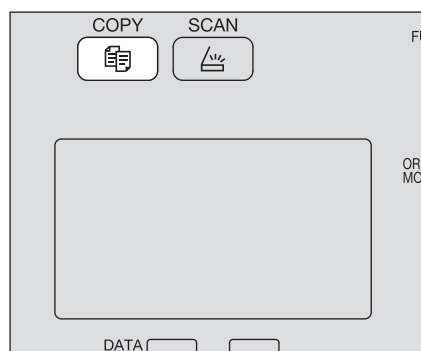
#### Notes

- The top sheet of the originals will be scanned first.
- Do not load more than 50 originals (80 g/m<sup>2</sup>, 20 lb. Bond) at once, and make sure the thickness of the stack of originals does not exceed 9.5 mm regardless of their size.
- Flatten curled paper before loading it on the Reversing Automatic Document Feeder.
- To prevent long originals (A3, B4, A4-R, LD, LG, COMP, or 8K) from sliding out when, raise the paper exit stopper. When you have finished using the stopper, lift it slightly and slide it back in.

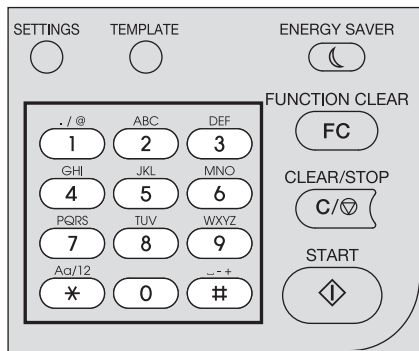


- To prevent misfeeding, do not leave originals or turn OFF/ON the equipment with originals on the Reversing Automatic Document Feeder.

## 2 Press [COPY].



### 3 Enter the number of copies with the digital keys.



2

### 4 Make the copy settings as required.

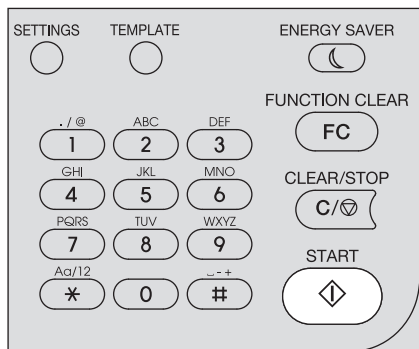
📖 P.41 "Copy Settings"

#### Note

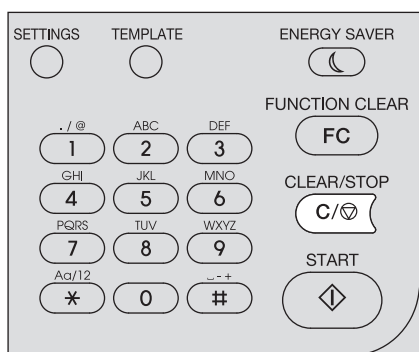
You may not be able to use some combinations of functions.

📖 P.182 "Copying Function Combination Matrix"

### 5 Press [START] to start copying.



To stop or resume copying, press [CLEAR/STOP] during copying.



Press [OK] or [CANCEL] according to the message displayed on the LCD screen.

When you copy loading originals from the Reversing Automatic Document Feeder (RADF):

If there are more originals, place the next ones, select "SCAN NEXT" using  $\nabla$  or  $\triangle$  and press [OK]. If there are no more originals, select "FINISHED" using  $\nabla$  or  $\triangle$  and press [OK]. (Only when "CONTINUE SCAN" is set to "ON")

**Note**

If originals remain on the Reversing Automatic Document Feeder after pressing [FINISHED] on the CONTINUE SCAN screen, remove all the originals. Leaving them may cause a paper jam.

When the copying has finished, press [FUNCTION CLEAR] to clear the set copy functions and return to the main screen (Copy).

**Notes**

- If the paper source runs out of paper, an error message is displayed on the LCD screen and copying stops. Load paper. The equipment automatically resumes copying after approx. 3 seconds have passed.
- The receiving tray can hold up to 100 sheets. If the excessive paper error occurs, the lamp blinks and an error message is displayed on the LCD screen. Remove the paper from the tray and press [START] to resume copying.
- When you use overhead transparencies, remove them one by one every time they are ejected. Otherwise, they could be curled and not be good for projection.

## ❑ Shortcut keys

You can access some functions by simply pressing a button.

📖 P.39 “Using the “EXPOSURE” or “ID CARD” function quickly”

📖 P.40 “Selecting “ORIGINAL MODE” quickly”

2

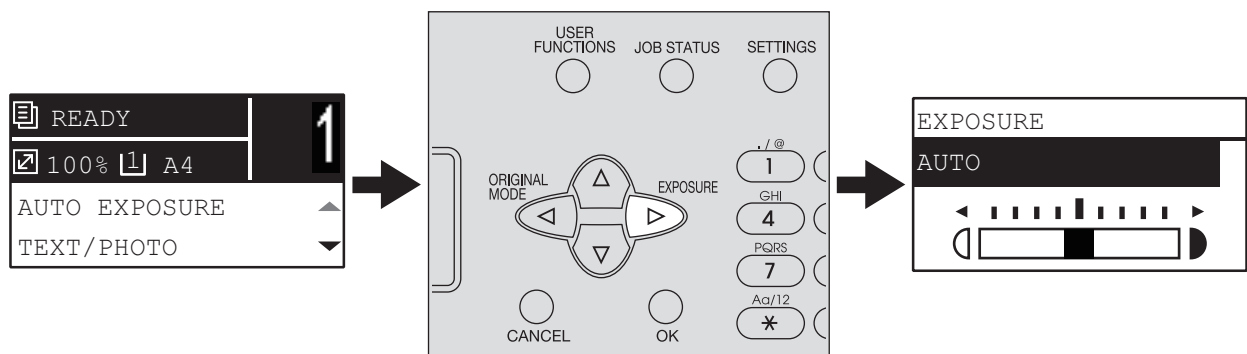
### Using the “EXPOSURE” or “ID CARD” function quickly

On the first screen of Copy mode, the ▷ button function varies depending on the region. It can work as the [EXPOSURE] button for Europe and the Americas, or the [ID CARD] button for regions other than Europe and the Americas. Just press the button to access the “EXPOSURE” or “ID CARD” function so that you can change the copy density, or you can copy the front and back of a card on a sheet of paper.

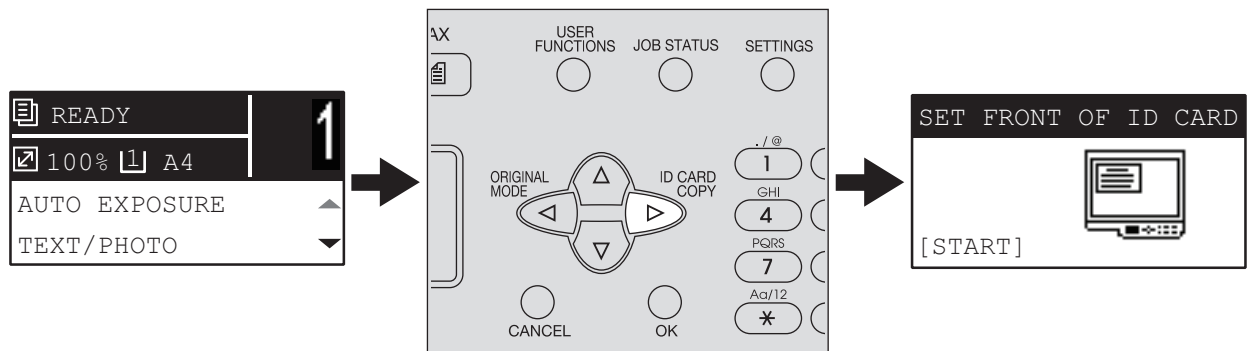
📖 P.41 “Adjusting the exposure”

📖 P.54 “Copying both sides of a card on a sheet”


#### For Europe and the Americas




#### For regions other than Europe and the Americas

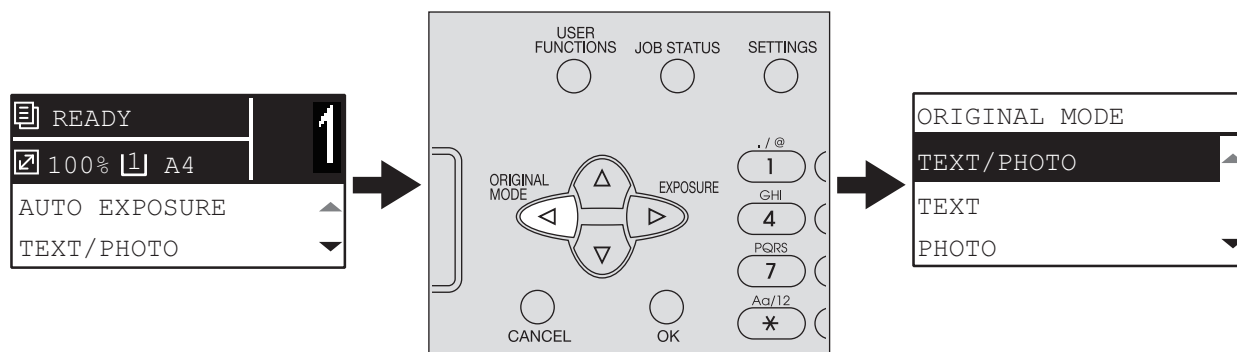


## Selecting “ORIGINAL MODE” quickly

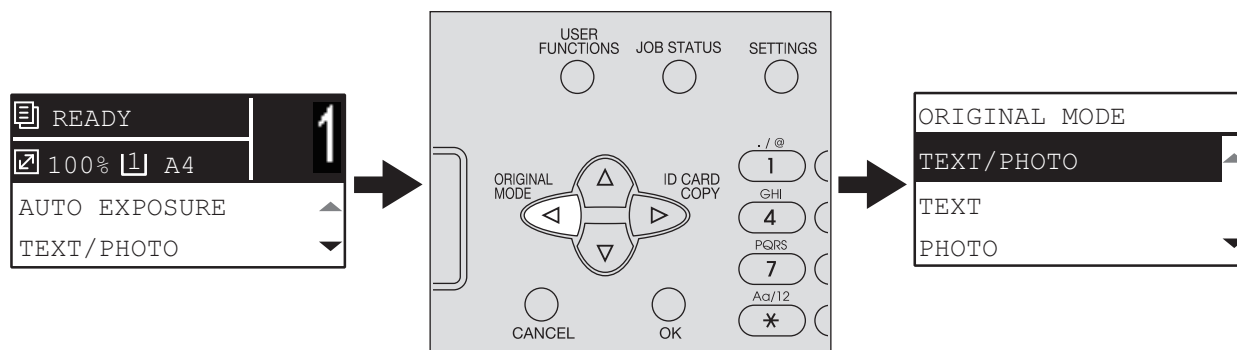
On the first screen of Copy mode, the  button can work as the [ORIGINAL MODE] button. Just press the button to access the “ORIGINAL MODE” function so that you can change the original mode.

 P.42 “Selecting the original mode”

### For Europe and the Americas



### For regions other than Europe and the Americas



# Copy Settings

You can make the copy settings on the copy functions menu.

Tip

Press [CANCEL] to exit from the setting without making any changes. You can also exit by pressing ◀ if it is active.

2

## ■ Adjusting the exposure

You can adjust the density to make copies lighter or darker in nine levels from -4 to +4. The auto density setting can represent the copy image in the middle density status.

Tip

You can directly access this function by pressing ▷. The button operation varies depending on the region. For Europe and the Americas:

📖 P.39 “Using the “EXPOSURE” or “ID CARD” function quickly”



Menu Functions	Settings	Description
EXPOSURE	AUTO	Adjusts the density automatically.
	Manual	Adjusts the density manually.

- 1 Press [COPY].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item.
- 4 Adjust the density as follows.  
For “AUTO”:  
Press [OK].  
For manual:  
1) Press ▷ or ◀ to increase or decrease the density level.  
2) Press [OK].

## ■ Selecting the original mode

You can select suitable original image to copy.

### Tip

You can directly access this function by pressing ◀.

📖 P.40 “Selecting “ORIGINAL MODE” quickly”



Menu Functions	Settings	Description
ORIGINAL MODE	TEXT/PHOTO	Text and photographs mixed.
	TEXT	Text only, text and thin line, or stamp mark.
	PHOTO	Photographs only.
	BACKGROUND ERASE	Dark background is placed.

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item, and then press [OK].

## ■ Selecting the paper

You can select the paper source in which the paper of the desired size and type is loaded.

📖 P.19 “Acceptable paper types”

### □ Selecting the paper source



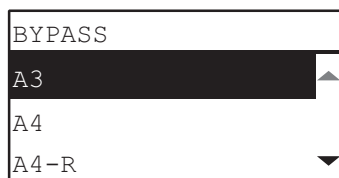
Menu Functions	Settings	Description
DRAWER	<b>Drawer 1 XX, Drawer 2 XX</b>	Uses the drawer as the paper source. The variable “XX” indicates the paper size.
	<b>Bypass XX</b>	Uses the bypass tray as the paper source. Available only when the paper is loaded on the bypass tray. The variable “XX” indicates the paper size.
	<b>APS</b>	Automatic Paper Selection. Detects the size of the original and selects paper of the same size automatically.
	<div>Notes</div> <ul style="list-style-type: none"> <li>• This function may not work properly for totally dark originals or originals with dark borders.</li> <li>• Available only when the original is placed on the Reversing Automatic Document Feeder.</li> </ul> <div>Tip</div> <p>For the detectable original sizes, see the following page: 📖 P.34 “Acceptable originals”</p>	

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item.  
 To select the paper size:  
 1) Press ▷.  
 2) Press ▽ or △ to select the paper size, and then press [OK].  
 To accept the setting:  
 Press [OK].

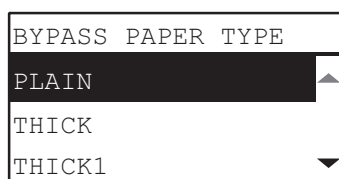
## □ Selecting the bypass tray automatically

When you load paper into the bypass tray, the paper source automatically changes from the drawer to the bypass tray. The LCD screen automatically changes so that you can easily set the paper size and type for the bypass tray.

- 1 Press  $\nabla$  or  $\triangle$  to select the paper size, and then press [OK].



- 2 Press  $\nabla$  or  $\triangle$  to select the paper type, and then press [OK].



Remove the paper from the bypass tray after copying is finished. The paper source automatically changes back to the drawer.

## ■ Enlarging or reducing the copy size

You can enlarge or reduce the size of copies in the following three ways.

- Specify the ratio manually (📖 P.45)
- Select a fixed zoom ratio (📖 P.47)
- Automatic Magnification Selection (AMS) (📖 P.48)

### □ Specifying the ratio manually



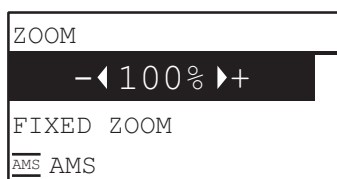
Menu Functions	Settings	Description
<b>ZOOM</b>	Manual zoom (25 - 100 - 400%)	Adjusts the ratio manually.
	<b>FIXED ZOOM</b> <b>A/B format:</b> 50% (A3 -> A5), 71% (A3 -> A4), 71% (A4 -> A5), 141% (A4 -> A3), 141% (A5 -> A4), 200% (A5 -> A3), 300%, 400% <b>LT format:</b> 50% (LD -> ST), 60% (LG -> ST), 65% (LD -> LT), 65% (LT -> ST), 78% (LD -> LG), 78% (LG -> LT), 100% (LT -> LG), 121% (LG -> LD), 129% (LT -> LD), 129% (ST -> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% <b>K format:</b> 50% (A3 -> A5), 54% (8K -> A5), 64% (A3 -> 16K), 69% (8K -> 16K), 71% (A3 -> A4), 71% (A4 -> A5), 76% (16K -> A5), 76% (8K -> A4), 91% (A3 -> 8K), 91% (A4 -> 16K), 108% (16K -> A4), 108% (8K -> A3), 129% (A4 -> 8K), 129% (A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3), 141% (A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	📖 P.47 "Selecting a fixed zoom ratio"
	<b>AMS</b>	📖 P.48 "Automatic magnification selection (AMS)"

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item for manual zoom.  
When manual zoom is already selected, this step is not necessary.


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**4 Press  $\triangleright$  or  $\triangleleft$  to increase or decrease the zoom ratio, and then press [OK].**

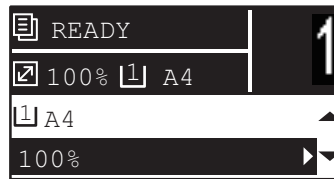
You can keep pressing the button to adjust the ratio quickly.

**Note**

To make an enlarged or reduced copy of an original placed in portrait direction onto a paper in landscape direction, select "AMS" for zoom ratio.

 P.48 "Automatic magnification selection (AMS)"

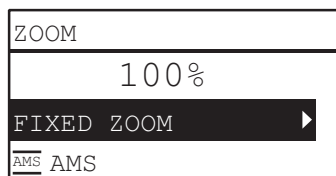
## □ Selecting a fixed zoom ratio



2

Menu Functions	Settings	Description
<b>ZOOM</b>	Manual zoom (25 - 100 - 400%)	P.45 "Specifying the ratio manually"
	<b>FIXED ZOOM</b> <p><b>A/B format:</b>            50% (A3 -&gt; A5), 71% (A3 -&gt; A4),            71% (A4 -&gt; A5), 141% (A4 -&gt; A3),            141% (A5 -&gt; A4), 200% (A5 -&gt; A3),            300%, 400%</p> <p><b>LT format:</b>            50% (LD -&gt; ST), 60% (LG -&gt; ST),            65% (LD -&gt; LT), 65% (LT -&gt; ST),            78% (LD -&gt; LG), 78% (LG -&gt; LT),            100% (LT -&gt; LG), 121% (LG -&gt; LD),            129% (LT -&gt; LD), 129% (ST -&gt; LT),            154% (ST -&gt; LG), 200% (ST -&gt; LD),            300%, 400%</p> <p><b>K format:</b>            50% (A3 -&gt; A5), 54% (8K -&gt; A5),            64% (A3 -&gt; 16K), 69% (8K -&gt; 16K),            71% (A3 -&gt; A4), 71% (A4 -&gt; A5),            76% (16K -&gt; A5), 76% (8K -&gt; A4),            91% (A3 -&gt; 8K), 91% (A4 -&gt; 16K),            108% (16K -&gt; A4), 108% (8K -&gt; A3),            129% (A4 -&gt; 8K), 129% (A5 -&gt; 16K),            138% (16K -&gt; 8K), 141% (A4 -&gt; A3),            141% (A5 -&gt; A4), 152% (16K -&gt; A3),            182% (A5 -&gt; 8K), 200% (A5 -&gt; A3),            300%, 400%</p>	Selects a fixed zoom ratio.
	<b>AMS</b>	P.48 "Automatic magnification selection (AMS)"

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select "FIXED ZOOM", and then press ▷.



- 4** Press ▽ or △ to select a zoom ratio, and then press [OK].

### Note

To make an enlarged or reduced copy of an original placed in portrait direction onto a paper in landscape direction, select "AMS" for zoom ratio.

P.48 "Automatic magnification selection (AMS)"

## ❑ Automatic magnification selection (AMS)



Menu Functions	Settings	Description
<b>ZOOM</b>	Manual zoom (25 - 100 - 400%)	P.45 "Specifying the ratio manually"
	<b>FIXED ZOOM</b> <b>A/B format:</b> 50% (A3 -> A5), 71% (A3 -> A4), 71% (A4 -> A5), 141% (A4 -> A3), 141% (A5 -> A4), 200% (A5 -> A3), 300%, 400% <b>LT format:</b> 50% (LD -> ST), 60% (LG -> ST), 65% (LD -> LT), 65% (LT -> ST), 78% (LD -> LG), 78% (LG -> LT), 100% (LT -> LG), 121% (LG -> LD), 129% (LT -> LD), 129% (ST -> LT), 154% (ST -> LG), 200% (ST -> LD), 300%, 400% <b>K format:</b> 50% (A3 -> A5), 54% (8K -> A5), 64% (A3 -> 16K), 69% (8K -> 16K), 71% (A3 -> A4), 71% (A4 -> A5), 76% (16K -> A5), 76% (8K -> A4), 91% (A3 -> 8K), 91% (A4 -> 16K), 108% (16K -> A4), 108% (8K -> A3), 129% (A4 -> 8K), 129% (A5 -> 16K), 138% (16K -> 8K), 141% (A4 -> A3), 141% (A5 -> A4), 152% (16K -> A3), 182% (A5 -> 8K), 200% (A5 -> A3), 300%, 400%	P.47 "Selecting a fixed zoom ratio"
	<b>AMS</b>	Detects the size of the original and automatically sets the optimum zoom ratio for the paper size.
	<div>Notes</div> <ul style="list-style-type: none"> <li>• This function may not work properly for totally dark originals or originals with dark borders.</li> <li>• Available only when the original is placed on the Reversing Automatic Document Feeder.</li> </ul> <div>Tip</div> <p>For the detectable original sizes, see the following page:   P.34 "Acceptable originals"</p>	

**1** Press [COPY].

**2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.


### 3 Press $\nabla$ or $\triangle$ to select “AMS”, and then press [OK].

ZOOM
100%
FIXED ZOOM
<b>AMS</b> AMS

2

#### Note

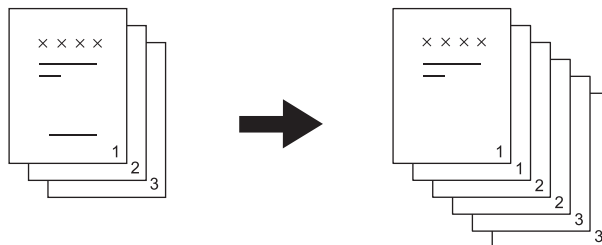
To make an enlarged or reduced copy of an original placed in portrait direction onto a paper in landscape direction, select "AMS" for zoom ratio.

 P.48 “Automatic magnification selection (AMS)”

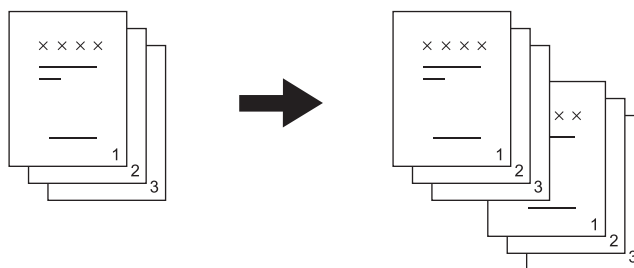
## ■ Sorting pages

You can sort a number of copied pages in the same order as the original.

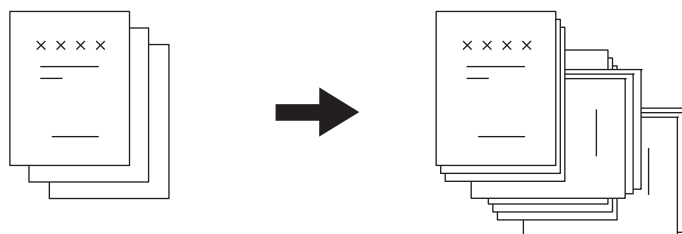
**NON SORT:** Not to sort the copied pages. All copies of the first page are ejected first and then all copies of subsequent pages are ejected in sequence.



**SORT:** Sorts the copied pages in the same order as the original and eject all sets of copies in the same orientation.



**ROTATE SORT:** When you make several sets of copies, the copies can be sorted and made to exit alternately one set by one. This is called alternation. You need to place copy paper in one paper source in a landscape direction and place that of the same size in another paper source in a portrait direction in advance.

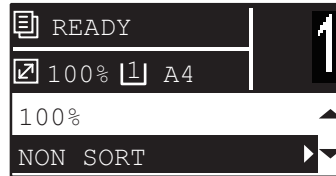


### Note

Paper of letter, A4, B5, or 16K size can be loaded in drawers or on the bypass tray for “ROTATE SORT”.

## Tip

When an original is placed on the Reversing Automatic Document Feeder, "SORT" is automatically set.



2

Menu Functions	Settings
FINISHING	NON SORT
	SORT
	ROTATE SORT

- 1** Press [COPY].
- 2** Press  $\nabla$  or  $\triangle$  to select the item displayed on the LCD screen, and then press  $\triangleright$ .
- 3** Press  $\nabla$  or  $\triangle$  to select the setting item, and then press [OK].
- 4** Specify the number of copies to "2" or more.  
 P.35 "Copying originals"

#### When placing the original on the original glass

After the first original is scanned, the LCD screen shows "NEXT ORIGINAL?".

Make sure that "SCAN NEXT PAGE" is selected, place the next original on the original glass, and then press [OK] or [START]. When all the originals have been scanned, select "FINISHED", and then press [OK] or [START] to start copying the scanned originals.

## Note

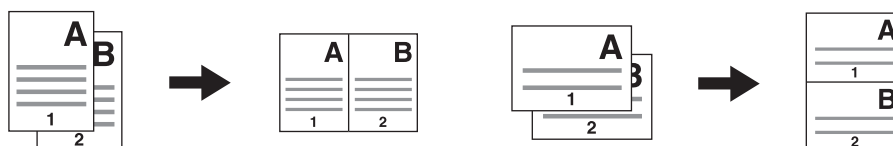
"CANCEL JOB?" is displayed if there is no operation for a certain period.

## ■ Copying two or four pages on each sheet

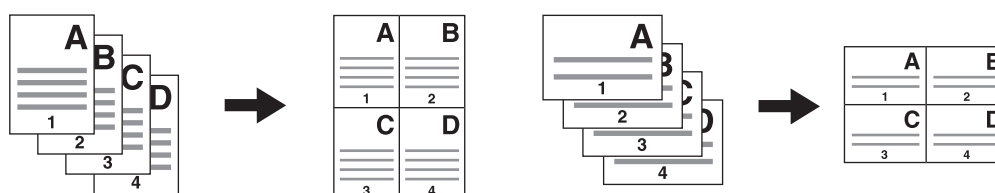
You can copy two or four original pages on each sheet of paper.

**OFF:** Disables this function.

**2IN1:** Copies two pages on a sheet of paper.



**4IN1:** Copies four pages on a sheet of paper.



### Notes

- Be sure to set the paper size and density, etc. before selecting [2IN1/4IN1].
- You need to make settings to use the "2IN1/4IN1" function from "USER FUNCTIONS" - "COPY" - "2IN1/4IN1".  
 P.142 "User functions menu items"
- This function is not available for some paper sizes. If you have set the unavailable sizes, the LCD screen shows the error message and you cannot use this function.  
 P.19 "Preparation 2 - Loading Paper"  
 P.31 "Preparation 3 - Registering Paper Size and Type"
- Copying without specifying paper size and direction of the original pages may result in unexpected page allocation order or image position.
- When a 2-sided original is placed with its top on the left of the Reversing Automatic Document Feeder in 2in1/4in1 copying, set [IMAGE DIRECTION] to "OFF".



Menu Functions	Settings
2IN1/4IN1	OFF
	2IN1
	4IN1

- 1 Press [COPY].
- 2 Press  $\nabla$  or  $\triangle$  to select the item displayed on the LCD screen, and then press  $\triangleright$ .
- 3 Press  $\nabla$  or  $\triangle$  to select the setting item, and then press [OK] or  $\triangleright$ .

## 4 Follow the instructions on the LCD screen to use the “2IN1/4IN1” function. You are instructed to make the following settings.

- **ORIGINAL SIZE**

Press ▽ or △ to select the size of the original.

- **ORIG. ORIENTATION**

Press ▷ or ◁ to select the portrait or landscape orientation of the original.

- **SET ORIGINAL**

Place the originals as shown on the LCD screen. Make sure that you place the original in the same orientation as the one selected in “ORIG. ORIENTATION”.

- **NEXT ORIGINAL?**

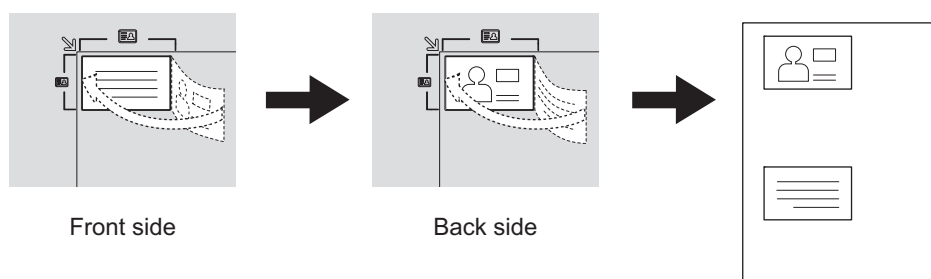
When you place the original on the original glass, this message appears. Press ▽ or △ to select “SCAN NEXT PAGE”. Select “FINISHED” when you have finished scanning your originals.

### Notes

- When you place the original on the Reversing Automatic Document Feeder, the size of the original selected in [ORIGINAL SIZE] is disabled as it is detected automatically.
- For original sizes not supported by the Reversing Automatic Document Feeder, specify [ORIGINAL SIZE] and place the original on the original glass.
- “CANCEL JOB?” is displayed if there is no operation for a certain period.

## ■ Copying both sides of a card on a sheet

You can copy the front and back of a card on a sheet of paper.



### Tip

You can directly enable this function by pressing  $\triangleright$ . The button operation varies depending on the region. For regions other than Europe and the Americas:

P.39 “Using the “EXPOSURE” or “ID CARD” function quickly”

### Notes

- Be sure to set the paper size and density, etc. before selecting [ID CARD].
- The settings for the area to scan originals and the print position vary from region to region, so that the area wider than the card frame of the original glass might be scanned depending on the region.
- The upper and left areas (about 4 mm in width) cannot be copied. To copy up to the edges of a card, place the card apart from the edges of the original glass.



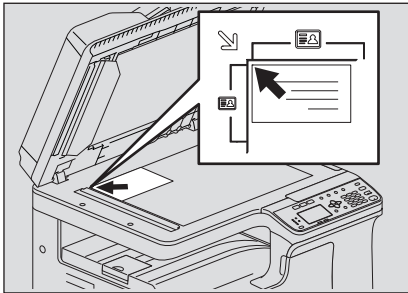
Menu Functions	Settings
ID CARD	OFF
	ON

- 1 Press [COPY].
- 2 Press  $\nabla$  or  $\triangle$  to select the item displayed on the LCD screen, and then press  $\triangleright$ .
- 3 Press  $\nabla$  or  $\triangle$  to select the setting item, and then press [OK].

## 4 Follow the instructions on the LCD screen to use the “ON” function. You are instructed to make the following settings.

- **SET FRONT OF ID CARD**

Place the front of a card face down at the upper left on the original glass, and then press [START].



- **SET BACK OF ID CARD**

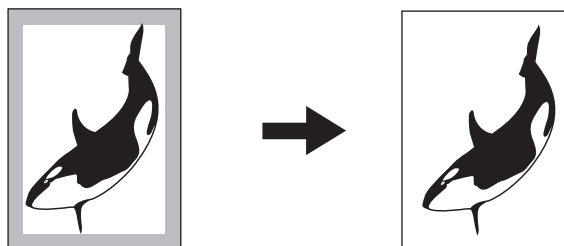
Turn over the card and place the back surface face down on the original glass, and then press [START].

**Note**

“CANCEL JOB?” is displayed if there is no operation for a certain period.

## ■ Erasing the shadow on edges

You can erase the shadow on the edges of copies. When you copy thick books, you can erase the surrounding shadow with this function. The area to erase can be changed from 4 to 15 mm (0.2 to 0.6") in increments of 1 mm (0.04").



### Tips

- This function is available only for paper of standard sizes.
- If the original is different from paper in size (the ratios of width and height are different), the shadow might not be erased on some edges.



Menu Functions	Settings
EDGE ERASE	OFF
	ON

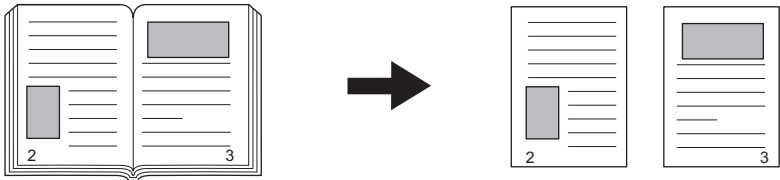
- 1 Press [COPY].
- 2 Press  $\nabla$  or  $\triangle$  to select the item displayed on the LCD screen, and then press  $\triangleright$ .
- 3 Press  $\nabla$  or  $\triangle$  to select the setting item.
- 4 Set the setting as follows.  
 For "OFF"  
 Press [OK].  
 For "ON"  
 1) Press  $\triangleright$  or  $\triangleleft$  to increase or decrease the value for the area to erase.  
 2) Press [OK].

### Tip

If you just press [OK] for "ON", the default value of this function is used.

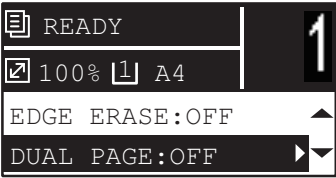
■ Copying right and left pages separately

When you place a booklet-type original on the original glass while it is being opened, the right and left pages of the opened section can be copied separately on different paper. Also, when the Automatic Duplexing Unit is installed, they can be copied on both sides of paper. You do not need to move the original on the original glass. The book margin width can be set between 8 to 30 mm (0.3 to 1.2") in increments of 1 mm (0.04").



Note

A4, B5, LT, and 16K sizes are available for this function.



Menu Functions	Settings
DUAL PAGE	OFF
	ON

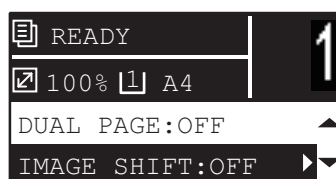
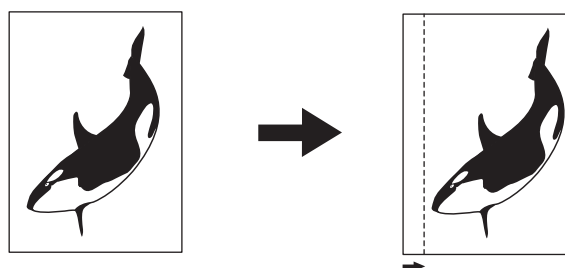
- 1 Press [COPY].
- 2 Press ▾ or ▴ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▾ or ▴ to select the setting item.
- 4 Set the setting as follows.
  - For "OFF"  
Press [OK].
  - For "ON"
    - 1) Press ▷.
    - 2) Press ▷ or ◁ to increase or decrease the value for the book margin width.
    - 3) Press [OK].

Tip

If you just press [OK] for "ON", the default value (15 mm (0.6")) of this function is used.

## ■ Shifting the pages to the right or left

You can shift pages to the right or left. The shifted area can be used as a margin for punching holes or stapling. The margin can be changed from 4 to 15 mm (0.2 to 0.6") in increments of 1 mm (0.04").



Menu Functions	Settings
IMAGE SHIFT	OFF
	LEFT MARGIN
	RIGHT MARGIN

- 1** Press [COPY].
- 2** Press  $\nabla$  or  $\triangle$  to select the item displayed on the LCD screen, and then press  $\triangleright$ .
- 3** Press  $\nabla$  or  $\triangle$  to select the setting item.
- 4** Set the setting as follows.  
 For "OFF"  
 Press [OK].  
 For "LEFT MARGIN" or "RIGHT MARGIN":  
 1) Press  $\triangleright$ .  
 2) Press  $\triangleright$  or  $\triangleleft$  to increase or decrease the value for the margin.  
 3) Press [OK].

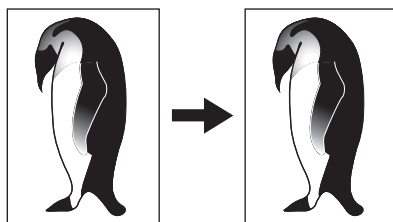
### Tip

If you just press [OK] for "ON", the default value (7 mm (0.3")) of this function is used.

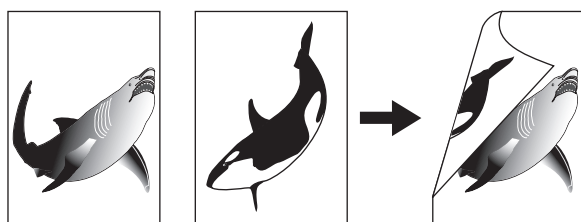
## ■ Copying on one or both sides

You can select whether originals and paper are 1-sided or 2-sided individually. You can make copies of 1-sided originals into the both sides of paper so that you can save paper.

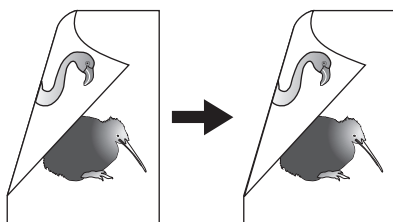
**1 > 1 SIMPLEX** (📖 P.60 “Copying on one side”)



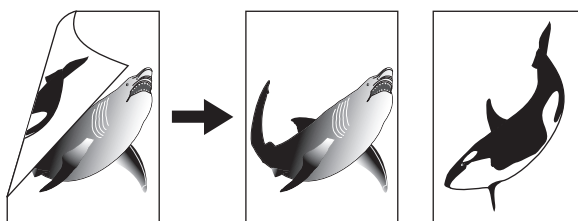
**1 > 2 DUPLEX** (📖 P.61 “Copying on both sides”)



**2 > 2 DUPLEX** (📖 P.61 “Copying on both sides”)



**2 > 1 SPLIT** (📖 P.60 “Copying on one side”)

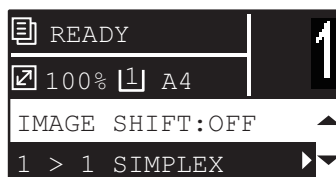


### Notes

- To scan 2-sided originals automatically, the Reversing Automatic Document Feeder is required.
- To copy on the both sides of paper, the Automatic Duplexing Unit is required.

## □ Copying on one side

You can copy 1-sided or 2-sided originals on the one side of paper.



Menu Functions	Settings	Description
2-SIDED	1 > 1 SIMPLEX	1-sided original -> 1-sided copy.
	1 > 2 DUPLEX	1-sided original -> 2-sided copy. (P.61)
	2 > 2 DUPLEX	2-sided original -> 2-sided copy. (P.61)
	2 > 1 SPLIT	2-sided original -> 1-sided copy.

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the item for copying on one side, and then press [OK].

### When placing the original on the original glass

After the first original is scanned, the LCD screen shows "NEXT ORIGINAL?".

Make sure that "SCAN NEXT PAGE" is selected, place the next original on the original glass, and then press [OK] or [START]. When all the originals have been scanned, select "FINISHED", and then press [OK] or [START].

#### Note

"CANCEL JOB?" is displayed if there is no operation for a certain period.

## □ Copying on both sides

You can copy 1-sided or 2-sided originals on the both side of paper.

### Note

For double-sided printing, use plain paper (64 to 80g/m<sup>2</sup>).



Menu Functions	Settings	Description
2-SIDED	1 > 1 SIMPLEX	1-sided original -> 1-sided copy. (P.60)
	1 > 2 DUPLEX	1-sided original -> 2-sided copy.
	2 > 2 DUPLEX	2-sided original -> 2-sided copy.
	2 > 1 SPLIT	2-sided original -> 1-sided copy. (P.60)

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the item for copying on both sides, and then press ▷.
- 4** Press ▽ or △ to select the finishing mode, and then press [OK]. Select “BOOK” for “open to left”, or “TABLET” for “open to top”.

### When placing the original on the original glass

After the first original is scanned, the LCD screen shows “NEXT ORIGINAL?”.

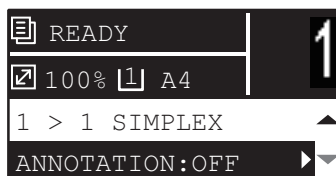
Make sure that “SCAN NEXT PAGE” is selected, place the next original on the original glass, and then press [OK] or [START]. When all the originals have been scanned, select “FINISHED”, and then press [OK] or [START].

### Note

“CANCEL JOB?” is displayed if there is no operation for a certain period.

## ■ Adding a page number on the copied paper

You can add a page number on the copied paper.

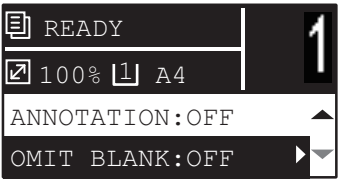
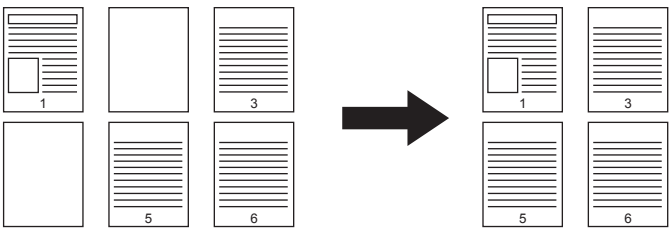


Menu Functions	Settings
ANNOTATION	OFF
	PAGE NO.
	PAGE No.+DATE/TIME

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item, and then press [OK].

■ Removing blank pages

You can skip blank pages in the original when copying.



Menu Functions	Settings
OMIT BLANK PAGE	OFF
	ON

- 1 Press [COPY].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

## ■ Copying different sizes in one go

When different sizes of originals are mixed and placed on the Reversing Automatic Document Feeder, some combinations of sizes can be copied in one go.

The combination of the original sizes that can be mixed are as follows:

Other than North America: A3 and A4 or B4 and B5

North America: LD and LT or LG and LT-R

### Note

When this function sets to "ON", the equipment is switched to the automatic paper selection mode. In the automatic paper selection mode, a copy is made on copy paper of the same size as the original. Place paper whose sizes are the same as those of the originals in the corresponding drawers in advance.



Menu Functions	Settings
MIXED SIZE	OFF
ORIGINAL	ON

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item, and then press [OK].

## Image direction

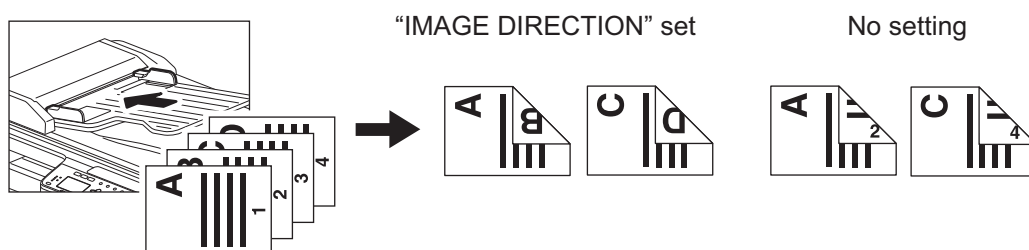
When you make 1-sided portrait originals to 2-sided copy by placing them in a landscape direction, normally the copied pages are “open to top”. With this function you can make them “open to left”. This function is called “image direction”.

When you make 2-sided “open to left” portrait originals to 1-sided copy, normally the copied pages exit in a different direction alternately. With this function, you can make them all exit in the same direction.

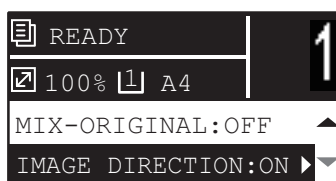
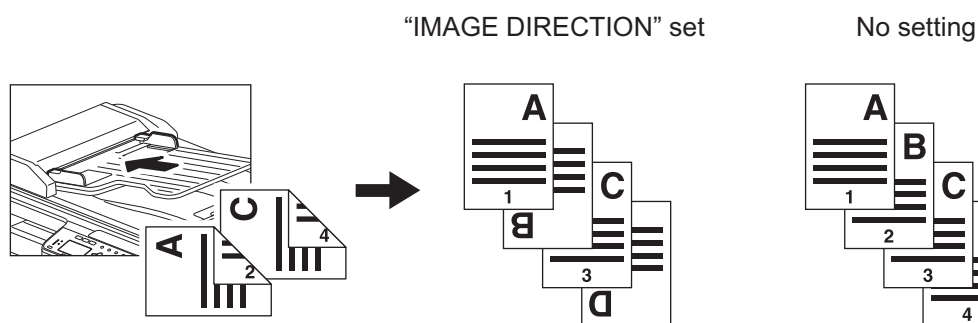
### Tip

This function is displayed only when the Automatic Duplexing Unit is installed.

### 1-sided portrait original (placed in a landscape direction) -> 2-sided copy



### 2-sided “open to left” portrait original -> 1-sided copy

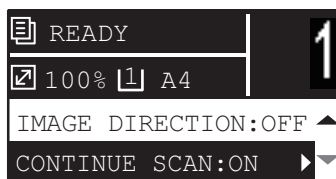


Menu Functions	Settings
IMAGE DIRECTION	OFF
	ON

- 1** Press [COPY].
- 2** Press  $\nabla$  or  $\triangle$  to select the item displayed on the LCD screen, and then press  $\triangleright$ .
- 3** Press  $\nabla$  or  $\triangle$  to select the setting item, and then press [OK] or  $\triangleright$ .

## ■ Continuing the scanning for a copy

When you copy with the Reversing Automatic Document Feeder (RADF), you can select whether you continue scanning the next originals after the last loaded original is scanned.

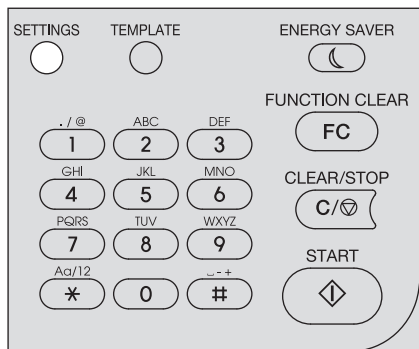


Menu Functions	Settings
CONTINUE SCAN	OFF
	ON

- 1** Press [COPY].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item, and then press [OK].

## ■ Confirming the current function settings

### 1 Press [SETTINGS].



### 2 Press ▽ or △ to scroll through the menu.

For details on the displayed functions and settings, see the pages below.

📖 P.138 "Copy menu items"

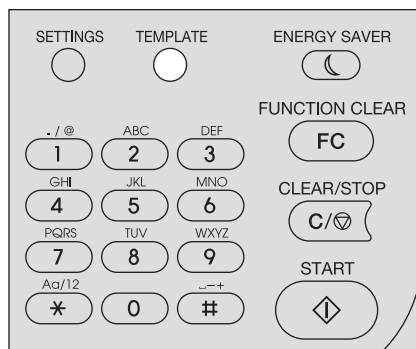
### 3 When you are finished with confirmation, press [SETTINGS] again.

## Using Templates (Copy)

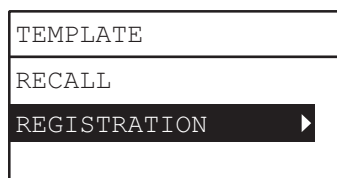
Once you have set the several functions and settings, you can register up to three of them as “templates” and recall one of them for frequent use.

### ■ Registering the templates

- 1 Make settings for the functions to register as a template.
- 2 Press [TEMPLATE].



- 3 Press  $\nabla$  or  $\triangle$  to select “REGISTRATION”, and then press  $\triangleright$ .



- 4 Press  $\nabla$  or  $\triangle$  to select a template, and then press [OK].

#### Notes

- You can register three templates for copying.
- The settings are overwritten if you select an existing template.

You can specify the following items in copy templates.

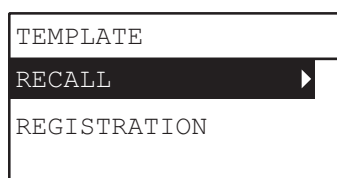
No.	Item Name	Settings
1	Copy Quantity	1-999
2	Exposure	AUTO, MANUAL( $\pm 4$ )
3	Original Mode	TEXT/PHOTO, TEXT, PHOTO, BACKGROUND ERASE
4	Paper Source	Drawer 1~2, Bypass, APS
5	Zoom	25~400%, AMS
6	Finishing	NON SORT, SORT, ROTATE SORT
7	Nin1	OFF, 2IN1, 4IN1
8	Nin1-Original size	
9	Nin1-Original orientation	PORT., LAND.
10	ID Card	OFF, ON
11	Edge Erase	OFF, ON
12	Edge Erase Adjustment	4~15
13	Dual Page	OFF, ON
14	Dual Page Adjustment	8~30
15	Image Shift	OFF, LEFT, RIGHT
16	Image Shift Adjustment	4~15

No.	Item Name	Settings
17	2-Sided	1>1 SIMPLEX, 1>2 DUPLEX, 2>2 DUPLEX, 2>1 SPLIT
18	2-Sided	BOOK, TABLET
19	Annotation	OFF, PAGE NO., PAGENO.+DATE/TIME
20	Omit Blank Page	OFF, ON
21	Mixed Size Original	OFF, ON
22	Image Direction	OFF, ON
23	Continue Scan*	OFF, ON

\* This item is available only when the Reversing Automatic Document Feeder (RADF) is installed.

## ■ Recalling a template

- 1** Press [TEMPLATE].
- 2** Press ▽ or △ to select “RECALL”, and then press ▷.



- 3** Press ▽ or △ to select a template, and then press [OK].




# PRINT FUNCTIONS

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## Before Using the Printer Driver


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Before printing, you have to configure the following options:

- **Configuration Settings**  
To use devices installed in this equipment, you must first configure their options on the [Configuration] tab of the printer driver.  
 P.72 “Configuring the options”
- **Department Code**  
This system can manage jobs by department codes. This feature allows you to manage job counters for each department code. For example, an administrator can check the number of copies printed by a specific department.  
If the department code function is enabled, enter your department code provided by your administrator.

### ■ Configuring the options

To use this equipment properly, you need to save the configuration of the device options on the [Configuration] tab after you installed the printer drivers.

 P.72 “Configuring options manually”

### □ Configuring options manually

#### Setting the [Configuration] tab manually

---


##### Note

You need to log in to Windows with the “Administrator” privilege.

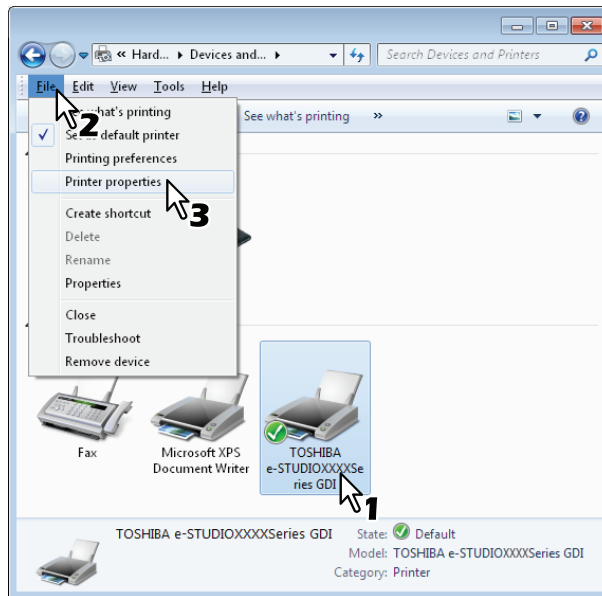
#### 1 Click [Start] and select [Devices and Printers].


The Printers folder appears.

##### Tips

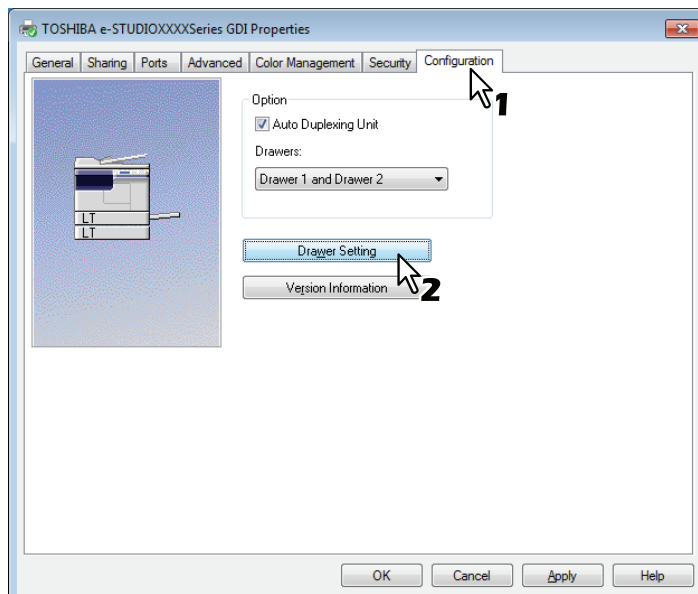
- For Windows Vista or Windows Server 2008  
Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.  
 P.74 “Accessing the printers folder on Windows 8 / Windows Server 2012”

- 2 Select your printer, and then click [Printer properties] in the [File] menu.**  
The printer driver properties dialog box appears.



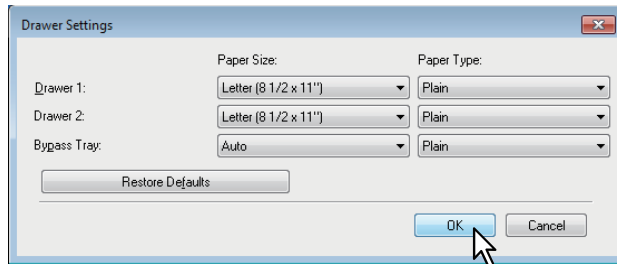
- For Windows Vista / Windows Server 2008, click [Properties] in the [File] menu and select your printer.
- If the [File] menu is not displayed, press [Alt].
- If the dialog box displayed does not allow the printer driver properties to be changed, follow the procedure below.
  - For Windows Vista, click [Run as administrator] and [Properties] in the [File] menu. If the password entry screen appears, enter the administrator password. The [User Account Control] dialog box appears. Click [Continue].
  - For Windows 7, some tab menus have a  button in the printer driver properties. To change the properties, click on it. If the properties cannot be changed, ask your system administrator.

- 3 Display the [Configuration] tab menu, and click [Drawer Settings].**



The [Drawer Settings] dialog box appears.

#### 4 Set the following options and click [OK].



**Drawer 1** — Select the size of paper that is loaded in the Drawer 1. The paper type for the drawer is fixed to [Plain].

**Drawer 2** — Select the size of paper that is loaded in the Drawer 2. The paper type for the drawer is fixed to [Plain].

**Bypass Tray** — Select the size and type of paper that is loaded in the Bypass Tray.

##### Tips

- Setup items differ depending on the model and the option configuration.
- For more information about each item, see the descriptions about the Drawer Settings.  
 P.96 "Drawer Settings"

#### 5 Click [Apply] or [OK] to save settings.

### Accessing the printers folder on Windows 8 / Windows Server 2012

Follow the steps below to access the printers folder on Windows 8 / Windows Server 2012.

#### 1 Move the cursor to the upper right corner or lower right corner of the computer screen, and then select [Start] in the menu that appears.



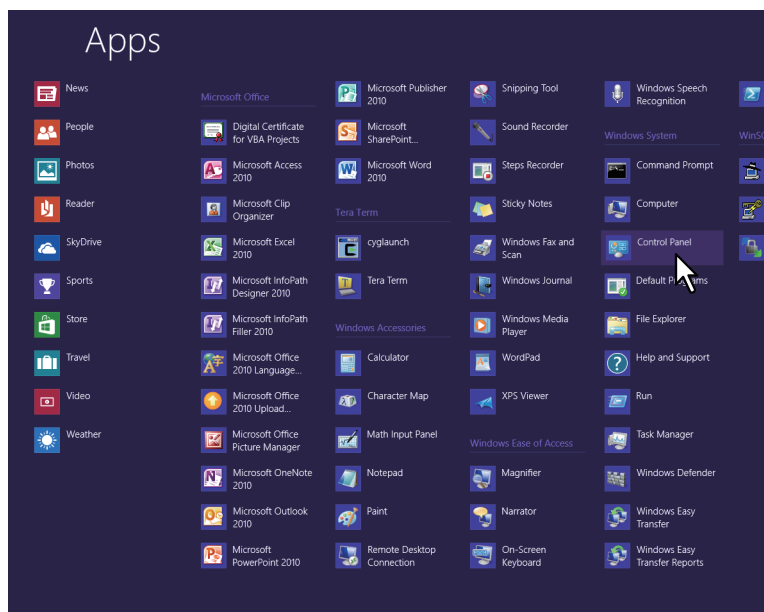
The [Start] screen appears.

## 2 Right-click in the blank area in the [Start] screen, and then click [All apps] that appears.



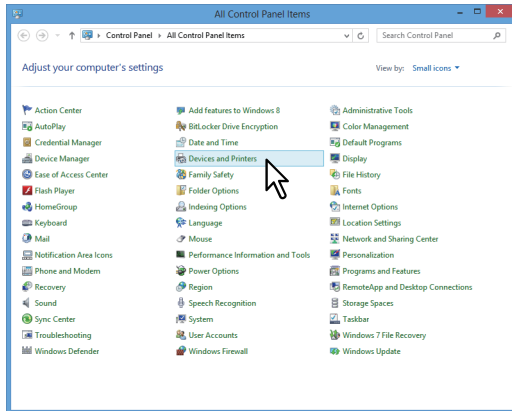
The [Apps] screen appears.

## 3 Click [Control Panel].



The [All Control Panel Items] screen appears.

## 4 Click [Devices and Printers].



The [Devices and Printers] folder appears.

## ■ Setting the department code

When the department code function is enabled on this equipment, you have to enter your department code to the printer driver.

This allows an administrator to check the number of copies printed by specific department.

Ask your administrator whether you should enter the department code. If you should, obtain the department code you need to enter.

If the department code is required, you can enter the department code into the [Department Code] box of the printer as described below to save you having to enter the department code each time you print.

### Note

If printing is performed with an incorrect department code, the job becomes invalid and is deleted. An error report is then printed out from this equipment.

### Tip

A department code needs to be entered every time you begin printing. If you have to use a different department code for each print job, enter it when you begin printing.

## Entering department code

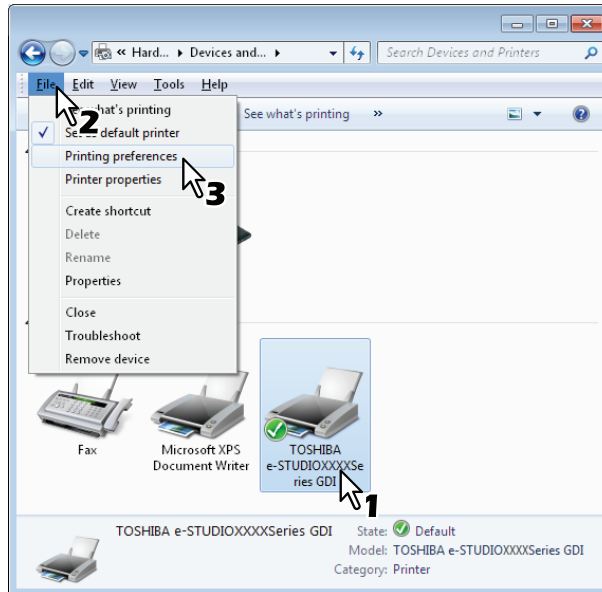
### 1 Click [Start] and select [Devices and Printers].

The Printers folder appears.

### Tips

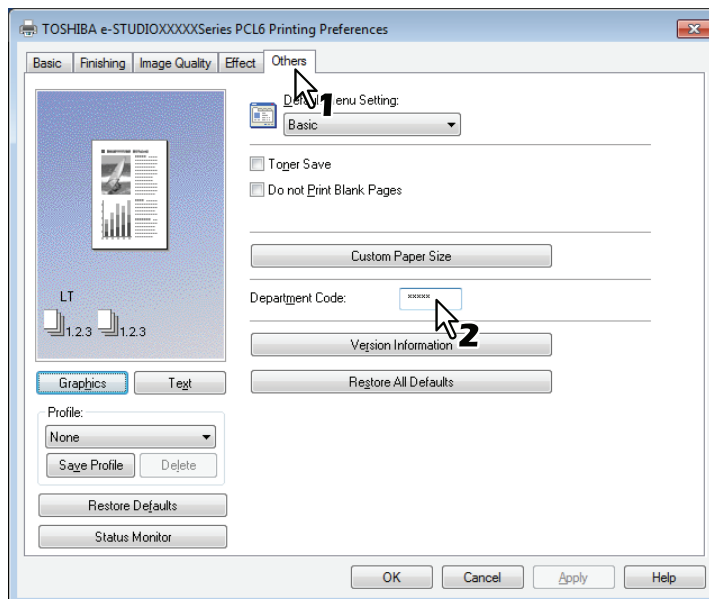
- For Windows Vista or Windows Server 2008  
Click [Start] menu, [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.  
 P.74 "Accessing the printers folder on Windows 8 / Windows Server 2012"

## 2 Select your printer, and then click [File] menu and select [Printing Preferences].



- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.

## 3 Display the [Others] tab menu and enter your department code in the [Department Code] box.



The department code is a 5-digit number.

## 4 Click [Apply] or [OK] to save the settings.

## Printing From Application

This section describes how to print a document from application.

📖 P.78 “Considerations and limitations”

📖 P.78 “How to print”

### ■ Considerations and limitations

Some print options can be set from both the application and the printer driver, such as collation. If the collation is set from the application, documents may not be properly printed. If that happens, use the printer driver to set the collation. Depending on the application, some print options such as the orientation need to be set from the application. For print options that can be set from both the application and the driver, refer to the manual of the application.

### ■ How to print

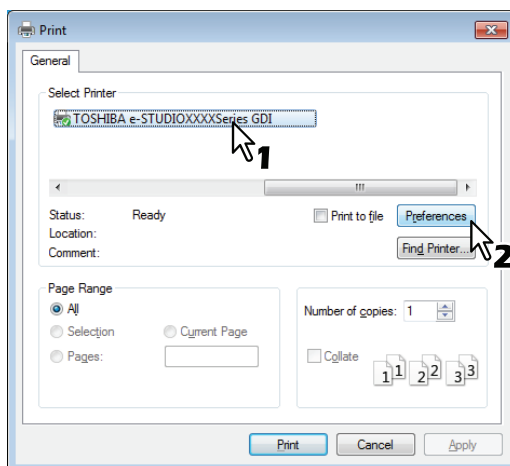
Once you have installed the printer driver and configured it properly, you can print directly from most Windows applications. Simply choose the Print command from your application.

You can print using the various functions by setting print options on the printer driver.

### Printing from Windows applications

The following describes an example for printing from Notepad on Windows 7.

- 1** Open a file and select **[Print]** from the application's **[File]** menu.  
The **[Print]** dialog box appears.
- 2** Select your printer, and then click **[Preferences]**.

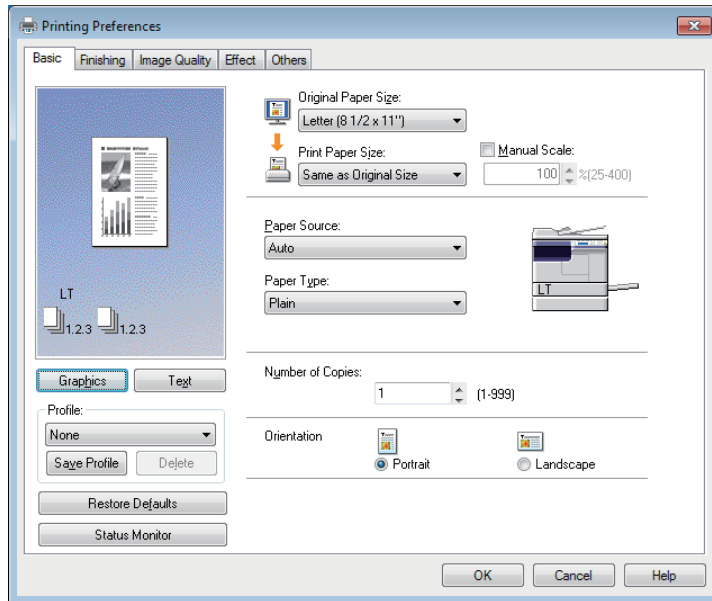


The printing preferences dialog box appears.

#### Tip

The procedures for displaying the properties dialog for the printer driver may be different depending on the application that you are using. See your application's manual about displaying the printer properties dialog box.

### 3 Set the print options on each tab according to how you want to print.

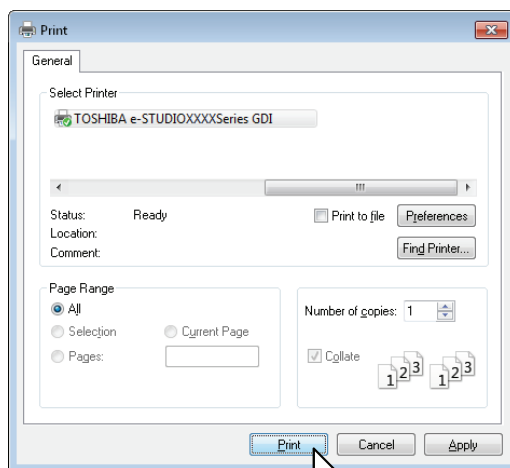


- Setting the print options varies depending on how you want to print a document.

📖 P.84 "Print options"


### 4 Click [OK] to save the settings.

### 5 Click [Print] to print a document.



## Status Monitor

The status monitor is utility software that is installed with the printer driver. It can monitor the current print job and the current status of the equipment.




 P.80 “Monitoring the print status and reporting print errors”

### ■ Monitoring the print status and reporting print errors

You can start the status monitor from the [Status Monitor] button on the printer driver screen. When started, the status monitor icon appears in the notification area of the Windows taskbar.



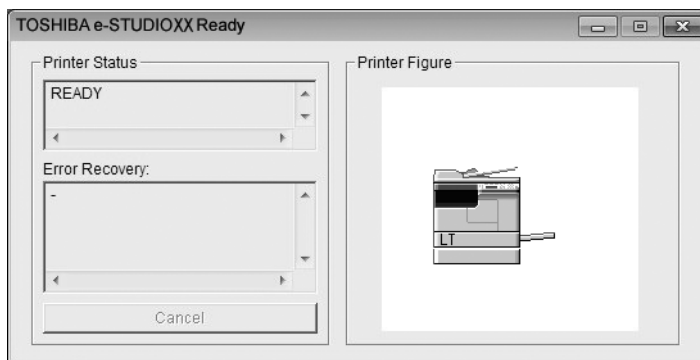
The icon changes according to the status of the equipment.

-  is a “Ready” icon that indicates the equipment is ready to print.
  -  is a “Warning” icon that prompts you to take action as soon as possible.
  -  is an “Error” icon that prompts you to take a troubleshooting action soon.
- If any error occurs, the LCD screen also shows the error message.

You can double-click the icon, or right-click it and select “Start” to open the status monitor dialog and see the detailed information.

#### Tip

If you right-click the “Status Notify” icon and select “Exit”, the status monitor terminates the operation.



## Setting up Print Options

Print Options are the attributes you set to define the way a print job is processed.

📖 P.81 “How to set up”

📖 P.84 “Print options”

### Tip

To find the printing instructions for your specific needs, see the procedures in the following section.

📖 P.97 “Printing With Best Functions for Your Needs”

3

## ■ How to set up

There are several ways to set print options. How the settings affect printing varies depending on the way you set the options. The tabs displayed also vary depending on how you display the printer properties.

📖 P.81 “Setting initial values of print options”

📖 P.81 “Setting print options for each print job”

📖 P.82 “Setting print options using profiles”

### □ Setting initial values of print options

Setting the print options by displaying the printer properties from the Printers folder within the Windows Start menu will establish the initial values of the options. For example, the paper size setting you most commonly use, etc., are settings you will not want to change every time you print. It is convenient to set these options as initial values.

#### How to display:

#### 1 Click [Start] and select [Devices and Printers].

##### Tips

- For Windows Vista or Windows Server 2008  
Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.  
📖 P.74 “Accessing the printers folder on Windows 8 / Windows Server 2012”

#### 2 Select your printer, and then click [Printing preferences] in the [File] menu.

### □ Setting print options for each print job

The print options that are set in properties dialog box, which can be accessed from the [Print] dialog box of the application, are only applied to the current print job, so once you close the application, the options will be invalid.

#### How to display:

#### 1 Click the [File] menu and select [Print] on application.

#### 2 Select your printer, and then click [Preferences].

## □ Setting print options using profiles

Using profiles, you can save the print settings or apply the saved settings to a print job.

In order to print a document using profiles, you must first create the saved profile.

📖 P.82 “Saving profile”

Once you save a profile, you can apply its settings to a print job.

📖 P.83 “Loading profile”

You can also delete unnecessary profiles.

📖 P.83 “Deleting profile”

## Saving profile

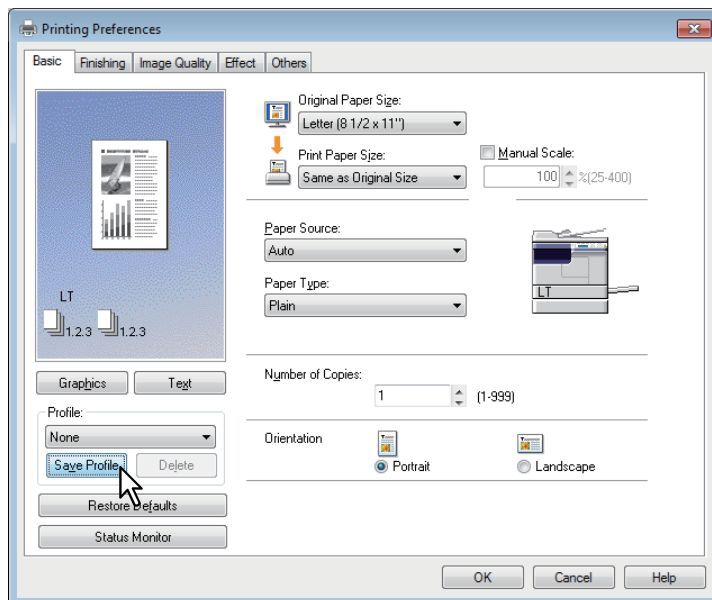
You can register up to 20 profiles for each printer driver.

### 1 Configure the print options on each tab.

Setting the print options varies depending on how you want to print a document.

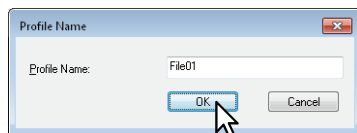
📖 P.84 “Print options”

### 2 Click [Save Profile] in the Profile group.



The [Profile Name] dialog box appears.

### 3 Enter the profile name and click [OK].



The file name must be up to 63 characters long.

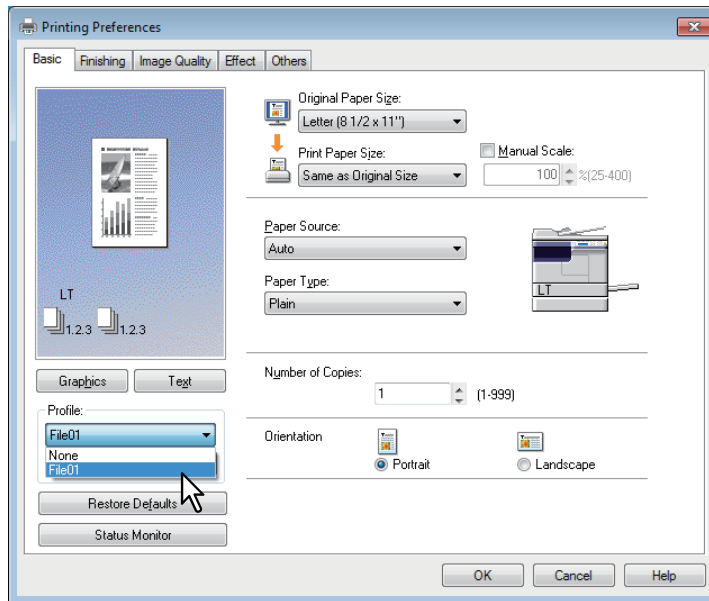
#### Tips

- If you enter an existing profile name, you are prompted to confirm whether you want to overwrite it. If you want, click [OK].
- If you try to save more than 20 profiles, a dialog box notifying you that no more can be saved appears, then the 21st profile is saved as a temporary profile. If you want to register this temporary profile, delete unnecessary profiles first, and then select [Temporary Profile] to recall this profile and click [Save Profile] to save it.
- You cannot specify [None] for the profile name.

### 4 The profile is saved.

## Loading profile

### 1 Select a profile in the [Profile] box.



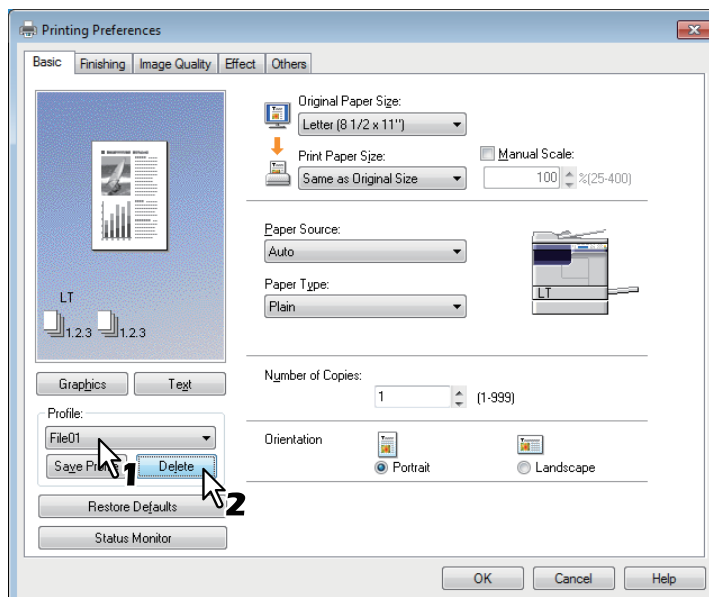
The setting options in the profile are reflected on each tab.

#### Note

To restore the default settings after you select the profile, click [Restore Defaults] on each tab. Selecting [None] on the [Profile] box will not restore them.

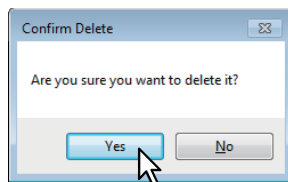
## Deleting profile

### 1 Select the profile that you want to delete in the [Profile] box, and click [Delete].



The [Confirm Delete] dialog box appears.

## 2 Click [Yes] to delete the selected profile.



## ■ Print options

This section describes print options in each tab of the printer driver. This section will help you to find the description of specific print options, or understand their individual functions.

- 📖 P.86 "[Basic] tab"
- 📖 P.88 "[Finishing] tab"
- 📖 P.90 "[Image Quality] tab"
- 📖 P.91 "[Effect] tab"
- 📖 P.93 "[Others] tab"
- 📖 P.95 "[Configuration] tab"

### Tip

The following tabs are the setting items which depend on the OS. For their setting procedures and details, refer to the Operator's Manual or the Help of the OS to be used.

- [General] tab
- [Sharing] tab
- [Ports] tab
- [Advanced] tab
- [Color Management] tab
- [Security] tab

## How to display:

### 1 Click [Start] and select [Devices and Printers].

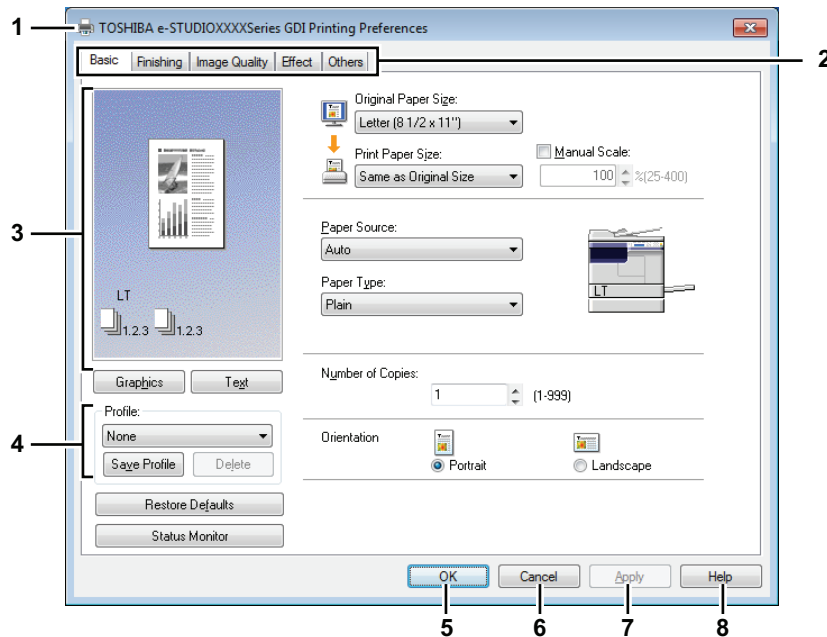
The Printers folder appears.

### Tips

- For Windows Vista or Windows Server 2008  
Click [Start], [Control Panel], [Hardware and Sound] and select [Printers].
- For Windows 8 or Windows Server 2012, see the procedures in the following section.  
📖 P.74 "Accessing the printers folder on Windows 8 / Windows Server 2012"

## 2 Select your printer, and then click [Printing preferences] in the [File] menu.

- If the [File] menu is not displayed, press [Alt].
- The printing preferences dialog box appears.



### 1) Printer Name

Displays the name given to the printer driver when it was installed, or the name it displays on the icon in the Printer folder.

### 2) Menu Tabs

The menu items of the printer driver are displayed as tabs. Clicking on a tab will display the contents of the selected tab. The tabs displayed vary depending on the way the print properties are displayed.

#### - [Basic] tab

Contains basic print operation settings, such as original paper size, print paper size, paper source, paper type, orientation, and so on.

📖 P.86 "[Basic] tab"

#### - [Finishing] tab

Allows you to enable sort printing and N-up printing.

📖 P.88 "[Finishing] tab"

#### - [Image Quality] tab

Allows you to select how images are printed. You can easily select appropriate image quality depending on the type of job being printed.

📖 P.90 "[Image Quality] tab"

#### - [Effect] tab

Contains print options that add the effects to your print jobs such as Watermarks, and so on.

📖 P.91 "[Effect] tab"

#### - [Others] tab

Contains special features such as toner save, and so on.

📖 P.93 "[Others] tab"

#### - [Configuration] tab

Allows you to configure the device options of the equipment. This tab is only displayed when the printer properties are accessed from the Printers folder.

📖 P.95 "[Configuration] tab"

### 3) Preview window

In the Preview window, you can preview how a document will be printed under the current settings of the printer driver. The image of a page to which the set print options are applied is displayed.

### 4) Profile

Print option settings can be saved on your memory. You can save print option settings by clicking [Save Profile] and easily load a setting file by selecting a profile name in the box.

📖 P.82 "Setting print options using profiles"

**5) [OK]**

Enters the input settings and complete the print option settings.

**6) [Cancel]**

Cancels the input settings and exit the print option settings.

**7) [Apply]**

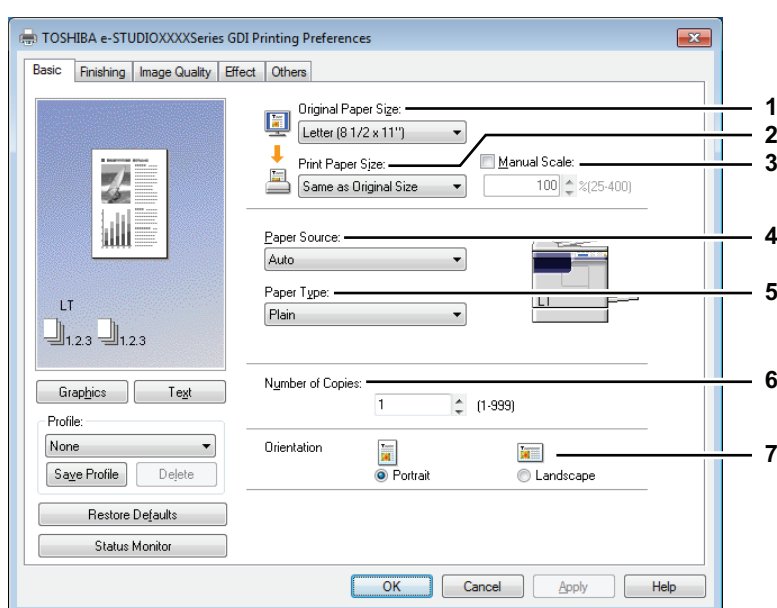
Enters the input settings without closing the print option settings. This button is only displayed when the printer properties are accessed from the Printers folder. This button remains grayed out until a setting is changed.

**8) [Help]**

Opens the Help for the printer driver.

**□ [Basic] tab**

The [Basic] tab contains basic print operation settings, such as the original paper size, print paper size, paper source, paper type, orientation, and so on.

**1) Original Paper Size**

Selects the size of a document to be printed.

Available original paper sizes are listed below:

- A4 (210 x 297 mm)
- A5 (148 x 210 mm)
- A3 (297 x 420 mm)
- B4 (257 x 364 mm)
- B5 (182 x 257 mm)
- Folio (210 x 330 mm)
- Letter (8 1/2 x 11")
- Legal (8 1/2 x 14")
- Ledger (11 x 17")
- Statement (5 1/2 x 8 1/2")
- Computer (10 1/8 x 14")
- 13"LG (8 1/2 x 13")
- 8.5"SQ (8 1/2 x 8 1/2")
- 16K (195 x 270 mm)
- 8K (270 x 390 mm)
- Env-Com10 (4 1/8 x 9 1/2")
- Env-Monarch (3 7/8 x 7 1/2")
- Envelope DL (110 x 220 mm)
- Envelope Cho-3 (120 x 235 mm)
- Envelope You-4 (105 x 235 mm)
- Env-C4 (9.02 x 12.76")
- Env-C5 (6.38 x 9.02")

**Notes**

- The default paper size will be [Letter] or [A4] according to the regional setting in the Windows.
- Setup items differ depending on the model.

**2) Print Paper Size**

Enlarges or reduces a page image to fit exactly in the selected paper size. If you do not wish to enable enlarge or reduce printing, select [Same as Original Size].

### 3) Manual Scale

Enter the scale manually to enlarge or reduce an image. The ratio can be set at between 25 and 400%.

#### Note

If originals which include thin lines are printed when the zoom ratio is set, the line width may vary.

#### Tip

For detailed instructions on how to print with the [Manual Scale] setting, see the following page:

 P.97 "Fitting images within paper size"

### 4) Paper Source

Selects a paper source to print a job in the most suitable paper size. The figure on the right indicates the paper size set for each paper source. When you select a paper source, the chosen one is indicated with a green square in the figure.

- **Auto** — Automatically selects the paper set in this equipment according to the printed document size.
- **Drawer 1** — Paper is fed from the Drawer 1.
- **Drawer 2** — Paper is fed from the Drawer 2.
- **Bypass Tray** — Paper is fed from the Bypass Tray.

#### Note

The selectable values vary depending on the devices installed in this equipment and their configuration on the [Configuration] tab.

### 5) Paper Type

Sets the media type of the paper.

- **Plain** — Printing on plain paper.
- **Thick** — Printing on thick paper.
- **Thick1** — Printing on thick 1 paper.
- **Thick2** — Printing on thick 2 paper.
- **Transparency** — Printing on transparent sheets.
- **Thin** — Printing on the back side of thin paper.

#### Notes

- When [Drawer 1] or [Drawer 2] is selected in the [Paper Source] box, only [Plain] can be chosen in the [Paper Type] box.
- When [Envelope] is selected in the [Print Paper Size] box, [Envelope] will be displayed and you cannot change the paper type.

### 6) Number of Copies

Sets the number of printed copies. This can be set at between 1 and 999.

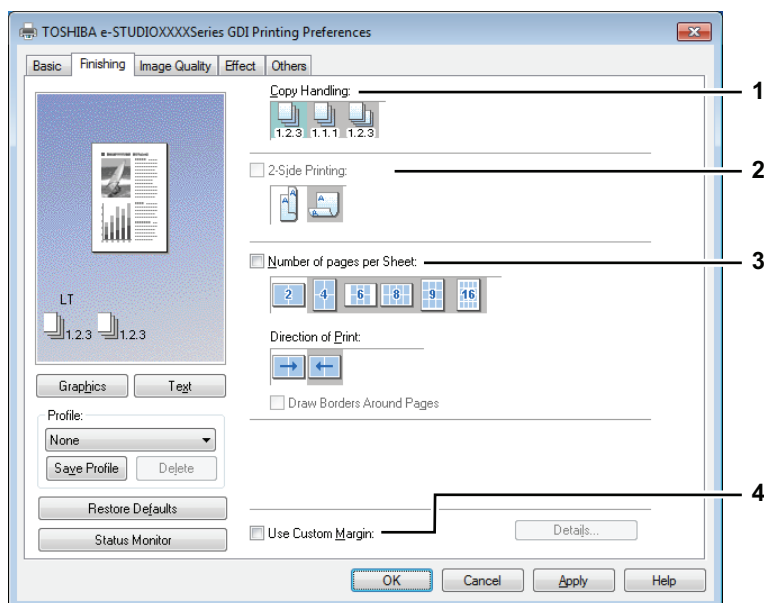
### 7) Orientation

Sets the paper printing direction.

- **Portrait** — The document is printed in the portrait direction.
- **Landscape** — The document is printed in the landscape direction.

## □ [Finishing] tab

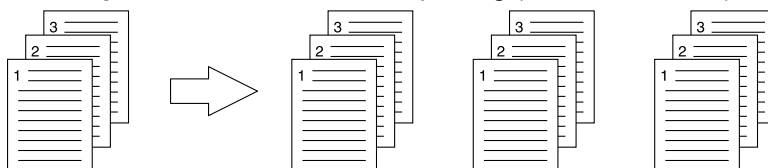
The [Finishing] tab allows you to enable sort printing and N-up printing.



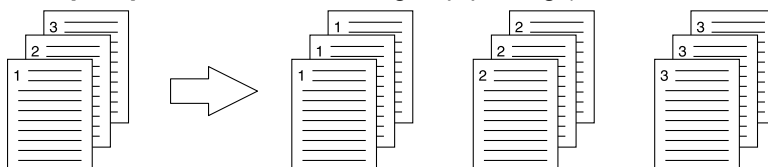
### 1) Copy Handling

Sets how to sort the printed sheets when numerous copies are made for printing.

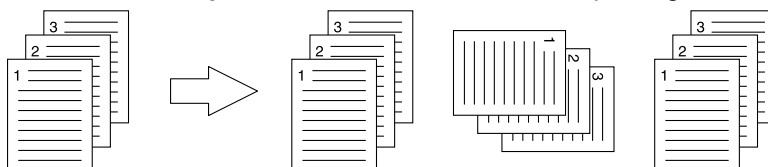
- **Sort Copies** — Select this for sort-printing (1, 2, 3... 1, 2, 3...).



- **Group Copies** — Select this for group-printing (1, 1, 1... 2, 2, 2... 3, 3, 3...).



- **Rotated Sort Copies** — Select this for rotate sort-printing.



#### Notes

- [Group Copies] and [Rotated Sort Copies] can be selected only when more than 1 copy is entered at the [Number of Copies] option.
- For rotated sort copies, you need to set paper of the same size in two paper sources (a drawer and the bypass tray) in advance, placing one in a landscape direction and another in a portrait direction. The paper size should be Letter, A4, B5, or 16K.

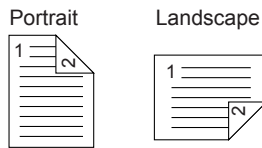
#### Tip

For the detailed instructions on how to print with the [Copy Handling] setting, see the following page:  
 📖 P.98 "Sort printing"

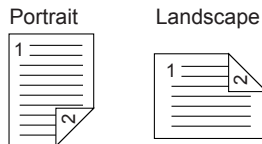
## 2) 2-Side Printing

This sets printing on both sides of paper. Select this check box and then the position of the margin for 2-sided printing.

- **Long Edge** — Select this to print on both sides of the paper with a margin on the long edge.



- **Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.



### Notes

- The default setting is [Long Edge], which varies from destination to destination.
- When the Automatic Duplexing Unit is not installed:  
After all reverse sides of paper are printed, load the paper on the bypass tray printed face down, and press [START] to print the front sides.
- Be sure to select the following settings on the [Basic] tab to use this print option:
  - Any paper size other than envelopes from the [Print Paper Size] list. You cannot use envelopes.
  - [Plain] from the [Paper Type] list. You cannot use other paper sizes.

### Tips

- You can load paper either in a drawer or on the bypass tray to print the front pages for [2-Side Printing].
- For the detailed instructions on how to print with the [2-Side Printing] setting, see the following page:  
 P.99 "Printing on both sides of paper"

## 3) Number of pages per Sheet

Sets the printing of multiple pages on one sheet. The pages are reduced to fit the selected paper size automatically and printed.

- **2 pages** — Prints images from 2 pages arranged on one sheet.
- **4 pages** — Prints images from 4 pages arranged on one sheet.
- **6 pages** — Prints images from 6 pages arranged on one sheet.
- **8 pages** — Prints images from 8 pages arranged on one sheet.
- **9 pages** — Prints images from 9 pages arranged on one sheet.
- **16 pages** — Prints images from 16 pages arranged on one sheet.

### Direction of Print

Sets how the pages are arranged on one sheet.

- **Left to Right** — Arranges pages horizontally from the left and printed top to bottom on one sheet.
- **Right to Left** — Arranges pages horizontally from the right and printed top to bottom on one sheet.
- **Left to Right by column** — Arranges pages vertically from the top and printed left to right on one sheet.
- **Right to Left by column** — Arranges pages vertically from the top and printed right to left on one sheet.

### Draw Borders Around Pages

Prints borders around each page.

### Tip

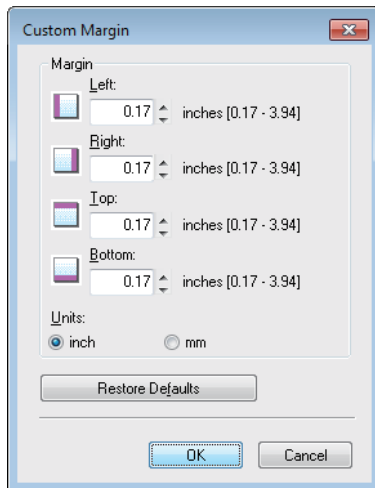
For the detailed instructions on how to print with the [Number of pages per Sheet] setting, see the following page:

P.100 "Printing several pages on one sheet"

#### 4) Use Custom Margin

Enables you to set the custom margins. You usually set margins in your application. If you cannot set them in the application, use this option. Select the check box and click [Details] to open the dialog box. Select [Units], set the right, left, top, and bottom margins, and then click [OK] to enable them.

- **Margin** — Enter the value from 4.2 to 100 mm/ 0.17 to 3.94 inches.
- **Units** — Select the unit, [inch] or [mm], for values.
- **Restore Defaults** — Restores the margins to the default settings.

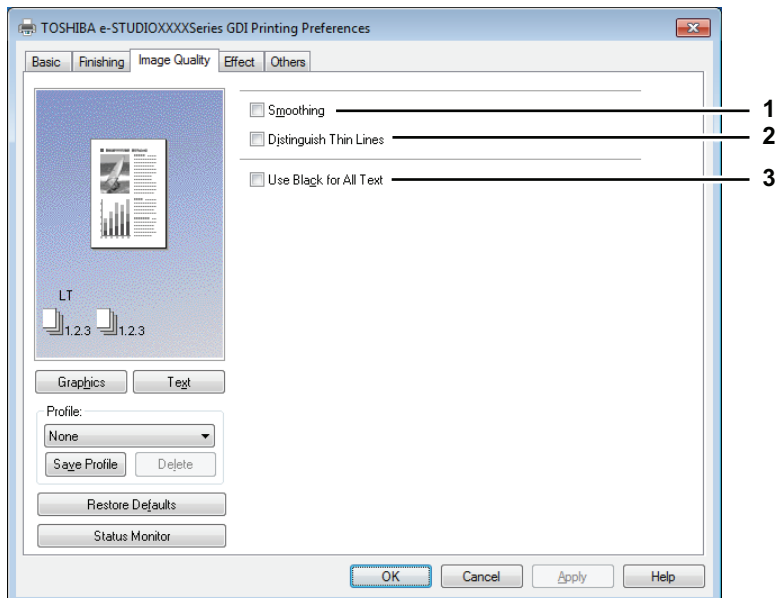


#### Note

If the application has the function to set margins, be sure to set them in the application.

#### □ [Image Quality] tab

The [Image Quality] tab allows you to select how images are printed.



##### 1) Smoothing

Prints texts and graphics smoothly.

##### 2) Distinguish Thin Lines

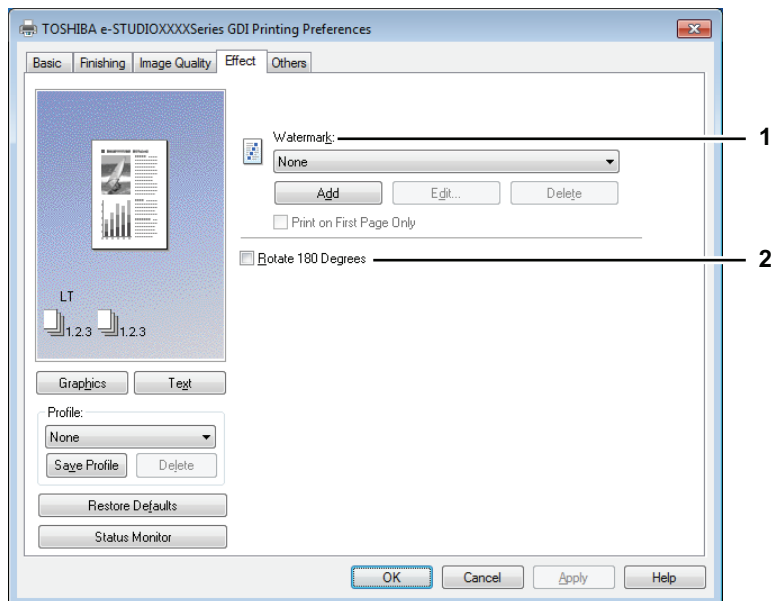
Select this check box to print thin lines clearly.

##### 3) Use Black for All Text

Prints all texts in 100% black except white texts.

## □ [Effect] tab

The [Effect] tab contains print options that add effects to your print jobs such as Watermarks and Rotate printing.



3

### 1) Watermark

Selects the watermark to be used or edited. The following values except [None] are the default watermarks that have been registered in the printer driver. Up to 20 new watermarks can be added in this box.

- **None** — Select this if no watermark is desired.

The following default watermarks are also displayed in the box:

- TOP SECRET
- CONFIDENTIAL
- DRAFT
- ORIGINAL
- COPY

#### Tip

For the detailed instructions on how to print with the [Watermark] setting, see the following page:

📖 P.101 “Printing with watermarks”

#### [Add]

Creates a new watermark. The [Watermark] dialog box appears when you click on this.

📖 P.92 “Add/Edit Watermark”

#### [Edit]

Select a watermark from the [Watermark] box and click it to edit the watermark. The [Watermark] dialog box appears when you click on this.

📖 P.92 “Add/Edit Watermark”

#### [Delete]

Select a watermark from the [Watermark] box and click it to delete a watermark.

📖 P.103 “Deleting a watermark”

#### Notes

- The default watermarks can be deleted but, once deleted, they cannot be restored.
- [None] cannot be deleted.

#### Print on First Page Only

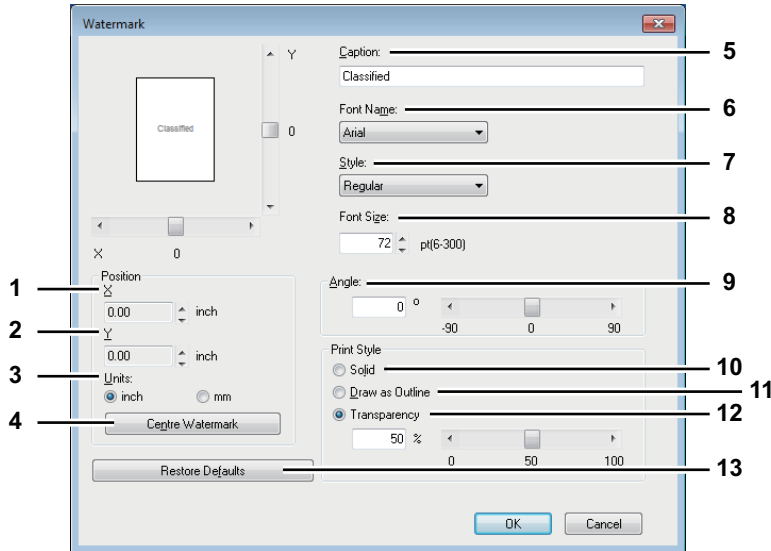
Prints a watermark on the first page only. This setting will become available when any watermark is selected from the [Watermark] box.

## 2) Rotate 180 Degrees

Performs rotation printing of an image.

## Add/Edit Watermark

When you click [Add] or [Edit], the [Watermark] dialog box appears and you can create new watermark or edit selected watermarks.



### 1) X Position

The horizontal position of the watermark is displayed. You can change the position using the horizontal scroll bar.

### 2) Y Position

The vertical position of the watermark is displayed. You can change the position using the vertical scroll bar.

### 3) Units

Select the unit for the "X Position" and "Y Position" field.

### 4) [Center Watermark]

Automatically moves the watermark position to the center.

### 5) Caption

Enter the text of a watermark. You can enter up to 63 characters.

When you are editing a watermark, the selected watermark text is displayed in the box.

The entered text is displayed as the sample image on the left.

### 6) Font Name

Select the font to be used for the watermark text.

### 7) Style

Select the font style for the watermark text.

- **Regular** — Sets the regular style to the text.
- **Bold** — Sets the bold style to the text.
- **Italic** — Sets the italic style to the text.
- **Bold Italic** — Sets the bold and italic style to the text.

### 8) Font Size

Enter the font size for the watermark text. The font size can be set from 6 to 300 pt in units of 1 pt.

### 9) Angle

Enter the degree of angle for rotating the watermark text. The angle can be set from -90 to 90 degrees in units of 1 degree. You can also set the degree of the angle by moving the scroll bar.

### 10) Solid

Prints a solid type of watermark.

### 11) Draw as Outline

Prints a outline type of watermark.

**12) Transparency**

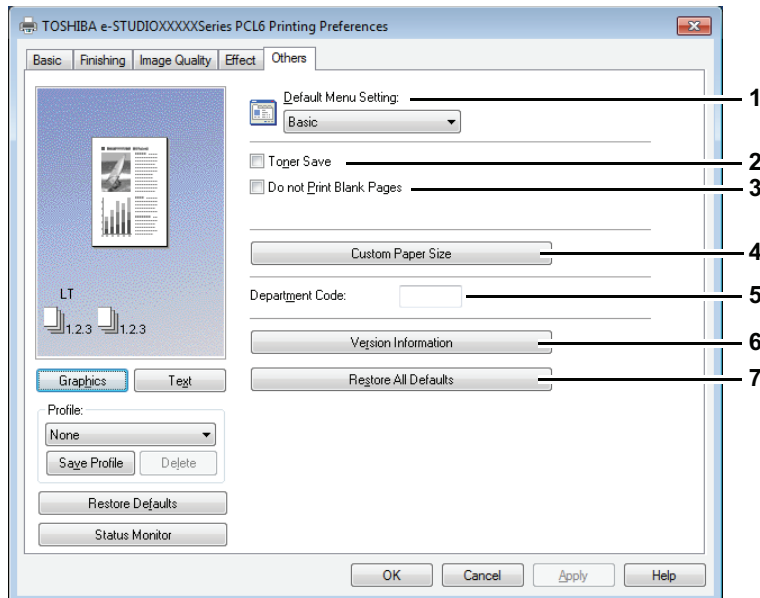
Prints a transparent watermark. When you select this, set the brightness from 0 (darker) to 100% (lighter) in units of 1%. You can also set the brightness using the scroll bar.

**13)[Restore Defaults]**

Restores the settings displayed in the [Watermark] dialog box to the original factory defaults.

**□ [Others] tab**

The [Others] tab contains print options such as toner saving, and so on.

**1) Default Menu Setting**

Select the default tab that is displayed when you open the printing preferences of the printer driver. Set frequently used functions as a default menu setting for your convenience.

**Note**

If you made settings on the [Others] tab menu from the print setting page of the application, they are restored to the defaults when you close the printer driver.

If you want to resume the settings, set the printer driver from the [Devices and Printers] folder.

📖 P.81 "Setting initial values of print options"

**2) Toner Save**

Prints in the toner save mode.

**Note**

When the toner save mode is enabled, printing may become lighter.

**3) Do not Print Blank Pages**

Select this check box to ignore blank pages for printing.

**Notes**

- If the watermark option is enabled, all pages are printed even when the content is blank.
- If the blank pages have a header or footer, they are printed.

**4) Custom Paper Size**

Click this to specify the custom paper size. The [Custom Paper Size] dialog box appears when you click this.

📖 P.94 "Custom Paper Size"

## Notes

- In order to set [Custom Paper Size], you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]), but not from the [Print] dialog box in the application.
- The [Custom Paper Size] can be set only by an operation with the administrator privilege.
- Paper size cannot be smaller than 100 x 148 mm or larger than 297 x 432 mm.

**5) Department Code**

Enter the user's department code if the system is managed with department codes. Please ask your administrator for your department code.  
The department code is a 5-digit number.

**6) Version Information**

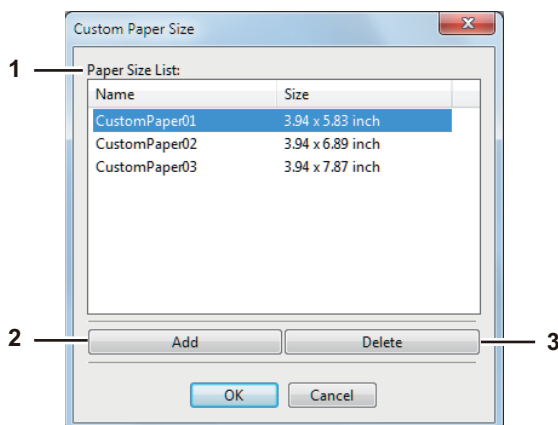
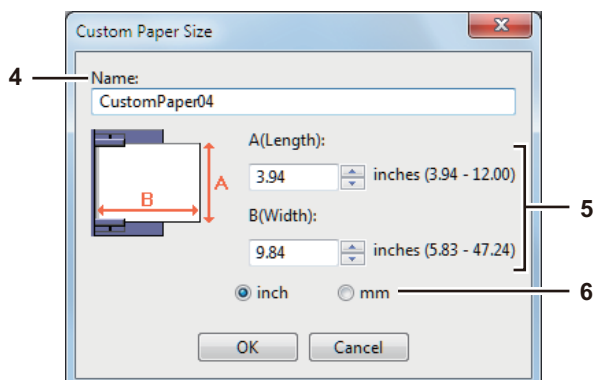
Shows the version of the printer driver.

**7) Restore All Defaults**

Restores all print options to the default settings.  
Click [OK] on the confirmation dialog box to start restoring or [Cancel] to stop it.

**Custom Paper Size**

In the [Custom Paper Size] dialog box, up to 40 custom paper sizes can be defined. The custom page size that you specify can be selected in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

**The [Custom Paper Size - Paper Size List] dialog box****The [Custom Paper Size - Name] dialog box****1) Paper Size List**

Select the custom paper size that you want to modify.

**2) [Add]**

Click this to display the [Custom Paper Size - Name] dialog box.

**3) [Delete]**

Click this to clear and restore the default settings of the selected custom paper size that you selected in the [Paper Size List]. When you click this, the confirmation dialog box appears. Click [Yes] to delete the setting.

**4) Name**

Enter the custom paper size name. You can enter up to 63 characters. This name will be displayed in the [Original Paper Size] and [Print Paper Size] box on the [Basic] tab.

**5) Paper Size**

Enter A (Length) and B (Width) to specify the paper size.

**Note**

The selectable range of A (length) and B (width) differs depending on the model. Select values within the range shown on the right of each.

**6) Units**

Select the unit for the paper size. The default unit varies depending on the regional setting in the Windows.

**Notes**

- To register a custom paper size, either A (Length) or B (Width) should differ by more than 0.3 inches (7 mm) from the standard paper size. If not, the created custom paper size is considered as the standard paper size.
- You cannot create a custom paper size with A (Length) longer than B (Width). If you want to print such a document, do so by selecting [landscape] for the [Orientation].

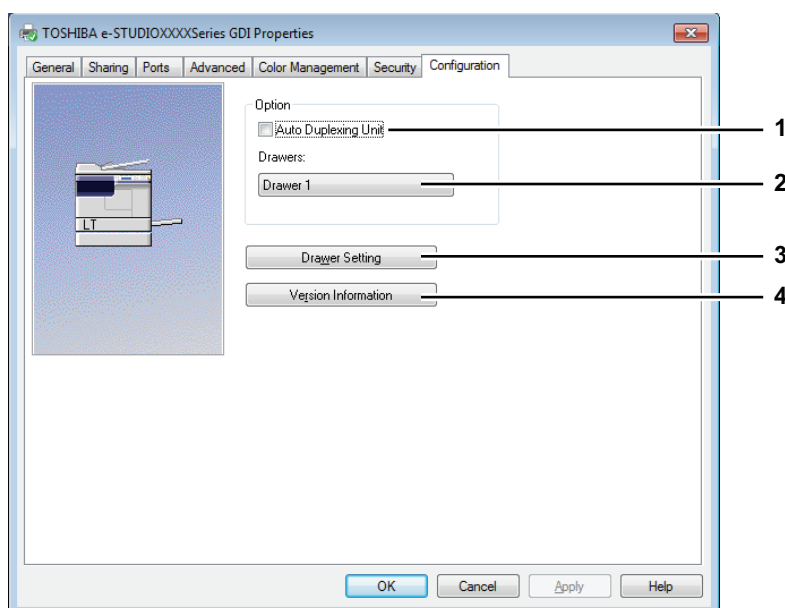
**□ [Configuration] tab**

The [Configuration] tab allows you to configure options. When any optional unit is installed in this equipment, set the configuration of the machine on this tab. The [Configuration] tab can be displayed only from the Printers folder (and not when displaying the properties from the application's print dialog box).

**Note**

In order to set the [Configuration] tab, you must access the printer driver properties from the [Devices and Printers] folder (Windows Vista / Windows Server 2008: [Printer]). For detailed instructions on how to set the [Configuration] tab, see the following page:

P.72 "Configuring options manually"

**1) Automatic Duplexing Unit**

Select this check box when the Automatic Duplexing Unit is installed.

**2) Drawer**

This sets the installation of drawers according to the configuration.

- **Drawer 1** — Select this when only Drawer 1 is installed.
- **Drawer 1 and Drawer 2** — Select this when Drawers 1 and 2 are installed.

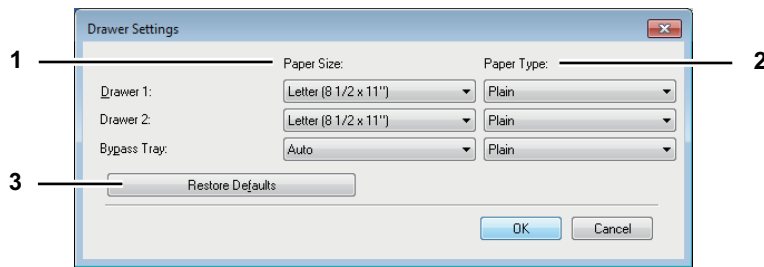
**3) [Drawer Settings]**

Sets the paper size and paper type of each drawer. The [Drawer Settings] dialog box appears by clicking this.

 P.96 “Drawer Settings”

**4) [Version Information]**

Displays the [Version Information] dialog box.

**Drawer Settings****1) Paper Size**

Select the paper size set in each drawer.

**2) Paper Type**

Select the paper type set in each drawer.

**3) [Restore Defaults]**

Restores the configuration of this equipment displayed in the [Configuration] tab menu to the original factory defaults.

## Printing With Best Functions for Your Needs

In this section, procedures are given to print various types of print jobs, using the layout and finishing options. Read this section before starting printing and select the procedure best suited for your needs.

- 📖 P.97 "Layout and finishing options in [Basic] tab menu"
- 📖 P.98 "Layout and finishing options in [Finishing] tab menu"
- 📖 P.101 "Finishing options in [Effect] tab menu"

### ■ Layout and finishing options in [Basic] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Basic] tab menu are explained.

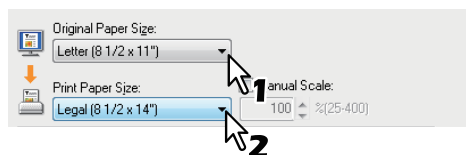
- 📖 P.97 "Fitting images within paper size"

#### □ Fitting images within paper size

Automatically enlarges or reduces an image to fit into a specified paper size, or manually set the scale to enlarge or reduce it.

#### Printing enlarged or reduced image to fit the specified paper size

- 1 Display the [Basic] tab menu.
- 2 Select the document size on the [Original Paper Size] box. Then select the paper size that you want to print at the [Print Paper Size] box.

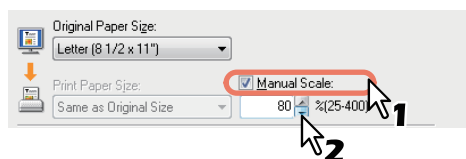


The document image is automatically enlarged or reduced depending on the original paper size and print paper size.

- 3 Set any other print options and click [OK].
- 4 Click [OK] or [Print] to send the print job.

#### Printing an enlarged or reduced image by specifying the scale manually

- 1 Display the [Basic] tab menu.
- 2 Check the [Manual Scale] box. Then enter the scale.



The scale can be set from 25% to 400% in units of 1%.

- 3 Set any other print options and click [OK].
- 4 Click [OK] or [Print] to send the print job.

## ■ Layout and finishing options in [Finishing] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Finishing] tab menu are explained.

📖 P.98 “Sort printing”

📖 P.99 “Printing on both sides of paper”

📖 P.100 “Printing several pages on one sheet”

### □ Sort printing

Selects how multiple copies of a document to be output, such as separately for each copy and grouping each page.

#### Sorting printed documents according to the copies

- 1 Display the [Basic] tab menu.
- 2 Enter the number of copies to be printed at the [Number of Copies] box.



- 3 Display the [Finishing] tab menu.
- 4 Select [Sort Copies] icon at [Copy Handling].



- 5 Set any other print options and click [OK].
- 6 Click [OK] or [Print] to send the print job.

#### Sorting printed documents according to the pages

For example, assume that you have a three-page job (A, B, C) and you want three copies of each page in this order (AAA, BBB, CCC).

- 1 Display the [Basic] tab menu.
- 2 Enter the number of copies to be printed at the [Number of Copies] box.



- 3 Display the [Finishing] tab menu.
- 4 Select [Group Copies] icon at [Copy Handling].



- 5 Set any other print options and click [OK].
- 6 Click [OK] or [Print] to send the print job.

## Sorting printed documents horizontally and vertically for each copy

### Notes

- Rotated Sort Copies can be enabled only when printing on Letter, A4, B5, or 16K.
- To make Rotated Sort Copies, sheets to be used must be placed both horizontally and vertically (example: A4 and A4-R).

- 1 Display the [Basic] tab menu.
- 2 Enter the number of copies to be printed at the [Number of Copies] box.



- 3 Display the [Finishing] tab menu.
- 4 Select [Rotated Sort] icon at [Copy Handling].



- 5 Set any other print options you require and click [OK].
- 6 Click [OK] or [Print] to send the print job.  
The printed documents are alternately sorted horizontally and vertically for each copy.

## □ Printing on both sides of paper

You can print on both sides of paper.

- 1 Open the [Basic] tab to select the following settings.
  - Any paper size other than envelopes from the [Print Paper Size] list. You cannot use envelopes.
  - [Plain] from the [Paper Type] list. You cannot use other paper sizes.
- 2 Open the [Finishing] tab, select the [2-Side Printing] check box, and select the binding position icon.



**Long Edge** — Select this to print on both sides of the paper with a margin on the long edge.

**Short Edge** — Select this to print on both sides of the paper with a margin on the short edge.

- 3 Set other necessary print options and click [OK].
- 4 Click [OK] or [Print] to start the print job.

### Tip

When the Automatic Duplexing Unit is not installed:

After all reverse sides of paper are printed, load the paper on the bypass tray printed face down, and press [START] to print the front sides. If the message “This document failed to print” appears 30 seconds after printing, turn over the paper and continue printing.

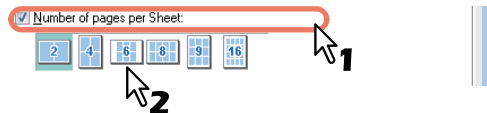
## □ Printing several pages on one sheet

Prints several pages of a document on one sheet of paper (N-up feature). This feature is very useful for browsing a large number of pages for appearance or page order.

For example, to check the navigation path of a number of web pages or review the narrative of a slide presentation, using N-up is not only convenient but conserves paper as well.

### Printing multiple pages per sheet

- 1 Display the [Finishing] tab menu.
- 2 Select how many pages you want to print on a single sheet at the [Number of pages per Sheet] box.



- 2 pages** — Prints images from 2 pages arranged on one sheet.
- 4 pages** — Prints images from 4 pages arranged on one sheet.
- 6 pages** — Prints images from 6 pages arranged on one sheet.
- 8 pages** — Prints images from 8 pages arranged on one sheet.
- 9 pages** — Prints images from 9 pages arranged on one sheet.
- 16 pages** — Prints images from 16 pages arranged on one sheet.

- 3 Select how the pages are arranged on one sheet in the [Direction of print] option.



- Left to Right** — Arranges pages horizontally from the left and printed top to bottom on one sheet.
- Right to Left** — Arranges pages horizontally from the right and printed top to bottom on one sheet.
- Left to Right by column** — Arranges pages vertically from the top and printed left to right on one sheet.
- Right to Left by column** — Arranges pages vertically from the top and printed right to left on one sheet.

#### Tip

Items that can be selected in [Direction of print] may vary depending on the number of pages selected at the [Number of pages per Sheet] box.

- 4 If you want to draw a line around each page, select the [Draw Borders Around Pages] check box.
- 5 Set any other print options and click [OK].
- 6 Click [OK] or [Print] to send the print job.

## ■ Finishing options in [Effect] tab menu

Using the printer driver, you can set various layout options to suit your preferences. In this section various printing functions enabled with the [Effect] tab menu are explained.

📖 P.101 “Printing with watermarks”

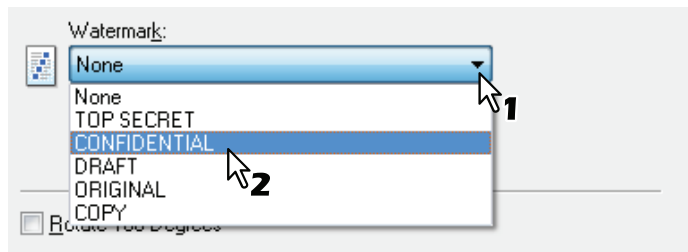
### □ Printing with watermarks

Watermarks overprint your document with useful information, such as [TOP SECRET], [CONFIDENTIAL], [DRAFT], [ORIGINAL], or [COPY]. You can choose from several predefined watermarks or you can create and save your own custom watermarks.

Watermarks are text only.

#### Printing a watermark

- 1 Display the [Effect] tab menu.
- 2 Select the watermark to be printed at the [Watermark] box.

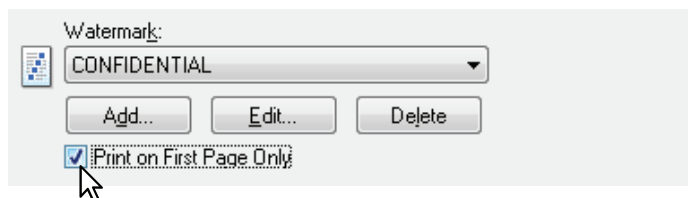


#### Note

You can create a new watermark if there is none you want to apply on the box.

📖 P.102 “Creating or editing a watermark”

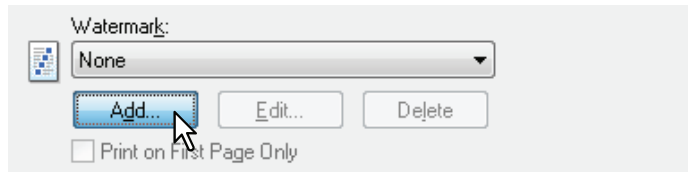
- 3 If you want to print the watermark on only the first page, select the [Print on First Page Only] check box.



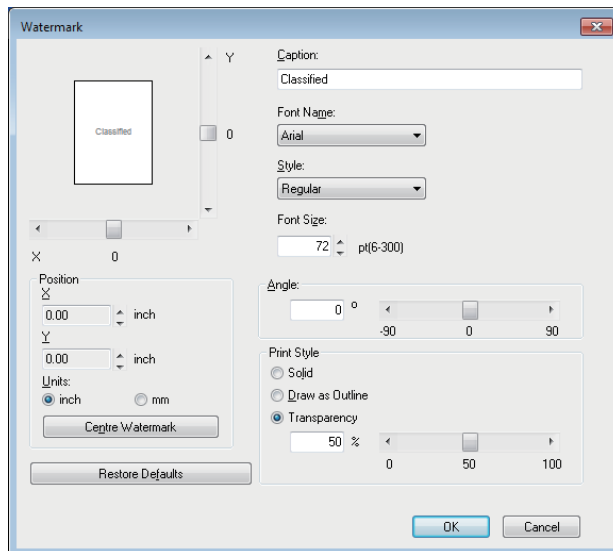
- 4 Set any other print options and click [OK].
- 5 Click [OK] or [Print] to send the print job.

## Creating or editing a watermark

- 1 Click [Add] to create a new watermark, or select one that you want to edit and click [Edit] to edit a watermark.



The [Watermark] dialog box appears.



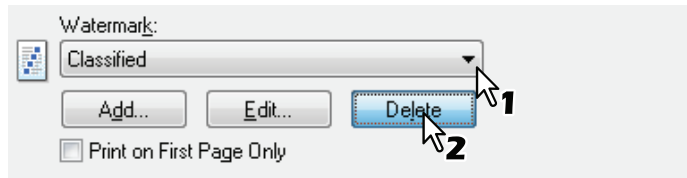
- 2 Enter the watermark text in the [Caption] box.  
You can enter up to 63 characters for the [Caption] box. However, if too many characters are entered, the watermark may not be printed correctly.
- 3 Select a font for the watermark at the [Font Name] box.
- 4 Select a font style for the watermark at the [Style] box.
- 5 Enter the font size in the [Font Size] box.  
You can enter any integer between 6 and 300pt in units of 1pt.
- 6 To rotate the watermark, enter the number of degrees in the [Angle] box.
  - You can enter from -90 degrees to 90 degrees in units of 1 degree in the [Angle] box.
  - You can also set the angle using the scroll bar.
- 7 Select how the watermark text is printed from [Solid], [Draw as Outline], and [Transparency].  
**Solid** — Prints a solid type of watermark.  
**Draw as Outline** — Prints an outline type of watermark.  
**Transparency** — Prints a transparent watermark. Set the transparent ratio from 0 to 100% in units of 1%. You can also set the transparent ratio using the scroll bar.
- 8 Enter the X and Y values or move the scroll bar to adjust the watermark position.
  - You can adjust the position horizontally with "X" and vertically with "Y".
  - You can select the unit, [inches] or [mm].
  - Click [Center Watermark] to locate the watermark text to the middle horizontally and vertically.
- 9 Click [OK] to save the watermark settings.

## Deleting a watermark

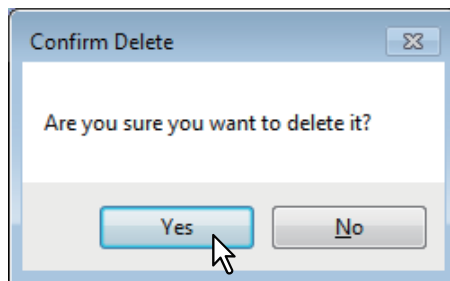
### Note

You can delete the default watermarks. However, they cannot be restored by clicking [Restore Defaults].

- 1 Select the watermark that you want to delete at the [Watermark] box.**



- 2 Click [Delete].**  
The [Confirm Delete] dialog box appears.
- 3 Click [Yes].**





# SCAN FUNCTIONS

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## Scanning From Application

This equipment supports scanning from TWAIN-compatible applications. TWAIN is the standard that links applications and scanners that acquire images. For TWAIN support, see your application's manual.

### Tip

You can make use of e-STUDIO Scan Editor bundled with the equipment. It helps you scan and edit images. For the details, refer to the following page:

📖 P.112 "Scanning from e-STUDIO Scan Editor"

Before you start scanning with this equipment, make sure that you have installed the scanner driver. For details, refer to the **Software Installation Guide**.

### Note

The default original size depends on the measurement system on Windows: A4 for Metric or LT for the North America. You can change the default only before the first execution after installation. For the measurement system, see the Windows Help.

📖 P.106 "How to scan"

## ■ How to scan

Follow the steps below to scan the original. The following describes a general scanning operation that is common to TWAIN-compatible applications.

### 1 Place the original(s).

📖 P.35 "Placing originals on the original glass"

📖 P.36 "Placing originals on the Reversing Automatic Document Feeder"

### 2 Run your TWAIN-compatible application and execute the image acquisition command.

You can usually execute the scan or image acquisition command on the [File] menu to select this equipment. The location of the command and the method to select the scanner vary depending on the application. See your application's manual.

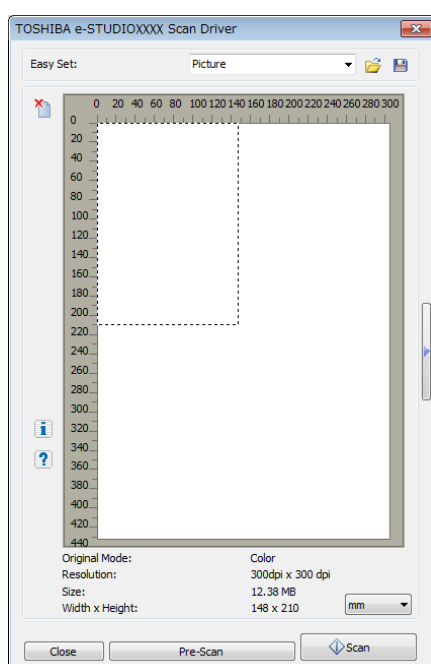
### 3 Set the scan settings.

- You can make various options to scan the original image.

📖 P.108 "Scan options"

- You can also make the scan settings using the Easy Set feature.

📖 P.110 "Using the Easy Set feature"



---

**4 Click [Pre-Scan] to preview the original.**

If you are not satisfied with the preview image, change the scan settings and preview the image again.

**5 Click [Scan] to scan the original.**

While scanning, you can stop scanning by clicking [CANCEL].

**Note**

When the authentication screen appears, enter the department code that is required to log in to this equipment. For details, ask your administrator.

**6 Save the scanned image in your application.**

The saving command varies depending on the application. You usually execute the Save or Save as command on the File menu. If necessary, modify the scanned image, using the various graphic commands in your application.

## Setting up Scan Options

You can make various options to affect the scanning status. You can save different sets of options in files and recall one of them for frequent use.

📖 P.108 “Scan options”

📖 P.110 “Using the Easy Set feature”

### ■ Scan options

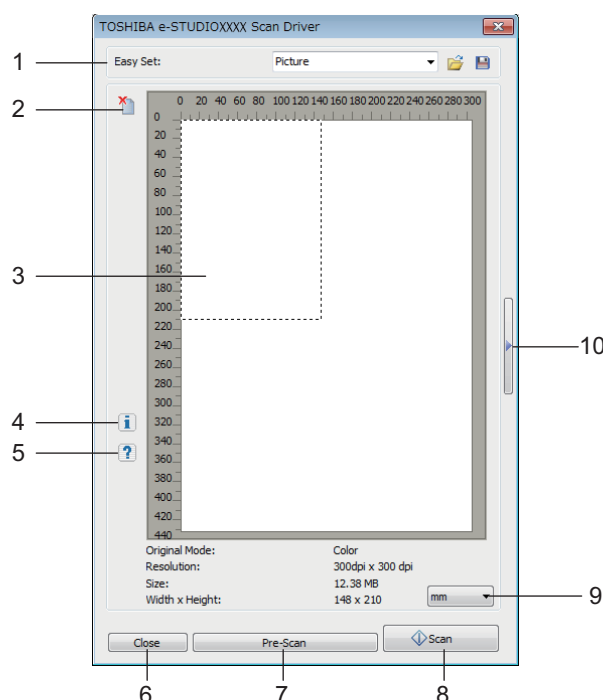
The basic and advanced dialogs are available for the scan operation.

📖 P.108 “Basic scan dialog”

📖 P.109 “Advanced scan dialog”

### □ Basic scan dialog

When you execute the image acquisition command, the following basic scan dialog appears.



#### 1) Easy Set

The scan options can be saved.

📖 P.110 “Using the Easy Set feature”

#### 2)

Clears the preview image.

#### 3) Preview screen

The pre-scanned image appears. The dotted boundary shows the scanning area or the original size. The image information appears under the preview screen.

#### 4)

Shows the version information of the scanner driver.

#### 5)

Shows the Help information about this scanner driver.

#### 6) [Close]

Quits the scanning operation.

#### 7) [Pre-Scan]

Pre-scans the original.

#### 8) [Scan]


Scans the original.

## 9) Measurement unit

Select [Inch], [mm], or [Pixel] to change the measurement unit.

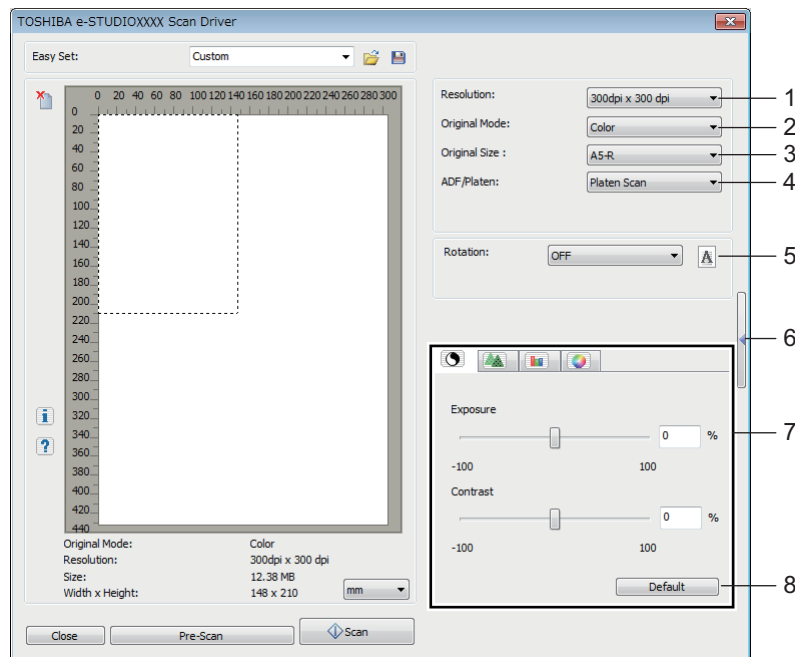
## 10)

Opens the advanced scan dialog.

 P.109 “Advanced scan dialog”

## Advanced scan dialog

You can click the triangle that faces right on the right-hand side of the basic scan dialog box to make scanning settings. The default settings are underlined.



### 1) Resolution

Sets the horizontal and vertical resolution as dots per inch: 150 x 150 dpi, 200 x 200 dpi, 300 x 300 dpi, 400 x 400 dpi, or 600 x 600 dpi.

### 2) Original Mode

Sets the original mode to fit the original image such as text only or the mixture of text and photos: Text, Text/Photo, Gray, or Color.

### 3) Original Size

Sets the original document size or the scanning area.

Select the original size from the pull-down list.

The displayed items differ depending on the installed options and destinations.

#### Tips

- When [600 x 600 dpi] is selected in [Resolution] and [Color] is selected in [Original Mode], only [A5-R] or [ST-R] can be selected.
- When [400 x 400 dpi] is selected in [Resolution] and [Color] is selected in [Original Mode], paper size larger than [A4] or [LT] cannot be selected.

### 4) ADF/Platen


Selects the equipment on which the originals are placed: Platen Scan, ADF Scan, or Duplex Scan. The displayed items differ depending on the installed options and destinations.

### 5) Rotation





Rotates the imaged clockwise by 90 degrees, counterclockwise by 90 degrees, or by 180 degrees. This option takes effect on the image to scan but not on the preview image: OFF, Right 90, Left 90, or 180.

6) 

Closes the advanced scan dialog and return to the basic scan dialog.

 P.108 “Basic scan dialog”

## 7) [Enhanced Settings] tab


-  **Exposure/Contrast**  
Adjusts the exposure and contrast of the image using the scroll bar or editing the field: -100 (lighter) to 100% (darker).  
[Contrast] is only available when [Gray] or [Color] is selected in [Original Mode].
-  **Sharp**  
Adjusts the sharpness of the image using the scroll bar or editing the field: -2 (softer) to 3% (sharper).  
[Sharp] is only available when [Gray] or [Color] is selected in [Original Mode].
-  **RGB Adjustment**  
Adjusts the RGB values of the image using the scroll bar or editing the field: -100 to 100%.  
[RGB Adjustment] is only available when [Color] is selected in [Original Mode].
-  **Saturation**  
Adjusts the saturation of the image using the scroll bar or editing the field: -100 to 100%.  
[Saturation] is only available when [Color] is selected in [Original Mode].


## 8) Default


Resets all the settings back to the defaults.

## ■ Using the Easy Set feature

When you have made scan settings, you can save them as an Easy Set file. This allows you to load a specific batch of settings without changing the scan settings each time.




 P.110 “Saving the Easy Set file”

 P.110 “Using the Easy Set file”

 P.111 “Deleting the Easy Set files”

### □ Saving the Easy Set file

You can save multiple Easy Set files.

- 1 **Open the advanced scan dialog from within your application.**  
 P.106 “How to scan”
- 2 **Set the scan options as you like.**  
 P.108 “Scan options”
- 3 **Click  next to the Easy Set menu.**
- 4 **Enter a file name, select a folder where you save the file, and then click [Save].**

### □ Using the Easy Set file

- 1 **Select the pre-defined Easy Set file, or click  next to the Easy Set menu to select your Easy Set file.**

- The following two pre-defined files are available.

Pre-defined File	Resolution	Original Mode	Other Scan Options
Picture	150 x 150dpi	Text/Photo	Default settings
Text	600 x 600 dpi	Text	

- When the Open dialog box appears, select the folder, select the target Easy Set file, and then click [Open].

- 2 **Click [Pre-Scan].**

---

## ❑ Deleting the Easy Set files

You can delete the Easy Set files in the same way as for normal files. Locate the folder where you have saved the Easy Set file, right-click the file, and then click [Delete] from the menu. Click [Yes] to delete the file. When you are working in the preview window, click the folder icon next to the Easy Set menu so that you can delete the file in the same way. After deleting the file, click [CANCEL] to close the dialog box.

## Scanning from e-STUDIO Scan Editor

e-STUDIO Scan Editor is an application to scan images with the equipment and edit them in Windows. From this application, you can use the scanner driver to scan images. When you have followed the standard steps to install the software such as a printer driver for the equipment, you also have installed this application. The following describes the functions of e-STUDIO Scan Editor.

For details about a scanning procedure, refer to the following page.

📖 P.106 “How to scan”

### ■ Features of e-STUDIO Scan Editor

e-STUDIO Scan Editor has the following features:

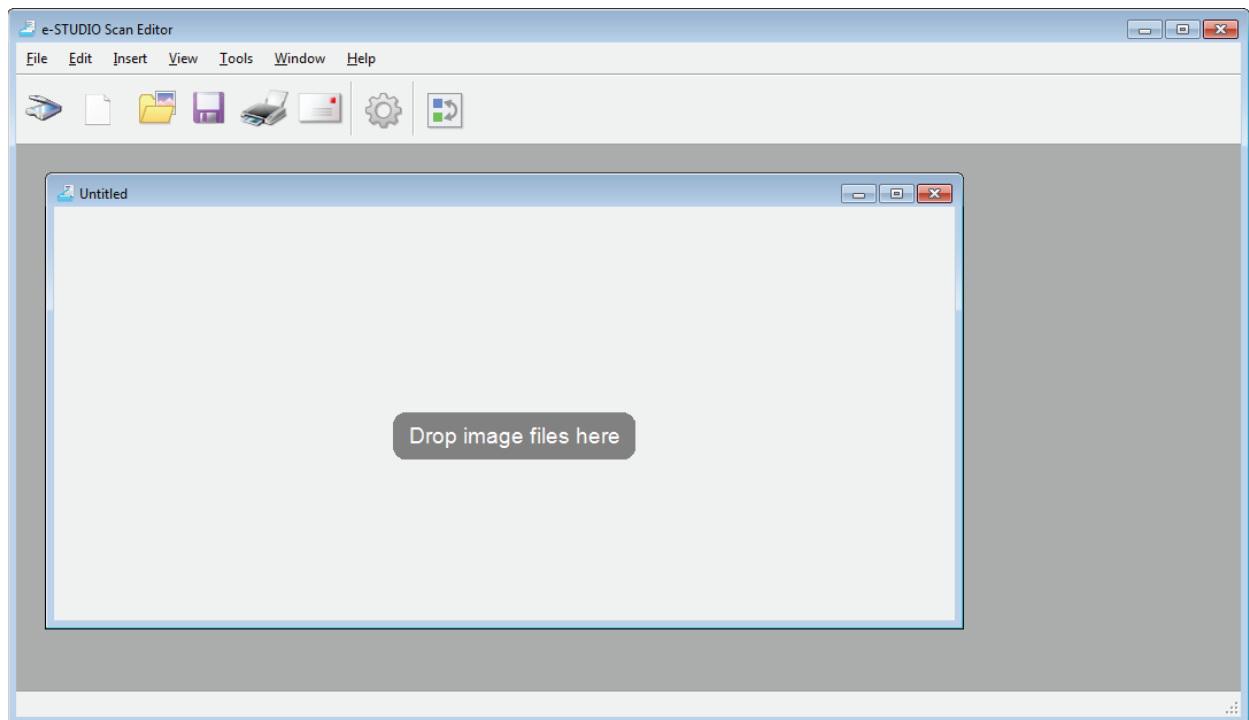
- Scan an image and save it in a PDF, TIFF, or JPEG format.
- Scan two or more images and save them in a PDF or TIFF format.
- Insert images in a file window, which are saved in a JPEG, BMP, TIFF, PNG, or PDF format.
- Arrange the images in a file window.
- Edit images simply within the application or open another application to edit them.
- Open the e-mail application that is available as standard in Windows and attach an image file to an e-mail.

### ■ Application window

You can start e-STUDIO Scan Editor from the [Start] menu of Windows. The following application window opens and a file window shows thumbnails or scanned images. You can also insert image files from a folder using a drag-and-drop operation. Select commands from the menu bar or click the icon on the tool bar to use this application.

📖 P.113 “Menu bar”

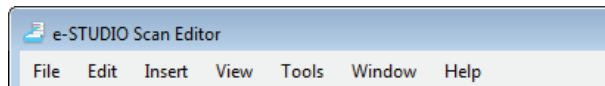
📖 P.115 “Tool bar”



## ☐ Menu bar

The following menus are available on the menu bar located at the top of the application window. You can select commands from them.

- 📖 P.113 “[File] menu”
- 📖 P.114 “[Edit] menu”
- 📖 P.114 “[Insert] menu”
- 📖 P.114 “[View] menu”
- 📖 P.114 “[Tools] menu”
- 📖 P.114 “[Window] menu”
- 📖 P.115 “[Help] menu”



## [File] menu

You can select commands to handle files.

- **New**  
Opens a new file window.
- **Open**  
Opens files saved with this application or files saved in a JPEG, BMP, TIFF, PNG, or PDF format.
- **Close**  
Closes the selected file window.
- **Save**  
Saves a file. When you save a file first, you can name the file and save it in any folder. You can save a single image in a PDF, TIFF, or JPEG format and two or more images in a PDF or TIFF format.
- **Save As**  
Saves the selected file in another name. You can save a single image in a PDF, TIFF, or JPEG format and two or more images in a PDF or TIFF format.
- **Send**  
Opens the e-mail application that is available as standard in Windows and attaches the selected file to an e-mail. You can select a format (TIFF or PDF) of the attached file on [Send] of the [Preferences] dialog box.  
📖 P.121 “Send”
- **Print**  
Prints images in the selected file window.
- **Select Scanner**  
Selects the scanner (TWAIN source/driver) of the equipment. When a dialog box opens, you can select a TWAIN source in the list.

### Tips

- The correct TWAIN source has been selected at the installation. In most cases, you do not need to select the scanner again.
- If one or more TWAIN sources have been installed, be sure to select the correct TWAIN source for the equipment.
- You can set preference for the TWAIN source on [Scanner] of the [Preferences] dialog box.  
📖 P.120 “Scanner”
- **Acquire**  
Opens the scanner driver to scan images. The scanned images are shown as thumbnails in a file window.  
📖 P.108 “Setting up Scan Options”
- **Exit**  
Quits this application.


## [Edit] menu

You can select common commands to handle images.

- **Undo**  
Undoes the last deleting operation.
- **Cut**  
Cuts the selected image.
- **Copy**  
Copy the selected image.
- **Paste**  
Pastes the cut or copied image at any position.
- **Delete Pages**  
Deletes the selected image.
- **Select All**  
Selects all images in a file window.


## [Insert] menu

You can select commands to insert images in a file window.

- **Insert**  
Insert images after the selected image or the last one, which are saved in a JPEG, BMP, TIFF, PNG, or PDF format.
- **Scanned Image**  
Scans images and inserts them after the selected image or the last one. You can scan images from the scanner driver.  
 P.108 “Setting up Scan Options”



## [View] menu

You can select commands to show or hide the tool bar and status bar.

- **Tool Bar**  
Shows or hides the tool bar at the top of the application window. You can turn on or off the tool bar by clicking the command to attach or remove a check mark.  
 P.115 “Tool bar”
- **Status Bar**  
Shows or hides the status bar at the bottom of the application window. You can turn on or off the tool bar by clicking the command to attach or remove a check mark.

## [Tools] menu

You can select commands to open the dialog box where you can arrange images in a file window or you can set the preferences for this application.

- **Arrange Pages**  
Opens the [Arrange Pages] dialog box to arrange the images in a file window.  
 P.118 “Arranging the images”
- **Preferences**  
Opens the [Preferences] dialog box to set the preferences for this application.  
 P.119 “Setting the preferences”

## [Window] menu

You can arrange the file windows in the application window.

- **Cascade**  
Arranges the file windows by cascading them.
- **Vertical**  
Arranges the file windows vertically.
- **Horizontal**  
Arranges the file windows horizontally.
- **Close All**  
Closes all file windows.
- **Arrange Icons**  
Minimizes and arranges the icons of file windows.

## [Help] menu

You can select the commands show the help or information window of this application.

- **Contents**  
Opens the help window of this application.
- **About**  
Open the information window of this application.

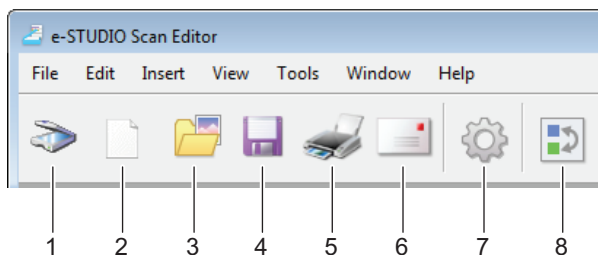
## □ Tool bar

The following tool icons are available on the tool bar located under the menu bar at the top of the application window.

### Tip

You can show or hide the tool bar with [Too Bar] on the [View] menu.

📖 P.114 "[View] menu"



### 1) **Acquire**

Scans images. When you click this icon, the application starts scanning immediately or opens the scanner driver. You can set the action on [Scanner] of the [Preferences] dialog box.

📖 P.108 "Setting up Scan Options"

📖 P.120 "Scanner"

### 2) **New**

Opens a new file window.

### 3) **Open**

Opens files saved with this application or files saved in a JPEG, BMP, TIFF, PNG, or PDF format.

### 4) **Save**

Saves a file. When you save a file first, you can name the file and save it in any folder. You can save a single image in a PDF, TIFF, or JPEG format and two or more images in a PDF or TIFF format.

### 5) **Print**

Prints images in the selected file window. When you click this icon, the application starts printing immediately or opens the print dialog box. You can set the action on [Printing] of the [Preferences] dialog box.

📖 P.119 "Printing"

### 6) **Send**

Attaches the selected file to an e-mail. You can select a format (TIFF or PDF) of the attached file on [Send] of the [Preferences] dialog box.

📖 P.121 "Send"


### 7) **Preferences**

Opens the [Preferences] dialog box to set the preferences for this application.

📖 P.119 "Setting the preferences"

## 8) **Arrange Pages**


Opens the [Arrange Pages] dialog box to arrange the images in a file window.


 P.118 "Arranging the images"

## ■ **File window for the scanned images**

A scanned image appears as a thumbnail in a file window. When two or more images are scanned, all of them appear in a single file window. You can select a thumbnail and select commands from the shortcut menu, edit images, and arrange them in the file window.

 P.116 "Shortcut menu"

 P.117 "Editing an image"

 P.118 "Arranging the images"

## □ **Shortcut menu**

When you right-click a thumbnail, the shortcut menu appears so that you can select the following commands from the menu.

- **Cut, Copy, Paste, Delete**

Cuts, copies, and pastes an image. When you right-click a thumbnail and select [Cut] or [Copy] from the menu, you can cut or copy the selected image, then you can select [Paste] to paste it at any position.

When you right-click a thumbnail and select [Delete] from the menu, you can delete the selected image.

- **Insert File**


Opens a dialog box so that you can select an image file to insert it in the current file window. You can insert images saved in a JPEG, BMP, TIFF, PNG, or PDF format.


### Tips

- You can move image files to insert them into a file window using a drag-and-drop operation.
- You can insert an image also by selecting [Insert] from the [Insert] menu on the menu bar.

- **Insert Scanned Image**

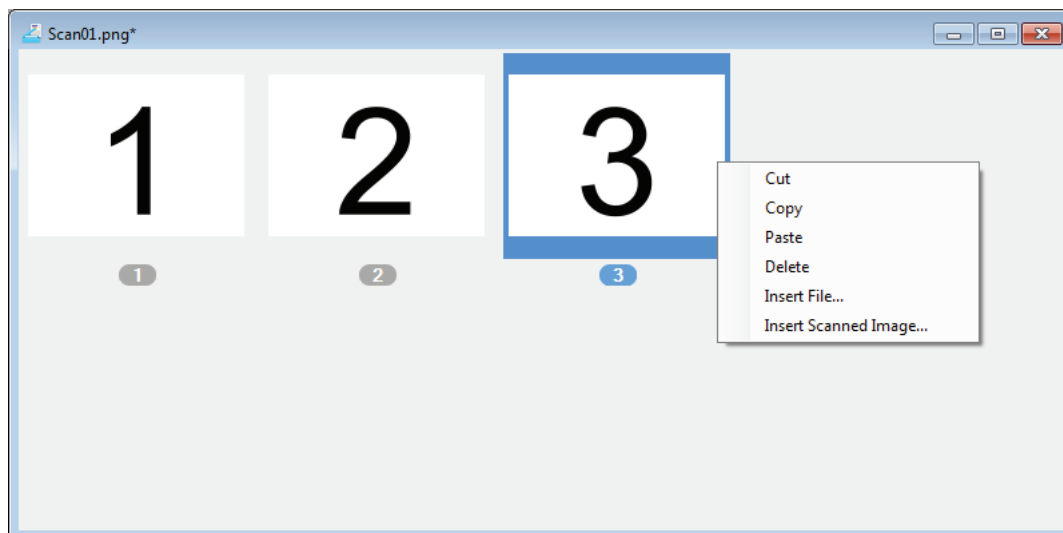
Scans images and insert them in the current file window. When you select [Insert Scanned Image], the application starts scanning immediately or opens the scanner driver. You can set the action on [Scanner] of the [Preferences] dialog box.

 P.108 "Setting up Scan Options"

 P.120 "Scanner"

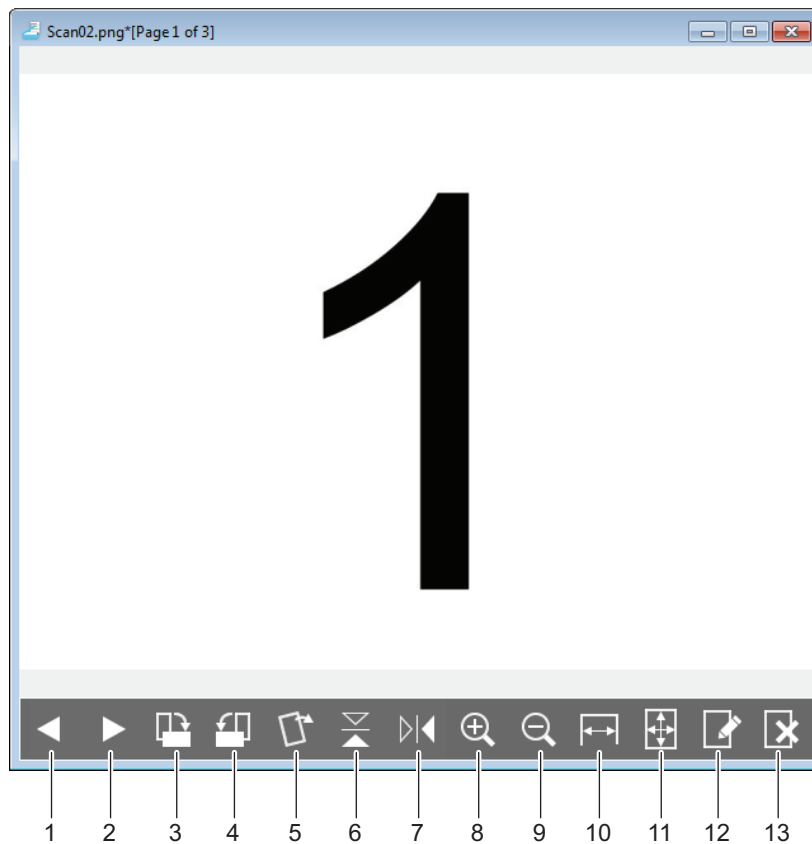
### Tip

You can scan and insert images also by selecting [Scanned Image] from the [Insert] menu on the menu bar.



## □ Editing an image

When you double-click a thumbnail, an edit window opens. You can edit the image using the following icons at the bottom of the edit window. Click the [Previous Page] icon, the [Next Page] icon, or the Close button to save the edited image.



### 1) ◀ Previous Page

Shows the previous image in a file window.

### 2) ▶ Next Page

Shows the next image in a file window.

### 3) 🔄 Rotate 90 degrees Clockwise

Rotates an image by 90 degrees clockwise.

### 4) 🔄 Rotate 90 degrees Anti-Clockwise

Rotate an image 90 degrees anticlockwise

### 5) 📐 Tilt / Skew

Tilts a skewed image. You can select the action to confirm the operation or to execute it without confirmation on [Editor Options] of the [Preferences] dialog box.

📖 P.122 "Editor Options"

### 6) 📏 Flip

Flips an image upside down.

### 7) 📏 Mirror

Inverts an image horizontally.

8)  **Zoom In**

Zooms in on an image.

9)  **Zoom Out**

Zooms out from an image.

10)  **Fit to Width**


Fits an image to the width of the window.

11)  **Best Fit**

Fits an image within the window.

12)  **Edit Page**

Opens an image in another application to edit it. You can select the application on [Editor Options] of the [Preferences] dialog box.

 P.122 “Editor Options”

Tip

By default, you can open images in “Paint” that is a standard application of Windows.

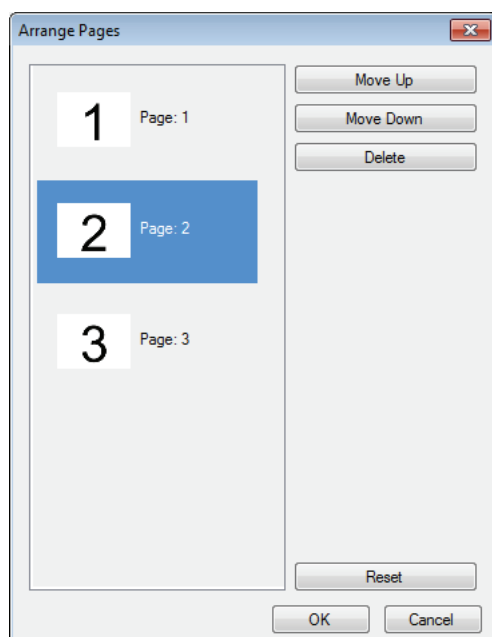
13)  **Delete Page**

Deletes the current image.

## □ Arranging the images

You can arrange images in two ways:

- Move a thumbnail to any position in a file window using a drag-and-drop operation.
- Select a file window and select [Arrange Pages] from the [Tools] menu. The [Arrange Pages] dialog box appears so that you can arrange images as follows:
  - Select an image and click [Move Up] to move it the previous position.
  - Select an image and click [Move Down] to move it to the next position.
  - Select an image and click [Delete] to delete it.
  - Click [Reset] to cancel the operation you have done in this dialog box.
  - Click [OK] to complete the above operation and close this dialog box.
  - Click [Cancel] to cancel the above operation and close this dialog box.



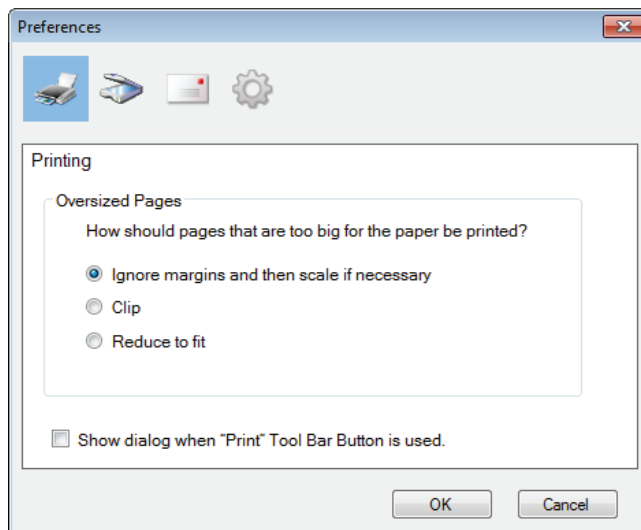
## ■ Setting the preferences

You can set the preferences to use the basic functions of e-STUDIO Scan Editor. Select [Preferences] from the [Tools] menu or click the [Preferences] icon on the tool bar to open the [Preferences] dialog box. Click the icons at the top of the dialog box to set the following functions.

- 📖 P.119 "Printing"
- 📖 P.120 "Scanner"
- 📖 P.121 "Send"
- 📖 P.122 "Editor Options"

## □ Printing

You can set the following print functions on [Printing].



- **Oversized Pages**

Selects one of the following options to print pages that are too big for the paper.

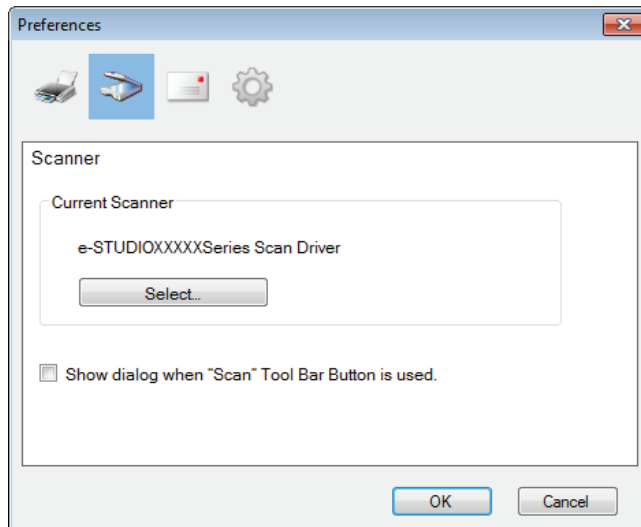
- **Ignore margins and then scale if necessary**  
Ignores margins around an image and scale it to fit the paper if necessary.
- **Clip**  
Clips an image to print on the paper.
- **Reduce to fit**  
Reduces an image to print on the paper.

- **Show dialog when "Print" Tool Bar Button is used.**

Sets the action to be done when you click the [Print] icon on the tool bar. Select the check box to open the print dialog box. Click to clear the check box to start printing immediately without opening the print dialog box.

## Scanner

You can set the following scan functions on [Scanner].



- **Current Scanner**

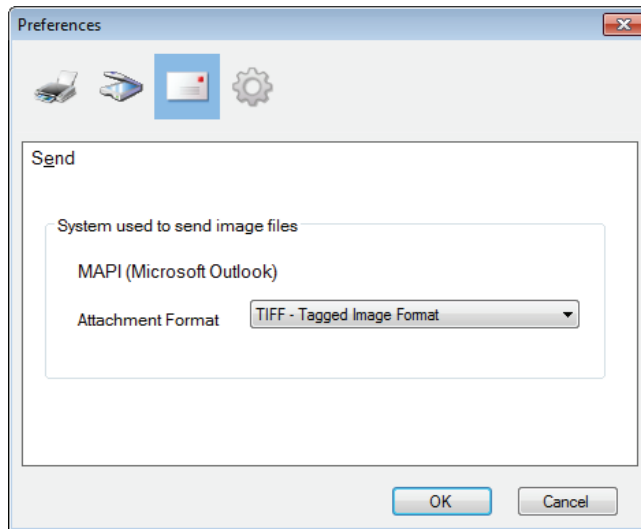
Shows the current scanner (TWAIN source/driver). When you click [Select], the dialog box opens so that you can select any one source from the list.

### Tips

- The correct TWAIN source has been selected at the installation. In most cases, you do not need to select the scanner again.
- If one or more TWAIN sources have been installed, be sure to select the correct TWAIN source for the equipment.
- You can select a TWAIN source also by selecting [Select Scanner] from the [File] menu.
- **Show dialog when "Scan" Tool Bar Button is used.**  
Sets the action to be done when you click the [Acquire] icon on the tool bar or when you select [Insert Scanned Image] from the shortcut (or context) menu. Select the check box to open the scanner driver. Click to clear the check box to start scanning immediately without opening the scanner driver.

## □ Send

You can set the following e-mail functions on [Send].



- **System used to send image files**

Shows an e-mail application. When you select [Send] from the [File] menu or click the [Send] icon on the tool bar, you can attach a file to an e-mail and send it with the selected application.

**Tip**

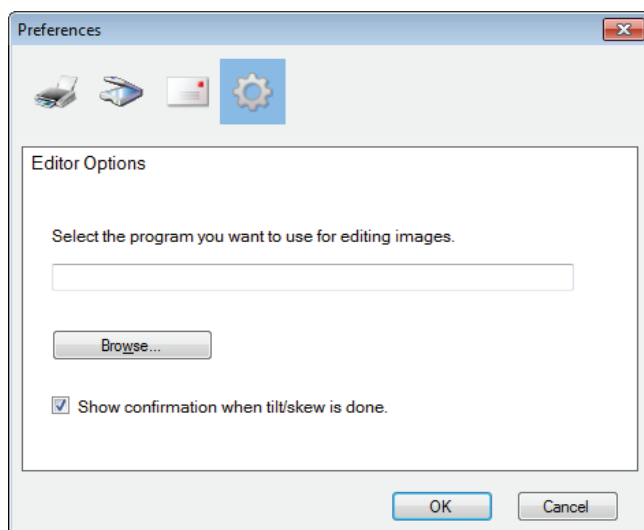
The name of an e-mail application that has been set as a default program in Windows appears.

- **Attachment Format**

Selects a TIFF or PDF format of a file that you attach to an e-mail.

## □ Editor Options

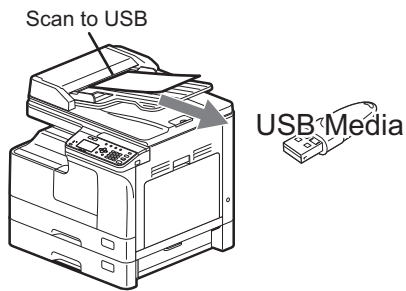
You can set the following editor functions on [Editor Options].



- **Select the program you want to use for editing images.**  
Shows an application to edit images. When you click [Browse], the dialog box opens so that you can select an application that you use to edit images. You can type a path of the application directly in the field. When you click the [Edit Page] icon in an edit window, you can open and edit the image within the selected application.
- **Show confirmation when tilt/skew is done.**  
Sets the action to be done when you click the [Tilt/Skew] icon in an edit window. Select the check box to show a confirmation message before tilting or skewing an image. Click to clear the check box to tilt or skew it immediately without confirmation.

## Scan to USB Memory

Scan to USB allows you to save scanned images as PDF, TIFF, or JPEG files in a USB storage device.



4

### ■ Procedure for Scan to USB Memory

#### Note

USB storage devices must meet requirements below. However, some USB storage devices may not be used with this equipment even though the requirements below are met.

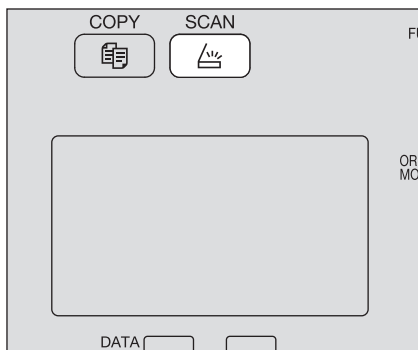
- FAT16 or FAT32 format
- Single-partition (USB storage devices with multiple partitions are not supported.)

#### 1 Place the original(s).

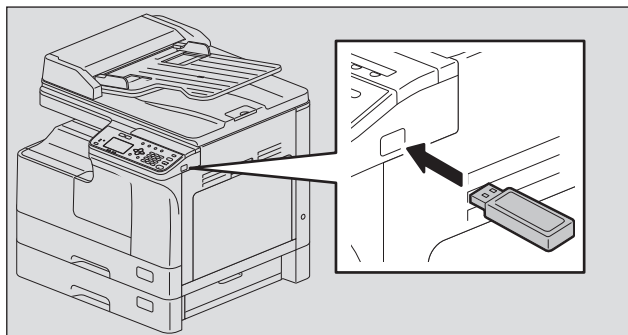
##### Tips

- For placing the originals, see the pages below.  
 P.35 "Copying originals"
- A4, A3, A5-R, B5, B5-R, B4, A4-R and FOLIO (LT, LD, LT-R, LG, ST-R and COMP) sized originals can be scanned.

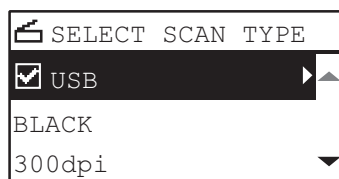
#### 2 Press [SCAN].



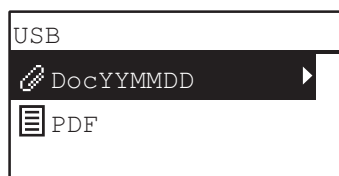
#### 3 To store scans in a USB storage device, connect the device to the equipment and wait a few seconds.



#### 4 Press $\nabla$ or $\triangle$ to select “USB”, and then press [OK].



#### 5 Press $\triangleright$ , and then make the scan settings as required.



#### Tip

The settings available for Scan to USB Memory are as follows:

Menu Functions	Settings		Description
<b>FILE NAME(MAX128)</b>	-		An initial file name can be changed. 📖 P.131 “Character entry”
<b>FILE FORMAT</b>	<b>PDF</b>	<b>MULTI</b>	Stores your scan as a PDF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		<b>SINGLE</b>	
	<b>TIFF</b>	<b>MULTI</b>	Stores your scan as a TIFF file. Select [MULTI] for saving several pages as a single file. Select [SINGLE] for saving several pages as a separated single file for each page.
		<b>SINGLE</b>	
	<b>JPEG</b>		Stores your scan as a JPEG file. This setting is not available when “BLACK” is selected in the “COLOR MODE” function.

To make further settings, see the following.

📖 P.139 “Scan Menu List”

#### 6 Press [START].

#### Note

When you store scans in a USB storage device, never attempt to remove the device from the equipment until data transmission is completed. Removing the USB storage device during data transmission may corrupt the device.

## 7 If there are more originals, place the next ones.

- When you place originals on the Reversing Automatic Document Feeder (RADF), select “SCAN NEXT” using  $\nabla$  or  $\triangle$  and press [OK]. (Only when “CONTINUE SCAN” is set to “ON”)
- When you place an original on the original glass, select “SCAN NEXT PAGE” using  $\nabla$  or  $\triangle$  and press [OK].

RADF

CONTINUE SCAN
SCAN NEXT
FINISHED

Original Glass

NEXT ORIGINAL?
SCAN NEXT PAGE
FINISHED

4

### Tip

Repeat step 7 until all the originals have finished being scanned.

## 8 If there are no more originals, select “FINISHED” using $\nabla$ or $\triangle$ . The originals are stored by pressing the [OK].

### Note

If originals remain on the Reversing Automatic Document Feeder after pressing [FINISHED] on the CONTINUE SCAN screen, remove all the originals. Leaving them may cause a paper jam.

## Scan Settings

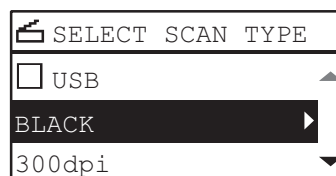
You can make the scan settings on the scan functions menu.

### Tip

Press [CANCEL] to exit from the setting without making any changes. You can also exit by pressing ◀ if it is active.

### ■ Selecting the color mode

You can select the color mode best suited to your scan job.

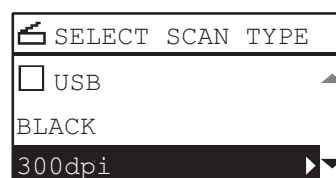


Menu Functions	Settings	Description
COLOR MODE	BLACK	Images in black and white.
	GRAY SCALE	Images containing both text and photos. The photo quality is enhanced.
	FULL COLOR	Color images.

- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

### ■ Selecting the resolution

You can select the resolution.



Menu Functions	Settings
RESOLUTION	600dpi*1
	400dpi*2
	300dpi
	200dpi
	150dpi

\*1 When the "FULL COLOR" mode has been selected, you can select "600 dpi" only for the original of A5-R or ST-R size.

\*2 When the "FULL COLOR" mode has been selected, you cannot select the original size larger than A4 or LT.

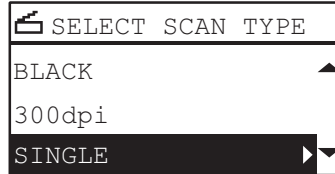
- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

## ■ Scanning the 2-sided originals

With the single/2-sided scan setting, you can choose whether to scan your originals on both sides.

### Note

To scan 2-sided originals automatically, the Reversing Automatic Document Feeder is required.

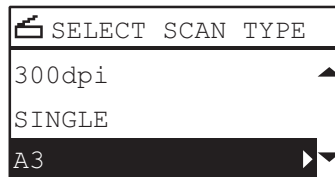


Menu Functions	Settings	Description
SINGLE/2-SIDED SCAN	SINGLE	Scans only the front of the originals.
	DUPLEX	Scans both sides of the originals.

- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

## ■ Selecting the original size

You can specify the original size.



Menu Functions	Settings	Description
ORIGINAL SIZE	A4, LT, LD, B5, A3, A5-R, B4, A4-R, B5-R, LT-R, LG, ST-R, FOLIO, COMPUTER, 13"LG, 8.5"SQ, 8K, 16K, 16K-R	Sets the size of your originals.

- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

## ■ Scanning different sizes in one go

When different sizes of originals are mixed and placed on the Reversing Automatic Document Feeder, some combinations of sizes can be scanned in one go.

The combination of the original sizes that can be mixed are as follows:

Other than North America: A3 and A4 or B4 and B5

North America: LD and LT or LG and LT-R

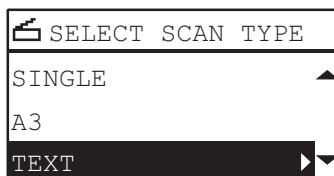


Menu Functions	Settings
MIXED SIZE ORIGINAL	OFF
	ON

- 1** Press [SCAN].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item, and then press [OK].

## ■ Selecting the original mode

You can select the original mode for the image quality best suited to your originals.



Menu Functions	Settings	Description
ORIGINAL MODE	TEXT	Text and photographs mixed.
	TEXT/PHOTO	Scans in the appropriate image quality for the original(s) with text, fine illustration and watermark.
	PHOTO	Photographs only.

- 1** Press [SCAN].
- 2** Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3** Press ▽ or △ to select the setting item, and then press [OK].

## ■ Selecting the orientation

You can change the orientation of your scans. Select the desired rotation pattern.



Menu Functions	Settings	Description
ROTATION		Scans originals without a change in orientation.
		Rotates your scans 90 degrees to the right.

- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

## ■ Selecting the compression ratio

You can select the compression ratio for the scanned image data. In general, the higher the compression ratio, the lower the image quality.



### Note

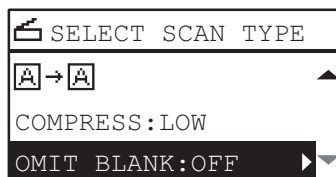
This function is not available when “BLACK” is selected in the “COLOR MODE” function.

Menu Functions	Settings	Description
COMPRESS	LOW	Applies a low compression ratio and enhances the image quality.
	MID	Compresses the data with a moderate compression ratio and obtains an average image quality.
	HIGH	For a high compression ratio. Suitable when you want to minimize the data size rather than enhance the image quality.

- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

## ■ Removing blank pages

If your original contains blank pages, you can remove them from the scan result.



### Note

This function is available only when “BLACK” is selected in the “COLOR MODE” function.

Menu Functions	Settings
OMIT BLANK PAGE	OFF
	ON

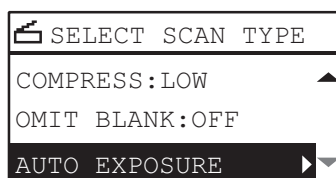
- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item, and then press [OK].

## ■ Adjusting the exposure

You can adjust the density to make scans lighter or darker in nine levels from -4 to +4. The auto density setting can represent the scan image in the middle density status.

### Notes

- This function is available only when “GRAY SCALE” is selected in the “COLOR MODE” function.
- “AUTO” is available only when “BLACK” is selected in the “COLOR MODE” function and “TEXT” or “TEXT/PHOTO” is selected in the “ORIGINAL MODE” function.



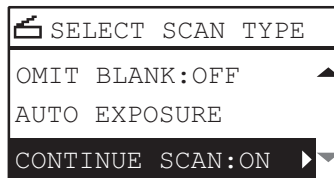
Menu Functions	Settings	Description
EXPOSURE	AUTO	Adjusts the density automatically.
	Manual	Adjusts the density manually.

- 1 Press [SCAN].
- 2 Press ▽ or △ to select the item displayed on the LCD screen, and then press ▷.
- 3 Press ▽ or △ to select the setting item.
- 4 Adjust the density as follows.  
 For “AUTO”:  
 Press [OK].  
 For manual:

- 1) Press  $\triangleright$  or  $\triangleleft$  to increase or decrease the density level.
- 2) Press [OK].

## ■ Continuing the scanning

When you scan with the Reversing Automatic Document Feeder (RADF), you can select whether you continue scanning the next originals after the last loaded original is scanned.



Menu Functions	Settings
CONTINUE SCAN	OFF
	ON

- 1 Press [SCAN].
- 2 Press  $\nabla$  or  $\triangle$  to select the item displayed on the LCD screen, and then press  $\triangleright$ .
- 3 Press  $\nabla$  or  $\triangle$  to select the setting item, and then press [OK].

## ■ Character entry

The character entry screen is for entering characters when you are setting and entering items.

You can enter the following:

Alphabet characters, numbers and symbols.

Enter the characters using the digital keys and  $\triangle$ ,  $\nabla$ ,  $\triangleright$ , or  $\triangleleft$ , after switching the type of the character with the [\*] digital key.

### □ Switching the input mode

The type of the character is displayed in the first line of the message display panel. Set the type of character to enter by pressing the [\*] digital key.

The input mode switches as follows each time the [\*] key is pressed.

**Alphabet characters <--> Numbers**

### □ Entering characters

Example: To enter "Chicago"


- 1 Press [\*] to set the alphabet input mode.

FILE NAME (MAX128)
—

- 2 Press [2] a few times to enter "C".

FILE NAME (MAX128)
C


**3 Press  $\triangleright$  to move the cursor to the right.**

FILE NAME (MAX128)
C_
 : Aa

**Tip**

If you want to enter the character assigned to another digital key, you can enter it without moving the cursor to the right or pressing  $\triangleright$ .

**4 Similarly, you can enter the following characters using the digital keys.**

FILE NAME (MAX128)
Chicago
 : Aa

**5 After you have entered the last character, Press [OK].**

## □ Relationship between the digital keys and the input character

The character entered by each digital key differs depending on the input mode. The assignment of characters in the character input mode is as follows.

### Characters entered in the character input mode

You can enter the characters displayed on the upper side of the digital keys.

Digital key	Number of times the key is pressed (→)								
1	.	@	1						
2	A	B	C	2	a	b	c		
3	D	E	F	3	d	e	f		
4	G	H	I	4	g	h	i		
5	J	K	L	5	j	k	l		
6	M	N	O	6	m	n	o		
7	P	Q	R	S	7	p	q	r	s
8	T	U	V	8	t	u	v		
9	W	X	Y	Z	9	w	x	y	z
0	0								
#	<space> - +								

4

## ■ Scan speed

The scan speed depends on the selected color mode and resolution settings.

The approximate scan speed (for printing A4/LT) under each condition is listed in the table below.

Color Mode	Resolution	Scan Speed
Black	150 dpi	25 pages/minute
	200 dpi	
	300 dpi	
	400 dpi	
	600 dpi	
Full Color	150 dpi	24 pages/minute
	200 dpi	
	300 dpi	18 pages/minute
	400 dpi	7 pages/minute*1
	600 dpi	7 pages/minute*2

\*1 Available only A4/LT or smaller size

\*2 Available only A5-R/ST-R

The color mode and resolution settings can be changed on the scan setting screen. For details, see the following sections:

📖 P.126 "Selecting the color mode"

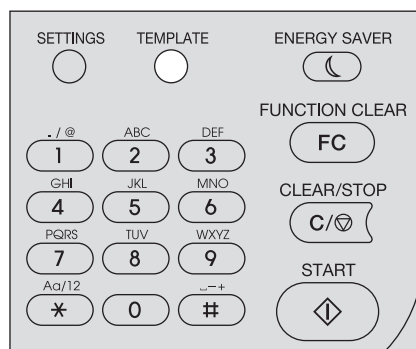
📖 P.126 "Selecting the resolution"

## Using Templates (Scan)

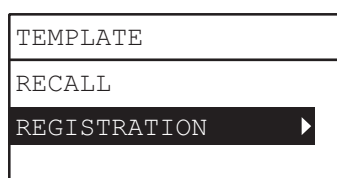
Once you have set the several functions and settings, you can register up to three of them as “templates” and recall one of them for frequent use.

### ■ Registering the templates

- 1 Make settings for the functions to register as a template.
- 2 Press [TEMPLATE].



- 3 Press ▽ or △ to select “REGISTRATION”, and then press ▷.



- 4 Press ▽ or △ to select a template, and then press [OK].

#### Notes

- You can register three templates for scanning.
- The settings are overwritten if you select an existing template.
- Update the recipients of the template if you have updated the address book.

You can specify the following items in scan templates.

#### Basic setting

No.	Item Name	Settings
1	Scan to (Agend)	USB
2	Color Mode	BLACK, GRAY SCALE, FULL COLOR
3	Resolution	150dpi, 200dpi, 300dpi, 400dpi* <sup>1</sup> , 600dpi* <sup>2</sup>
4	Single/2-Sided Scan	SINGLE, DUPLEX
5	Original Size	A4, LT, LD, B5, A3, A5-R, B4, A4-R, B5-R, LT-R, LG, ST-R, FOLIO, COMPUTER, 13"LG, 8.5"SQ, 8K, 16K, 16K-R
6	Mixed Original Size	OFF, ON
7	Rotation	⌂ → ⌂, ⌂ → ⌂
8	Compress	LOW, MID, HIGH
9	Omit Blank Page	OFF, ON
10	Exposure	AUTO, MANUAL(±4)
11	Continue Scan* <sup>3</sup>	OFF, ON

\*1 When the “FULL COLOR” mode has been selected, you cannot select the original size larger than A4 or LT.

\*2 When the “FULL COLOR” mode has been selected, you can select “600 dpi” only for the original of A5-R or ST-R size.

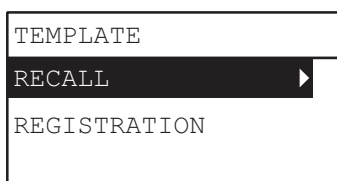
\*3 This item is available only when the Reversing Automatic Document Feeder (RADF) is installed.

## Scan to USB

No.	Item Name	Settings
1	File Format	PDF(SINGLE), PDF(MULTI), TIFF(SINGLE), TIFF(MULTI), JPEG
2	File Name	The default value or the file name entered from the control panel.

## ■ Recalling a template

- 1** Press [TEMPLATE].
- 2** Press ▽ or △ to select “RECALL”, and then press ▷.



- 3** Press ▽ or △ to select a template, and then press [OK].



## VARIOUS FUNCTIONS

<b>Copy Menu List.....</b>	<b>138</b>
Copy menu items .....	138
<b>Scan Menu List.....</b>	<b>139</b>
Scan menu items.....	139
<b>User Functions Menu List .....</b>	<b>141</b>
User functions menu items .....	142
<b>Department Management .....</b>	<b>148</b>
<b>Job Status .....</b>	<b>150</b>
JOB STATUS menu items .....	150

## Copy Menu List

















See the following page for information on using the copy menu.

 P.33 "COPY FUNCTIONS"

### ■ Copy menu items

When you press  $\nabla$  or  $\triangle$  on the main screen (Copy), you enter the copy menu which allows you to use copy functions.

The table below shows the functions and reference pages available in the copy menu.

Menu Functions	Settings		Description and Reference Pages
EXPOSURE	AUTO, Manual		Sets the density level for the copied image.  P.41 "Adjusting the exposure"
ORIGINAL MODE	TEXT/PHOTO, TEXT, PHOTO, BACKGROUND ERASE		Sets an original mode suitable for the image being copied.  P.42 "Selecting the original mode"
DRAWER	Drawer 1 XX to Drawer 2 XX, Bypass XX, APS		Sets the paper source.  P.43 "Selecting the paper"
ZOOM	Manual zoom (25 - 100 - 400%), FIXED ZOOM, AMS		Sets the zoom ratio for copied images.  P.45 "Enlarging or reducing the copy size"
FINISHING	NON SORT, SORT, ROTATE SORT		Sets the finishing mode for ejecting copies.  P.50 "Sorting pages"
2IN1/4IN1	OFF, 2IN1, 4IN1		Copies two or four originals onto one sheet of paper.  P.52 "Copying two or four pages on each sheet"
ID CARD	OFF, ON		Sets the ID card function.  P.54 "Copying both sides of a card on a sheet"
EDGE ERASE	OFF, ON (4 - 15mm)		Sets the edge erase function.  P.56 "Erasing the shadow on edges"
DUAL PAGE	OFF, ON		Sets the dual page function.  P.57 "Copying right and left pages separately"
IMAGE SHIFT	OFF, LEFT MARGIN, RIGHT MARGIN		Sets the image shift function.  P.58 "Shifting the pages to the right or left"
2-SIDED	1 > 1 SIMPLEX, 1 > 2 DUPLEX, 2 > 2 DUPLEX, 2 > 1 SPLIT	BOOK, TABLET	Sets the 2-sided function.  P.59 "Copying on one or both sides"
ANNOTATION	OFF, PAGE NO., PAGE No.+DATE/TIME		Sets the annotation function.  P.62 "Adding a page number on the copied paper"
OMIT BLANK PAGE	OFF, ON		Sets the omit blank page function.  P.63 "Removing blank pages"
MIXED SIZE ORIGINAL	OFF, ON		Sets the mix-original function.  P.64 "Copying different sizes in one go"
IMAGE DIRECTION	OFF, ON		Sets the image direction function.  P.65 "Image direction"
CONTINUE SCAN	OFF, ON		Sets the scan continuation function.  P.66 "Continuing the scanning for a copy"

## Scan Menu List



See the following page for information on using the scan menu.

 P.105 "SCAN FUNCTIONS"

### ■ Scan menu items

When you press  $\nabla$  or  $\triangle$  on the main screen (Scan), you enter the scan menu which allows you to use basic and advanced scan functions.




The table below shows the functions and reference pages available in the scan menu.

Menu Functions		Reference Pages
USB	FILE NAME(MAX128)	 P.139 "USB functions"
	FILE FORMAT	
COLOR MODE		 P.139 "Basic setting functions"
RESOLUTION		
SINGLE/2-SIDED SCAN		
ORIGINAL SIZE		
MIXED SIZE ORIGINAL		
ORIGINAL MODE		
ROTATION		
COMPRESS		
OMIT BLANK PAGE		
EXPOSURE		
CONTINUE SCAN		

5





### □ USB functions












The following functions and settings are available on the USB functions menu.

Menu Functions	Settings		Description and Reference Pages
FILE NAME(MAX128)	You can use up to 128 characters.		Enter the file name to save.  P.123 "Procedure for Scan to USB Memory"  P.131 "Character entry"
FILE FORMAT	PDF	MULTI	Sets the file format to attach the scanned data to the E-mail.  P.123 "Procedure for Scan to USB Memory"
		SINGLE	
	TIFF	MULTI	
		SINGLE	
	JPEG		

### □ Basic setting functions

The following functions and settings are available on the basic setting functions menu.

Menu Functions	Settings	Description and Reference Pages
COLOR MODE	BLACK, GRAY SCALE, FULL COLOR	Sets the color mode to scan the data.  P.126 "Selecting the color mode"
RESOLUTION	600dpi*1, 400dpi*2, 300dpi, 200dpi, 150dpi	Sets the resolution for the data to scan.  P.126 "Selecting the resolution"
SINGLE/2-SIDED SCAN	SINGLE, DUPLEX	Sets the type of originals to scan.  P.127 "Scanning the 2-sided originals"
ORIGINAL SIZE	A4, LT, LD, B5, A3, A5-R, B4, A4-R, B5-R, LT-R, LG, ST-R, FOLIO, COMP, 13"LG, 8.5SQ, 8K, 16K, 16K-R	Sets the size for the original to scan.  P.127 "Selecting the original size"

Menu Functions	Settings	Description and Reference Pages
MIXED SIZE ORIGINAL	OFF, ON	Sets the mix-original function.  P.128 “Scanning different sizes in one go”
ORIGINAL MODE	TEXT, TEXT/PHOTO, PHOTO	Sets the type of the original to scan.  P.128 “Selecting the original mode”
ROTATION	 →  ,  → 	Rotates the scanned data to save.  P.129 “Selecting the orientation”
COMPRESS	LOW, MID, HIGH	Sets the compression ratio for the scanned image data.  P.129 “Selecting the compression ratio”
OMIT BLANK PAGE	OFF, ON	Sets whether to remove blank pages from the scan result.  P.130 “Removing blank pages”
EXPOSURE	AUTO, Manual	Sets the density level for the scanned image data.  P.130 “Adjusting the exposure”
CONTINUE SCAN	OFF, ON	Sets the scan continuation function.  P.131 “Continuing the scanning”

\*1 When the “FULL COLOR” mode has been selected, you can select “600 dpi” only for the original of A5-R or ST-R size.

\*2 When the “FULL COLOR” mode has been selected, you cannot select the original size larger than A4 or LT.

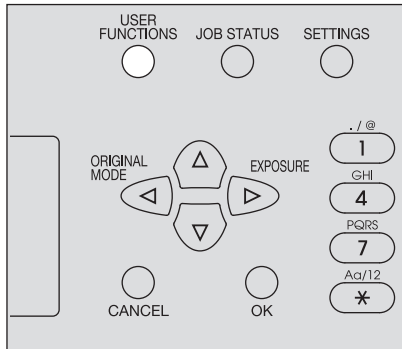
## User Functions Menu List

Before you start operating the “USER FUNCTIONS” menu, learn the general procedure below.

### Tips

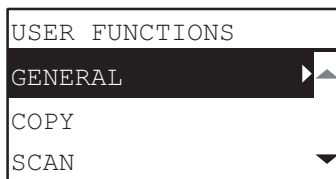
- Press [CANCEL] to exit from the setting without making any changes. You can also exit with the ◀ button if it is active.
- Press [CLEAR/STOP] to delete a character. Keep pressing [CLEAR/STOP] for a second to clear all characters.

### 1 Press [USER FUNCTIONS].



### 2 Press ▽ or ▲ to scroll the menu, and then press ▶ to enter the function menu.

📖 P.142 “User functions menu items”



### 3 Press ▽ or ▲ to scroll the menu, and then press ▶ to select the function.

### 4 Press ▽ or ▲ to scroll the menu, and then press ▶ to select the settings for each function.

### 5 Press ▽, ▲, ▶, or ◀ to select a setting, and then press [OK].

- Continues to the next step if the selected setting has more options or values.
- Exits from the menu if the selected setting has no more options or values. At this point, the operation is complete.

### 6 Make option settings with ▽, ▲, ▶, or ◀, or enter characters using the digital keys, and then press [OK].

- Repeat this step if the selected setting has more options or values.
- Exits from the menu if the selected setting has no more options or values. At this point, the operation is complete.

### Tip

The options or values vary depending on the function.

📖 P.143 “GENERAL”

📖 P.145 “COPY”

📖 P.146 “SCAN”

📖 P.146 “USB PRINT”

📖 P.147 “LIST”

📖 P.147 “DRAWER”





📖 P.147 “INFORMATION”

## ■ User functions menu items

When you press [USER FUNCTIONS] on the main screen (Copy), you enter the “USER FUNCTIONS” menu which enables you to change each setting and execute the device functions.

The table below shows the functions and reference pages available in the “USER FUNCTIONS” menu.


Menu Functions		Reference Pages
GENERAL	CHANGE LANGUAGE	P.143 “GENERAL”
	CLOCK	
	DATE/TIME	
	DATE FORMAT	
	WALKUP SCREEN	
	TIMERS	
	AUTO POWER SAVE	
	SLEEP MODE	
	AUTO CLEAR	
COPY	WEEKLY TIMER	P.145 “COPY”
	DEPARTMENT CODE	
	POP UP	
	DRAWER SET	
	PAPER JAM RECOVERY	
	LCD CONTRAST	
	EXPOSURE	
	EXPOSURE LEVEL	
	AUTO LEVEL	
	MANUAL LEVEL	
	ORIGINAL MODE	
	MAXIMUM COPIES	
	SORT MODE PRIORITY	
	AUTO 2-SIDED MODE	
	2IN1/4IN1	
SCAN	ORIGINAL SIZE	P.146 “SCAN”
	ORIG. ORIENTATION	
	PAGE LAYOUT	
	BACKGROUND	
	SHARPNESS	
	OMIT BLANK PAGE	
	CONTINUE SCAN	
	COLOR MODE	
	COMPRESS	
	2-SIDED SCAN	
	ROTATION	
	BLACK SETTING	
	RESOLUTION	
	ORIGINAL MODE	
	EXPOSURE	
	GRAY SETTING	
	RESOLUTION	
	FULL COLOR SETTING	
	RESOLUTION	
	ORIGINAL MODE	
	OMIT BLANK PAGE	
	CONTINUE SCAN	

Menu Functions			Reference Pages
USB PRINT	PAPER SIZE	A3, A4, B4, B5, A5-R, FOLIO, LD, LG, LT, COMP, 13"LG, ST-R, 8.5SQ	 P.146 “USB PRINT”
	2-SIDED	SINGLE, DUPLEX	
LIST	DEPARTMENT		 P.147 “LIST”
DRAWER	DRAWER 1		 P.147 “DRAWER”
	DRAWER 2		
INFORMATION	COUNTER	TOTAL COUNTER	 P.147 “INFORMATION”
	TONER REMAIN		
	SERIAL NUMBER		

## □ GENERAL



The following functions and settings are available on the "GENERAL" menu.

Menu Functions		Settings	Description
CHANGE LANGUAGE		S-CHINESE (SIMPLIFIED CHINESE), T-CHINESE (TRADITIONAL CHINESE), JAPANESE, ENGLISH, FRENCH, ITALIAN, GERMAN, POLISH, RUSSIAN, SPANISH, SWEDISH, NORWEGIAN, FINNISH, DANISH, DUTCH, PORTUGUESE, CZECH, HUNGARIAN, ROMANIAN, SLOVAKIAN, LITHUANIAN, IRISH, SLOVENIAN, BULGARIAN, LATVIAN, SERBIAN, TURKISH	Sets the default language. The default language and the appearance order vary depending on the region.
CLOCK	DATE/TIME	YYYY/MM/DD/HH/MM Year:00~99 Month:01~12 Day:01~28, 29, 30, 31 Hour:00~23 Minute:00~59	Sets the date and time.
	DATE FORMAT	MM/DD/YY DD/MM/YY YY/MM/DD	Sets the data format
WALKUP SCREEN		COPY, SCAN	Sets the start screen.

Menu Functions			Settings	Description
TIMERS	AUTO POWER SAVE		1, 3, 4, 5, 7, 10, 15, 20, 30, 45, 60	Sets the period of time (in minutes) that this equipment should wait before low power mode is activated.
	SLEEP MODE		1, 3, 5, 10, 15, 20, 25, 30, 40, 50, 60	Sets the period of time (in minutes) that this equipment should wait before sleep mode is activated.
	AUTO CLEAR		15, 30, 45, 60, 75, 90, 105, 120, 135, 150	Sets the time (in seconds) to clear the previous settings and return to the main screen.
	WEEKLY TIMER		OFF, ON (SUNDAY, MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY, SATURDAY)	Sets the time to enter energy saving mode and the time to exit the energy saving mode for each day from Sunday to Saturday.
DEPARTMENT CODE	YES	MASTER CODE/ DEPARTMENT CODE	NUMBER (01 to 99)	Sets the department number in the range from "2" to "99". ("01" is already registered as the master code (administrator's code).)
			NAME (max 20 characters)	Enter the department name.  P.131 "Character entry"
			CODE (5 digits)	Sets the 5-digit number for master code or department code. Entered numbers are displayed as asterisks (*). Existing codes cannot be entered. <div><div>Note</div><p>Do not forget this 5-digit number for master code because it is required for setting or deleting each department code.</p></div>
	NO		-	Department code is not set.
POP UP	DRAWER SET		ENABLE, DISABLE	Sets whether to display a pop-up message on the LCD screen in the following cases. <ul style="list-style-type: none"><li>When the size of paper loaded in the drawer differs from setting.</li><li>When a paper misfeed occurs.</li></ul>
	PAPER JAM RECOVERY		ENABLE, DISABLE	
LCD CONTRAST			-3 (Light) to +3 (Dark)	Sets the brightness of LCD panel.





## COPY

The following functions and settings are available on the “COPY” menu.

Menu Functions		Settings	Description
EXPOSURE		AUTO, Manual	Sets the default setting for the density. You can change the exposure from lighter to darker in nine steps from -4 to +4.
EXPOSURE LEVEL	AUTO LEVEL	-2 to +2	Sets the center value for adjusting the density with EXPOSURE.
	MANUAL LEVEL	-2 to +2	Sets the center value for adjusting the density with EXPOSURE.
ORIGINAL MODE		TEXT/PHOTO, TEXT, PHOTO, BACKGROUND ERASE	Sets the default setting for the original mode.
MAXIMUM COPIES		9, 99, 999	Sets the maximum number of copies to be allowed.
SORT MODE PRIORITY		NON SORT, SORT, ROTATE SORT	Sets the default sort mode for copy jobs.
AUTO 2-SIDED MODE		OFF, 1 > 2 DUPLEX, 2 > 2 DUPLEX, USER	Sets the default auto 2-sided mode for copy jobs.
2IN1/4IN1	ORIGINAL SIZE	A3, A4, A5, B4, B5, FOLIO, 8K, 16K, LD, LG, LT, COMP, 13"LG, ST, 8.5SQ	Sets the default setting for the original size when using the “2IN1/4IN1” function.
	ORIG. ORIENTATION	Portrait, Landscape	Sets the default setting for the original orientation when using the “2IN1/4IN1” function.
	PAGE LAYOUT	2IN1:  4IN1: 	Sets the order of the pages when using the “2IN1/4IN1” function.
BACKGROUND		-4 to +4	Adjusts the density of the original's background. It avoids the back side of a 2-sided original becoming visible on its front side. You can change the background from lighter to darker in nine steps from -4 to +4.
SHARPNESS		-4 to +4	Emphasizes or blurs the outline of the image. You can change the sharpness from softer to sharper in nine steps from -4 to +4.
OMIT BLANK PAGE		-3 to +3	Sets the sensitivity level to detect blank pages. The higher the level is, the more likely the equipment can detect blank pages. You can specify the sensitivity level in the range from -3 to +3.
CONTINUE SCAN		OFF, ON	Sets whether to continue scanning when the scanning of all the originals set on the RADF is finished.

## □ SCAN

The following functions and settings are available on the “SCAN” menu.

Menu Functions		Settings	Description
COLOR MODE		BLACK, GRAY SCALE, FULL COLOR	Sets the color mode to scan the data.
COMPRESS		LOW, MID, HIGH	Sets the compression ratio for the scanned image data.
2-SIDED SCAN		SINGLE, DUPLEX	Sets the type of originals to scan.
ROTATION		 →  ,  ↶ → 	Rotates the scanned data to save.
BLACK SETTING	RESOLUTION	600dpi, 400dpi, 300dpi, 200dpi, 150dpi	Sets the resolution for the data to scan in the black mode.
	ORIGINAL MODE	TEXT, TEXT/PHOTO, PHOTO	Sets the type of the original to scan in the black mode.
	EXPOSURE	AUTO, Manual	Sets the density level for the scanned image data.
GRAY SETTING	RESOLUTION	600dpi, 400dpi, 300dpi, 200dpi, 150dpi	Sets the resolution for the data to scan in the gray scale mode.
FULL COLOR SETTING	RESOLUTION	300dpi, 200dpi, 150dpi	Sets the default setting for the resolution when [FULL COLOR] is selected for the color mode setting.
	ORIGINAL MODE	TEXT/PHOTO, TEXT, PHOTO	Sets the default setting for the original mode when [FULL COLOR] is selected for the color mode setting.
OMIT BLANK PAGE		-3 to +3	Sets the sensitivity level to detect blank pages. The higher the level is, the more likely the equipment can detect blank pages. You can specify the sensitivity level in the range from -3 to +3.
CONTINUE SCAN		OFF, ON	Sets whether to continue scanning when the scanning of all the originals set on the RADF is finished.

## □ USB PRINT

The following functions and settings are available on the “USB PRINT” menu.

Menu Functions		Settings	Description
PAPER SIZE		A3, A4, B4, B5, A5-R, FOLIO, LD, LG, LT, COMP, 13"LG, ST-R, 8.5SQ	Sets the paper size to print files from a USB storage device.
2-SIDED		SINGLE	Prints on a single side of paper.
		DUPLEX	Prints on both sides of paper.

## □ LIST

The following functions and settings are available on the “LIST” menu.

Menu Functions	Settings	Description
DEPARTMENT	-	Prints the department code and the counter value. The printed counter value is for the department you specified in the department code entry screen. Enter the master code in the department code entry screen if you want to print counter values of all the registered departments.

5

## □ DRAWER

The following functions and settings are available on the “DRAWER” menu.

Menu Functions	Settings	Description
DRAWER 1	A3, A4, A4-R, A5-R, 8K, 16K, 16K-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13" LG, 8.5 SQ	Sets the paper size for the drawer.
DRAWER 2		Sets the paper size for the Paper Feed Unit.

## □ INFORMATION


The following functions and settings are available on the “INFORMATION” menu.

Menu Functions	Settings	Description
COUNTER TOTAL COUNTER	-	Displays the total counter.
TONER REMAIN	-	Displays the toner remaining information.
SERIAL NUMBER	-	Displays the serial number.

## Department Management

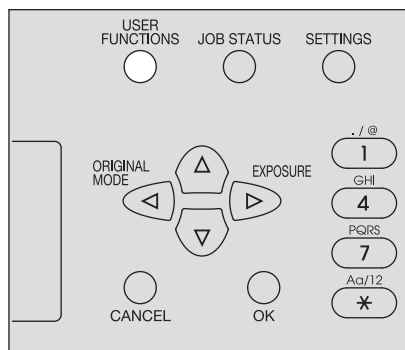
You can identify the number of output pages by copying, printing, and scanning by user groups (departments) using the department management function.

When the department management function is enabled the department code entry screen is displayed before using this equipment. This can also prevent improper use of this equipment.

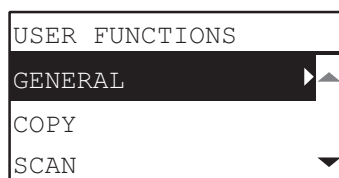
 P.17 "Preparation 1 - Turning Power ON"

You can register the department name and code from the [USER FUNCTIONS] menu.

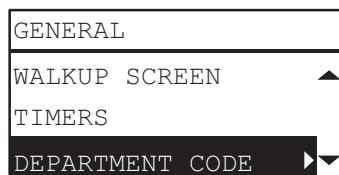
### 1 Press [USER FUNCTIONS].



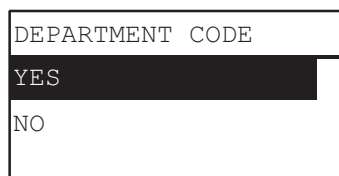
### 2 Press $\nabla$ or $\triangle$ to select [GENERAL] and then press $\triangleright$ .



### 3 Press $\nabla$ or $\triangle$ to select [DEPARTMENT CODE] and then press $\triangleright$ .



### 4 Press $\nabla$ or $\triangle$ to select [YES] and then press $\triangleright$ .



5 Specify the department number, name, and code.

 P.141 “User Functions Menu List”

DEPARTMENT CODE	
(NUMBER)	▶▲
(NAME)	
(CODE)	▼

Note

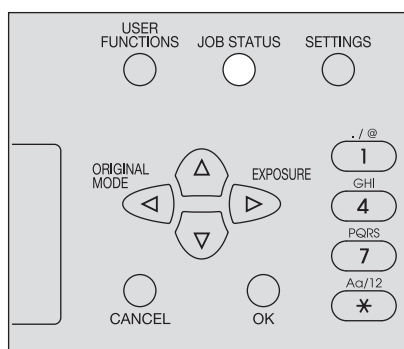
You need to set the master code (department number: 01) before entering the department code.  
The master code registration screen is displayed if you have not set the master code.

MASTER CODE	01
(NAME)	▶
(CODE)	
ADD DEPARTMENT	

## Job Status

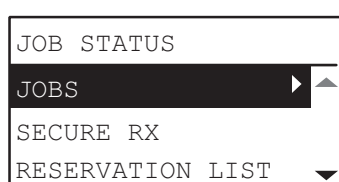
You can confirm the status of jobs, delete jobs, and print files stored in a USB storage device.

### 1 Press the [JOB STATUS] button.



### 2 Press ▽ or ▲ to scroll the menu and then press ► to enter the function menu.

📖 P.150 “JOB STATUS menu items”



### 3 Press ▽ or ▲ to select the function menu and then start the operation.

## ■ JOB STATUS menu items

When you press the [JOB STATUS] button on the main screen, the JOB STATUS menu appears. On this menu, you can confirm the status of each job, delete jobs, and print files from a USB storage device. The table below shows the functions available on the JOB STATUS menu and the reference pages.

Menu Functions			Settings
JOBS	PRINT	CONFIRM	Confirms the job status or deletes jobs. 📖 P.151 “Confirming the job status and deleting jobs”
		DELETE	
	SCAN	CONFIRM	
		DELETE	
	USB PRINT		Prints files saved in a USB storage device. 📖 P.152 “Printing from a USB storage device”

## □ Confirming the job status and deleting jobs

You can confirm the statuses of print and scan jobs and delete jobs.

### Confirming the job status

- 1** Press ▽ or △ to select [JOBS] and then press ▷.
- 2** Press ▽ or △ to select [PRINT] or [SCAN] and then press ▷.
- 3** Press ▽ or △ to select [CONFIRM] and then press ▷.  
Jobs in progress or those on the waiting list appear.
- 4** Press ▽ or △ to select the job whose status you want to confirm and then press ▷.  
The status of the selected job appears.
- 5** After you have confirmed the status, press ◀, [CANCEL] or [OK].  
The menu returns to the previous one.

5

### Deleting unnecessary jobs

- 1** Press ▽ or △ to select [JOBS] and then press ▷.
- 2** Press ▽ or △ to select [PRINT] or [SCAN] and then press ▷.
- 3** Press ▽ or △ to select [DELETE] and then press ▷.  
Jobs in progress or those on the waiting list appear.
- 4** Press ▽ or △ to select the job you want to delete and then press ▷.  
A message asking you to confirm the deletion appears.

ARE YOU SURE?
YES
NO

- 5** If you want to continue to delete the job, press △ and select [YES]. Then press [OK].  
The job is deleted.

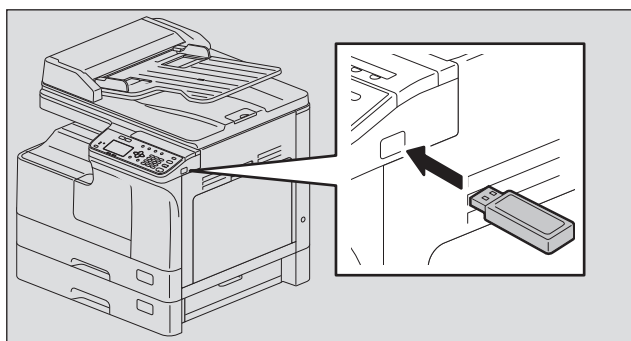
## □ Printing from a USB storage device

You can print PDF, JPEG or TIFF files saved in a USB storage device connected to this equipment.

### Notes

- USB storage devices must meet the requirements below. However, some USB storage devices may not be used with this equipment even though the requirements below are met.
  - FAT16 or FAT32 format
  - Single-partition (USB storage devices with multiple partitions are not supported.)
- Only files saved in the root folder of a USB storage device can be printed.
- Up to 99 files can be displayed in alphabetical order.
- Up to 20 characters of the file name can be displayed. The 21st and the subsequent characters are displayed in dots.
- A JPEG file with a resolution is higher than 600 dpi cannot be printed.
- The compression format of TIFF files is compatible with JPEG/MH/MR/MMR.
- If photo images in a TIFF file have been printed in a grainy fashion, try carrying out the printing from a client computer, and thus this phenomenon may be improved.
- Only PDF files that have been scanned with the same equipment in the BLACK mode can be printed.
- The encrypted PDF files cannot be printed.
- A paper size cannot be set for PDF files. They are printed in the size in which they are scanned.
- TIFF and JPEG files cannot be printed as being scaled according to the paper.

### 1 Connect a USB storage device to the slot of this equipment.



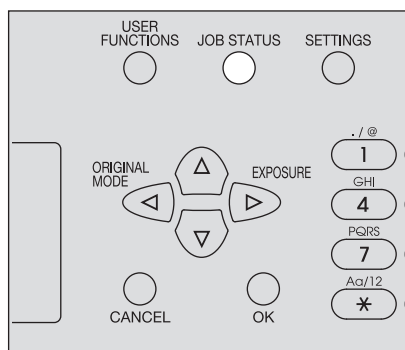
### 2 Select the paper size and set the duplex printing mode in [USB PRINT] of the USER FUNCTIONS menu.

📖 P.146 "USB PRINT"

#### Note

The paper size setting is disabled for PDF files as they are printed in the size in which they are scanned.

### 3 Press the [JOB STATUS] button.



### 4 Press ▽ or △ to select [JOBS] and then press ▷.

- 
- 5** Press  $\nabla$  or  $\triangle$  to select [USB PRINT] and then press  $\triangleright$ .
  - 6** Press  $\nabla$  or  $\triangle$  to select the file you want to print and then press [OK].  
Printing starts.

**Note**

Do not remove the USB storage device until printing finishes.








# TROUBLESHOOTING

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## When This Message Appears

A message appears when a problem occurs on the equipment. Find the message on the list below and follow the instructions in the Countermeasure.

Message	Meaning	Countermeasure
MISFEED xxx	An error code “xxx” and a message for solving the problem are displayed.	Remove any misfed paper.  P.158 “Paper Misfeed”
CHECK:PAPER SIZE	The incorrect paper size has been set for paper loaded on the bypass tray.	Remove paper from the bypass tray and load it again so that the display shows “BYPASS PAPER SIZE”. Set the correct paper size. When you load paper the size other than the standard ones, select “CUSTOM” for the paper size.
CLOSE ***	Any cover of the equipment indicated by “***” is not securely closed.	Close the cover securely.
DRAWER * EMPTY	The paper in a drawer indicated by “*” has run out.	Load paper in the drawer.  P.23 “Loading paper in the drawer/Paper Feed Unit”
COUNT OVER	The number of pages scanned has exceeded the maximum value.	Select “PRINT” on the LCD screen to copy the data scanned so far. Select “CANCEL JOB” to delete all the data scanned so far.
CALL FOR SERVICE	The repair or adjustment by your service technician is needed.	Contact your service representative. Give the service technician the error code (consisting of letters and numbers) that appears in the upper right area of the LCD screen.   <b>CAUTION</b>  <b>Never attempt to repair, disassemble or modify the equipment by yourself.</b> This could cause an electric shock, a fire or serious injury. Contact your service representative when the equipment is in an abnormal condition or any malfunction is found.
TIME FOR MAINTENANCE	The maintenance by your service technician is needed.	Contact your service representative.
BYPASS EMPTY	Paper set on the bypass tray has run out.	Load paper on the bypass tray.  P.25 “Loading paper on the bypass tray”
TONER IS LOW	There is only a little toner remaining in the toner cartridge.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until “TONER EMPTY” appears on the LCD screen.  <div>Notes</div> <ul style="list-style-type: none"> <li>The message may not appear because the toner remaining in the cartridge does not lie evenly.</li> <li>When the message appears, it is advisable to purchase a new recommended cartridge to prepare for its replacement.</li> </ul>
ERROR : TONER	The toner cartridge is not installed correctly.	Install the toner cartridge correctly.
	The recommended toner cartridge is not being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. For details of the recommended toner cartridge, refer to the <b>Safety Information</b> .
TONER EMPTY	The toner in the toner cartridge has run out.	Replace the toner cartridge with a new one.  P.167 “Replacing Toner Cartridge”
MEMORY IS FULL PRESS ANY KEY	The built-in memory of the equipment has become full.	Press any button on the control panel to delete the scanned data.

Message	Meaning	Countermeasure
CLEAR PAPER OUTPUT TRAY: PRESS START KEY	Approx. 100 maximum sheets of paper have continuously exited and the equipment stops copying to prevent the copied paper from overflowing from the tray.	Remove the paper from the receiving tray, and then press [START] to resume copying. Press [CLEAR/STOP] to end the copy. When "MEMORY CLEAR?" appears on the LCD screen, select "YES", and then press [START].
ERROR:PRINT	An error has occurred inside the equipment.	Contact your service representative.
TO USB ERROR xxxx	Scanned data could not be saved in the USB storage device.	<p>Scanned data could not be saved in the USB storage device. Press any button on the control panel to clear the error.</p> <p><b>Tip</b></p> <p>Use a USB storage device that meets the following requirements. If you use the USB storage device that does not meet the requirements, try to use another USB storage device that meets them.</p> <ul style="list-style-type: none"> <li>- FAT16 or FAT32 format</li> <li>- Single partition</li> <li>- Storage space enough to save scanned data</li> </ul>

## Paper Misfeed

### ■ Find the position of paper misfeeds

When a paper misfeed occurs in the equipment, the operation stops, the alert lamp blinks on the control panel, and a message appears on the LCD screen to indicate the positions where the paper is misfed.

Press  $\triangleright$  and [OK] to select [Help]. Check the message, remove any misfed paper, and then press [START] to resume copying.

P.141 "User Functions Menu List"

#### Tip

When a paper misfeed occurs in the equipment, the instruction to remove the misfed paper appears on the LCD screen. Press  $\triangle$  and  $\nabla$  to scroll up and down to read the instruction.

### ■ When paper misfeeds occur frequently

When paper misfeeds occur frequently, they may be due to one of the causes listed below:

- Unacceptable paper is used.  
 P.22 "Paper types not acceptable"
- The sizes of paper loaded in the drawer or on the bypass tray are not registered into the equipment properly.  
 P.31 "Preparation 3 - Registering Paper Size and Type"
- More misfed paper is still remaining after the release of a paper misfeed.
- The side guides are aligned too tight or too loose to the paper.
- The height of the stacked paper is exceeding the indicators in the drawer.

### ■ When removing misfed paper

Observe the following precautions when you remove misfed paper:

#### Do not tear misfed paper.

Remove misfed paper carefully with both hands. Do not pull the paper forcefully, otherwise the paper could tear and cause a misfed paper. Make sure there are no torn pieces of paper left in the printer.

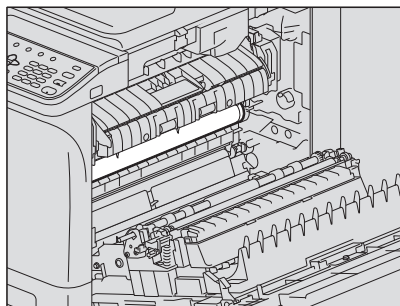
#### CAUTION

##### Do not touch the fuser unit or the metal part around the unit.

When you remove misfed paper within the fuser unit, do not touch the fuser unit or the metal part around the unit. If you touch the inside of the equipment, this could cause burns or any injury to your hands.

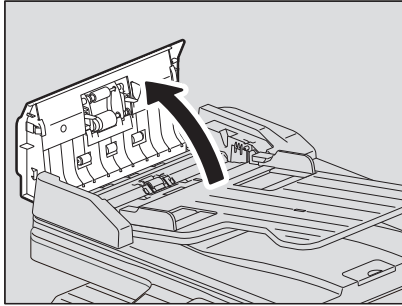
##### Do not touch the photoconductive drum.

When you remove the misfed paper within the transfer unit or the fuser unit, be careful not to touch the photoconductive drum. This could stain the copy images.

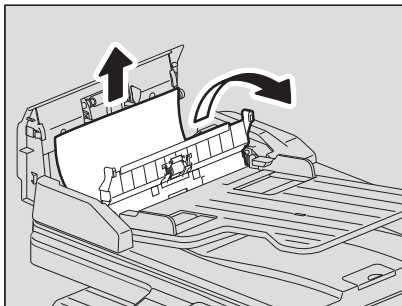


## ■ Paper misfeeds on the Reversing Automatic Document Feeder (RADF)

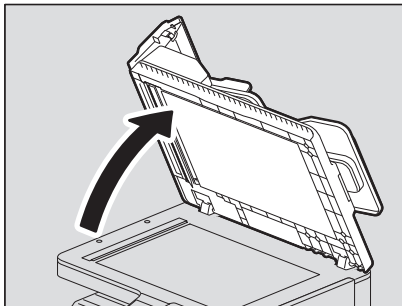
- 1 Open the upper cover.



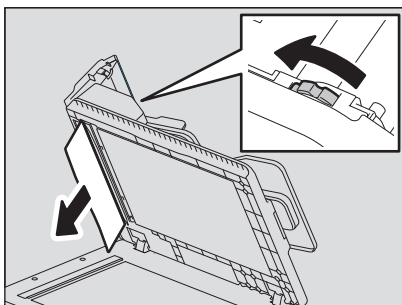
- 2 Open the transport guide and remove the original.

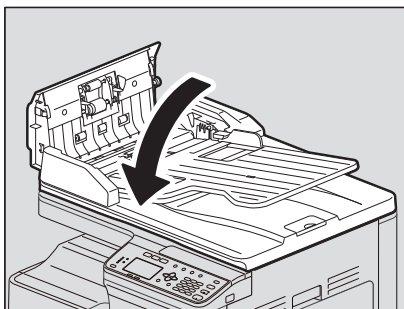
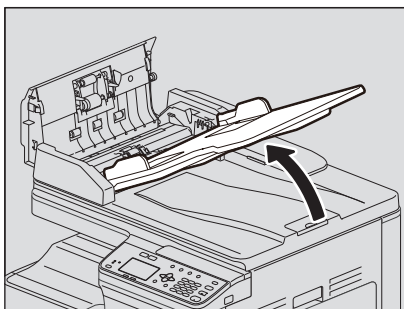
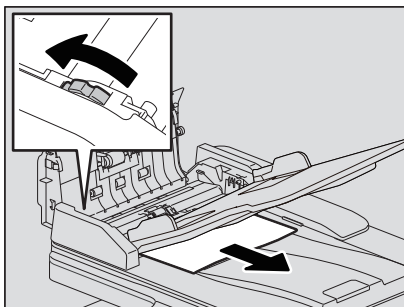
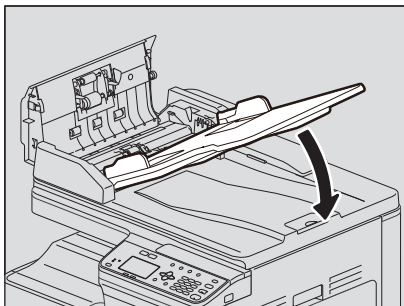


- 3 Open the RADF.

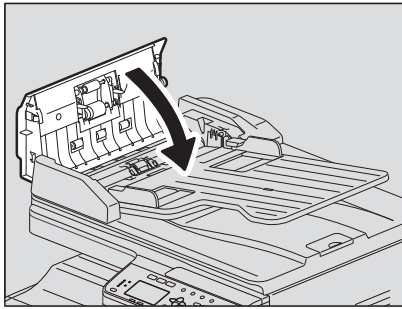


- 4 Turn the dial to remove the misfed original.



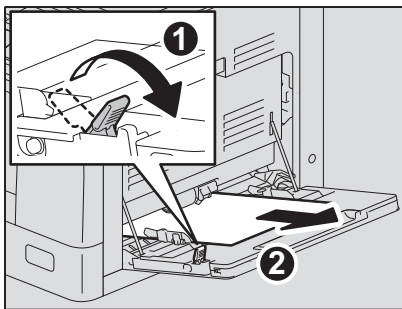
**5 Close the RADF.****6 Raise the feeder tray.****7 Turn the dial to remove the misfed original.****8 Lower the feeder tray.**

## 9 Close the upper cover.



### ■ Paper misfeeds on the bypass tray

- 1 Release the lever on the left, and then pull out the misfed paper on the bypass tray.



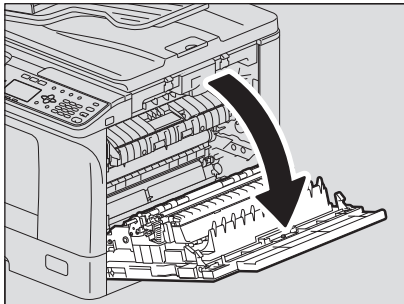
- 2 Check beneath the transport guide in the paper feeding area.  
Check if any paper is misfed under the transport guide behind the transfer unit.  
 P.162 "Paper misfeeds inside of the side cover"

## ■ Paper misfeeds inside of the side cover

### ⚠ CAUTION

- **Be careful not to catch your fingers between the equipment and the side cover.**  
This could injure you.
- **Do not touch the fuser unit or the metal part around the unit.**  
If you touch the inside of the equipment, this could cause burns or any injury to your hands.

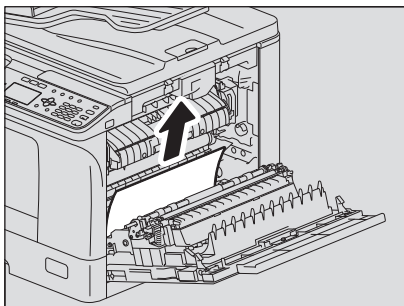
### 1 Open the side cover.



### 2 Remove the misfed paper behind transfer unit.

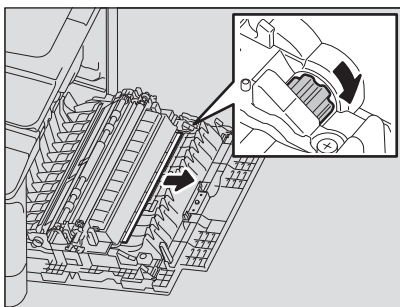
#### ⚠ CAUTION

Be sure not to touch the photoconductive drum when removing the misfed paper.

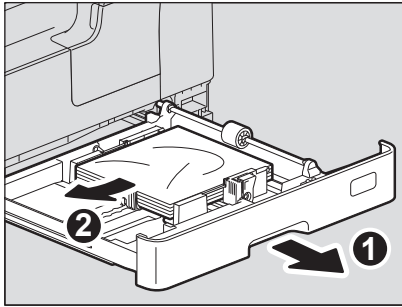


#### Note

If you cannot see the misfed paper, turn the dial (green) of the transfer unit to remove the misfed paper.



- 3** If you cannot see the misfed paper or it is difficult to remove, open the drawer in which you have loaded paper and remove it.



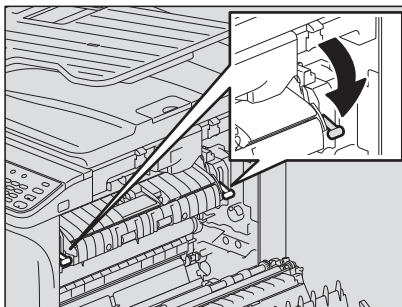
**Note**

Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides.

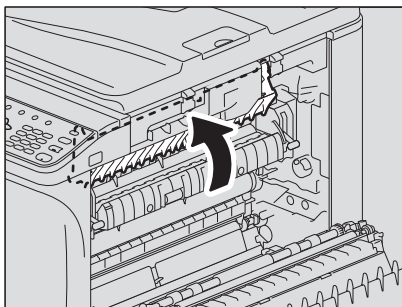
- 4** Close the drawer.
- 5** Lay down the transfer unit, and then press down the two fuser pressure release levers (green) until they come to a stop.

**Note**

Press down the levers fully until they stop.



- 6** Raise the transport guide.



---

**7 Release the misfed paper within the fuser unit.**

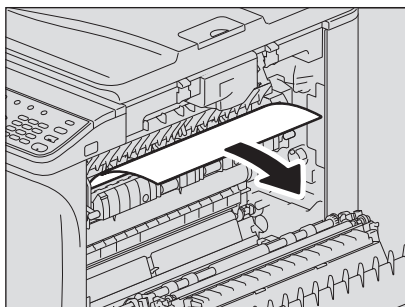
Pull the misfed paper up or down as shown below depending on its position.

**⚠ CAUTION**

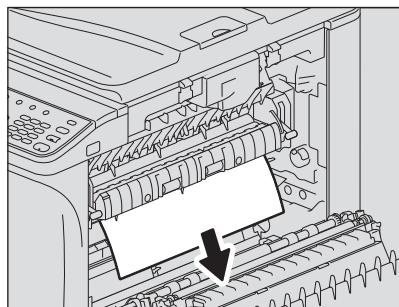
Be sure not to touch the photoconductive drum when releasing the misfed paper.

---


Pulling it up



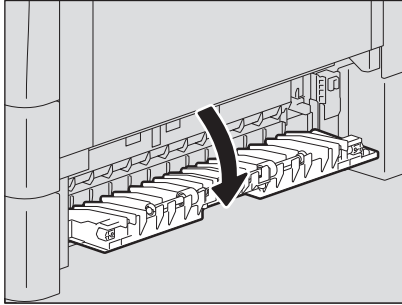
Pulling it down

**8 Return the transport guide and transfer unit to their original positions, and then close the side cover.**

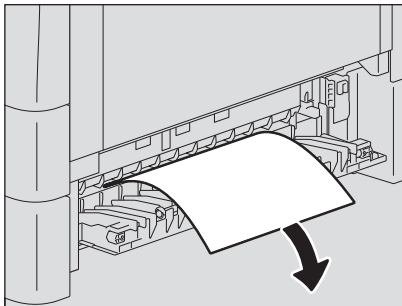
## ■ Paper misfeeds within the Paper Feed Unit

- 1 Open the side cover and check if any paper is misfed behind the transfer unit.  
 P.162 "Paper misfeeds inside of the side cover"

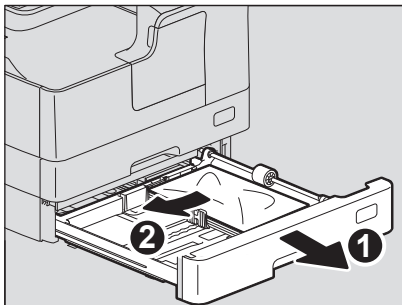
- 2 Open the paper feed cover of the unit.



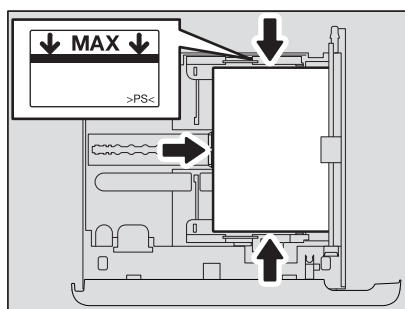
- 3 Release the misfed paper.



- 4 If it is difficult to find or remove the misfed paper, open the drawer of the Paper Feed Unit.



- 5** Check that the guide width is correct, there is no folded/curled paper or overloading, and then close the drawer.



**Notes**

- Be sure that the height of the stacked paper does not exceed the line indicated inside of the side guides.
- Do not allow any gap between the paper and the end guide in the drawer.

- 6** Close the paper feed cover of the unit and the side cover.

## Replacing Toner Cartridge

### ■ When a message for replacement appears

When the toner cartridge runs out of toner, the message appears on the LCD screen and the alert lamp blinks on the control panel.

#### Tip

When  $\triangleright$  is pressed, the procedure to replace the toner cartridge appears on the LCD screen. Press  $\triangle$  and  $\nabla$  to scroll up and down to read the procedure.

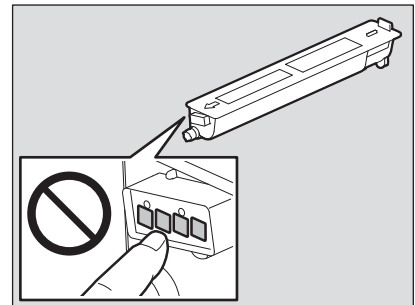
#### ⚠ WARNING

**Never attempt to incinerate toner cartridges.**

Dispose of used toner cartridges in accordance with local regulations.

#### Do not touch the terminal of the toner cartridge.

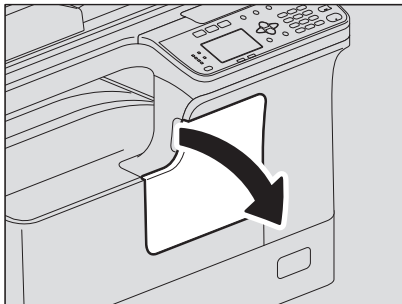
This may cause the equipment not to recognize the toner cartridge or may damage the terminal.



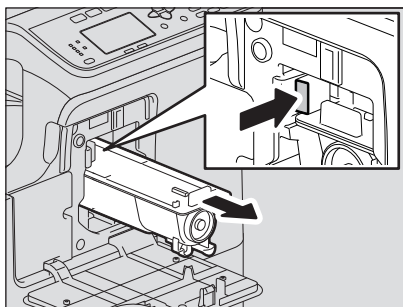
#### Notes

- Before inserting a new toner cartridge, check that the product name is "T-2309".
- Do not touch the parts on the circuit board mounted on the toner cartridge because they may be damaged.

### 1 Open the front cover.



- 2** While holding down the green lever, pull out the toner cartridge.

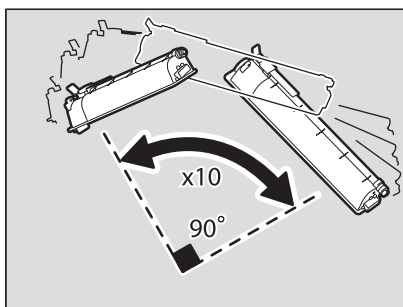


**⚠ WARNING**

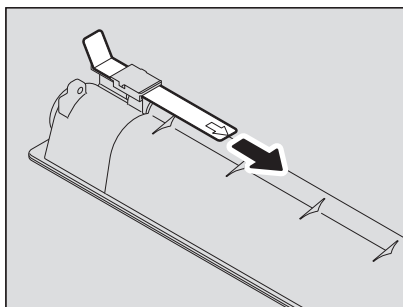
**Never attempt to incinerate toner cartridges.**

Dispose of used toner cartridges in accordance with local regulations.

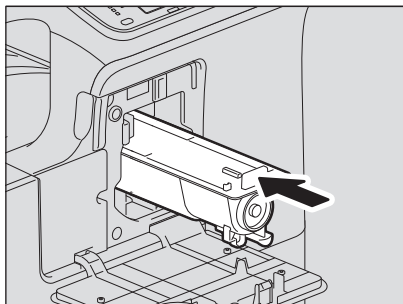
- 3** Shake the new toner cartridge strongly with the label surface down to loosen the toner inside.



- 4** Pull out the seal in the direction of the arrow.



- 5** Insert the toner cartridge along the rail.

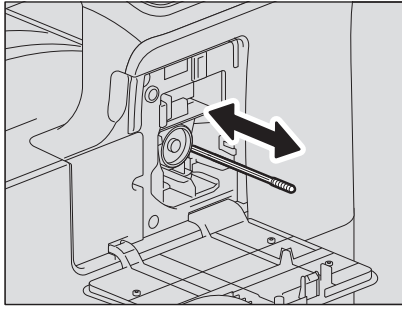


**Note**

Insert the toner cartridge until you hear a click sound.

## 6 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it stops. Then reinsert it in its original position carefully. Repeat this procedure two to three times.



### Note

Check if the cleaning knob is fully inserted after cleaning.

## 7 Close the front cover.

## Before Calling Service Technician

When you encounter troubles, find the symptom listed below and follow the instructions in the Countermeasure.

### ■ General operation

Phenomenon	Usual cause	Countermeasure
The equipment does not work at all.	The power is not turned ON.	Turn ON the power of the equipment.
	The power cable is not plugged in securely.	Plug in the power cable securely.
The button does not respond to my operation.	It has been a short time since the power was turned ON.	Wait for the completion of warm-up and then try again.
The LCD screen is too light/dark.	The contrast of the LCD screen is not adjusted properly.	Adjust the contrast. 📖 P.141 "User Functions Menu List"
A message is displayed on the LCD screen.	The equipment has detected an error status.	See the meaning of the message referring to the listing below. 📖 P.156 "When This Message Appears"
"SAVING ENERGY" appears on the LCD screen.	The equipment is in the low power mode.	Press any button on the control panel to cancel this mode. Copying is enabled in the low power mode. 📖 P.18 "Saving energy when not in use - Energy saving mode -"
The LCD screen is dim.	The equipment is in the sleep mode.	Press any button on the control panel to cancel this mode. 📖 P.18 "Saving energy when not in use - Energy saving mode -"
Copy functions cannot be set.	Some copy functions that cannot be set simultaneously with others have been set.	Some copy functions cannot be set together with others. 📖 P.182 "Copying Function Combination Matrix"
The equipment is not recognized when it is connected to a PC using a USB cable.	The cable is not support the USB2.0 Hi-Speed.	Use a USB2.0 Hi-Speed certified cable.
	The equipment is connected via a USB hub.	Connect the equipment with a PC directly by a USB cable.

### ■ Toner-related items

Phenomenon	Usual cause	Countermeasure
"TONER IS LOW" appears on the LCD screen.	Toner is running out.	There is still a little toner remaining in the toner cartridge. Do not replace the toner cartridge until "TONER EMPTY" appears on the LCD screen.
"TONER EMPTY" appears on the LCD screen.	Toner has run out.	Replace the toner cartridge with a new one.
"ERROR : TONER" appears on the LCD screen.	The toner cartridge is not installed, or it is installed incorrectly.	Install the toner cartridge correctly.
	The recommended toner cartridge is not being used.	If you are using a toner cartridge other than the one we recommend, the equipment may not be able to detect whether it is installed or not. For details of the recommended toner cartridge, refer to the <b>Safety Information</b> .
"TONER IS LOW" does not appear on the LCD screen, although toner is nearly empty.	The recommended toner cartridge is not being used.	For details of the recommended toner cartridge, refer to the <b>Safety Information</b> .


Phenomenon	Usual cause	Countermeasure
The equipment does not become ready after the toner cartridge is inserted.	The toner cartridge inserted is not usable for this equipment.	Check that the product name is "T-2507".


## ■ Original/Paper-related items

Phenomenon	Usual cause	Countermeasure
Paper misfeeds.	The paper is unsuited for the equipment.	Check if the paper is acceptable. 📖 P.22 "Paper types not acceptable"
	The paper size is not registered properly in the equipment.	Register the paper size properly. 📖 P.31 "Preparation 3 - Registering Paper Size and Type"
	Misfed paper is located in a place you cannot see easily.	See the message on the LCD screen to recheck the position where the paper misfeed has occurred. 📖 P.158 "Paper Misfeed"
	There is no gap between the side guides and paper in the drawer, or the gap is too wide.	Adjust the gap between the side guides and the paper properly. 📖 P.23 "Loading paper in the drawer/Paper Feed Unit"
Multiple feeding occurs.	Sheets of paper clinging to each other.	Fan the paper well and place it again.

6

## ■ Image trouble

Phenomenon	Usual cause	Countermeasure
The copy image is light.	Toner has run out.	Replace the toner cartridge if the "TONER EMPTY" message appears on the LCD screen. 📖 P.167 "Replacing Toner Cartridge"
	The copy density is set lighter.	Make the density darker if you use the manual copy density mode.
The copy image is dark.	The copy density is set darker.	Make the density lighter if you use the manual copy density mode.
The copied image is stained.	The Platen Cover or the Reversing Automatic Document Feeder is not lowered fully.	Lower it fully to block outside light.
	The original glass or platen sheet is dirty.	Clean them. 📖 P.174 "Regular Cleaning"
	The copy density is set darker.	Make the density lighter if you use the manual copy density mode.
	Highly transparent originals such as overhead transparencies or tracing paper are used.	Place a blank plain sheet of paper, the same size as the original or larger, over the original.
The copy image is fogged. 	There is a slight gap between the original glass and the original.	Lower the Platen Cover or the Reversing Automatic Document Feeder fully so that the original will contact with the original glass.
	The paper is damp.	Replace with dry paper.
	The copied text is blurred depending on the type (such as a map) of original.	Adjust the sharpness.

Phenomenon	Usual cause	Countermeasure
The copy image is partially missing.	The size or direction of the paper and the original, or the reproduction ratio is not set properly.	Use paper of the same size as the original or set the reproduction ratio suitable to the paper size.
	The margin for binding is too wide.	Adjust the image shift value again. 📖 P.58 "Shifting the pages to the right or left"
The copy image has black streaks in a horizontal direction. 	The charger is dirty.	Clean the charger.

## MAINTENANCE AND INSPECTION

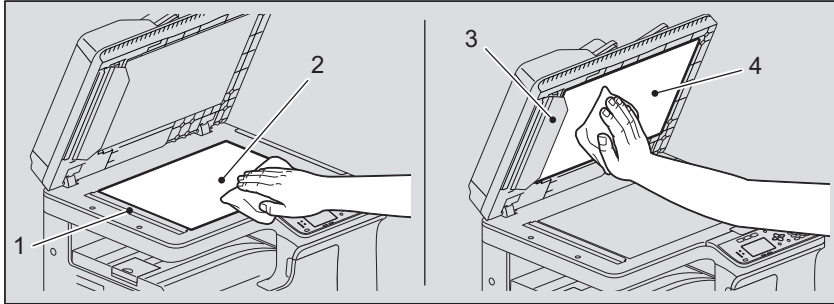
Regular Cleaning .....	174
Cleaning Charger .....	175

## Regular Cleaning

We recommend you to clean the following items weekly, so that the originals can be scanned in unsoiled conditions.

### Notes

- Be careful not to scratch the portions in cleaning.
- When cleaning the surface of the equipment, do not use such organic solvents as thinner or benzene.
  - This could warp the shape of the surface or leave it discolored.
- When using a chemical cleaning pad to clean it, follow the instructions.



### 1. Scanning area (surface of the long rectangular glass) / 2. Original glass

Wipe it with a soft dry cloth. If there are still stains remaining, wipe it clean with a piece of soft cloth which has been moistened with water and then squeezed well.

Do not use liquids other than water (such as alcohol, organic solvents or neutral detergent).

### 3. Guide / 4. Platen sheet

Clean the surface as follows depending on the staining.

- Clean it with a soft cloth.
- Clean it with a soft cloth lightly moistened with water.
- Clean it with a soft cloth lightly moistened with alcohol, and then wipe it with a dry cloth.
- Clean it with a soft cloth lightly moistened with watered-down neutral detergent, and then wipe it with a dry cloth.

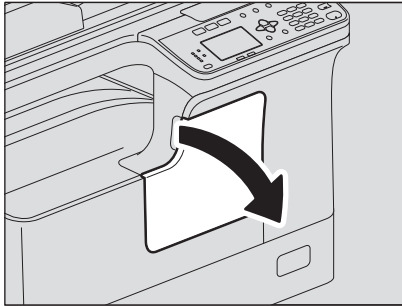
### Note

You need to clean 1 (scanning area) and 3 (guide) only when using Reversing Automatic Document Feeder.

## Cleaning Charger

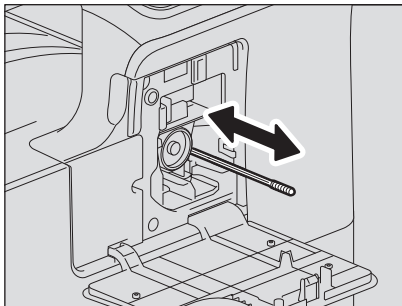
If the inside of the charger is dirty, staining may appear on the copied image. Clean the charger following the procedure below.

### 1 Open the front cover.



### 2 Clean the charger.

Hold the cleaning knob of the charger and pull it out toward you carefully until it stops. Then reinsert it in its original position carefully. Repeat this procedure two to three times.



#### Note

Check if the cleaning knob is fully inserted after cleaning.


### 3 Close the front cover.



# Appendix

<b>e-STUDIO2303A Specifications</b> .....	<b>178</b>
Continuous copying speed .....	179
<b>Specifications of Options</b> .....	<b>180</b>
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<b>Copying Function Combination Matrix</b> .....	<b>182</b>
Combination matrix .....	182

## e-STUDIO2303A Specifications

Model name		DP-2303A
Type		Desktop type
Original glass		Fixed
Printing (copying) system		Indirect electrophotographic method
Developing system		2-component magnetic brush developing
Fusing method		Two halogen lamp
Photosensor type		OPC
Original scanning system		Flat surface scanning system (When the RADF is installed: Fixed scanning system by feeding the original)
Original scanning sensor		CMOS
Scanning light source		LED
Resolution	Writing	2400 dpi x 600 dpi (Smoothing process)
	Scanning	600 dpi x 600 dpi
Acceptable originals		Sheets and books
Acceptable original size		Original glass: Max. A3 or LD RADF: Max. A3 or LD
Acceptable paper size	Drawer	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R
	Bypass	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R, COM10, Monarch, DL
Acceptable paper weight	Drawer	64 - 80 g/m <sup>2</sup> (17 - 20 lb. Bond)
	Bypass	64 - 80 g/m <sup>2</sup> (17 - 20 lb. Bond) : for continuous feed 52 - 63 g/m <sup>2</sup> (14 lb. Bond - 16 lb. Bond), 81 - 216 g/m <sup>2</sup> (21 lb. Bond - 110 lb. Index/80 lb. Cover) : for single feed
Warm-up time		Approx. 18 seconds
First copy time (A4 or LT portrait)		A4: Approx. 6.4 seconds LT: Approx. 6.5 seconds
Continuous copy speed		See  P.179 "Continuous copying speed"
Multiple copying		Up to 999 copies
Excluded image width	Copy	Leading edge: 3.0±2.0 mm (0.12"±0.08") Trailing edge: 2.0±2.0 mm (0.08"±0.08") Both edges: 2.0±2.0 mm (0.08"±0.08")
	Printer	Leading edge: 5.0±3.0 mm (0.20"±0.12") Trailing edge: 5.0±3.0 mm (0.20"±0.12") Both edges: 5.0±3.0 mm (0.20"±0.12")
Reproduction ratio	Actual size	100±0.5%
	Zoom	25 - 400% (in 1% increments)
Storage capacity		Max. 150 sheets or until the memory is full (TOSHIBA's own chart)
Paper supply	Drawer	250 sheets (80 g/m <sup>2</sup> , 20 lb. Bond)
	Bypass	100 sheets (80 g/m <sup>2</sup> , 20 lb. Bond)
Loading capacity for the receiving tray		Approx. 100 sheets (80 g/m <sup>2</sup> , 20 lb. Bond)
Toner density adjustment		Magnetic auto-toner system
Exposure control		Automatic plus manual selection from 9 exposure steps
Memory		512MB
USB interface		USB2.0 (Hi-Speed)
Environment (for normal use)		Temperature: 10 ° - 30 °C, Humidity: 20 - 85% (No condensation)

Power requirements and power consumption (including optional equipments)	AC 220-240 V $\pm$ 10%, 8 A (50-60 Hz): 1.5 kW or less AC 120 V $\pm$ 10%, 12 A (60 Hz): 1.5 kW or less
Dimensions (equipment only)	575 mm (22.6") (W) x 565 mm (22.2") (D) x 402 mm (15.8") (H)
Weight (including equipment and drum)	Approx. 24.3 kg (53.6 lb.)
Space occupied (equipment only)	943 mm (37.1") (W) x 565 mm (22.2") (D)

- These specifications vary depending on the copying conditions and the environment.
- Specifications and appearance are subject to change without notice in the interest of product improvement.

## ■ Continuous copying speed

sheets/min.

Paper size	Paper source	e-STUDIO2303A
A4, A5-R, B5, LT, ST-R*1	Drawer	23
	Bypass tray	23
A4-R, B5-R, LT-R	Drawer	19
	Bypass tray	19
B4, FOLIO, LG, COMP, 13"LG	Drawer	16
	Bypass tray	16
A3, LD	Drawer	14
	Bypass tray	14

\*1 ST-R can be loaded only on the bypass tray.

- The values above are measured when originals are set on the original glass, 100% and nonsort multiple copies are made.
- TOSHIBA-recommended paper is used for the values of the specifications above.
- The bypass copying speed is as listed above when specifying the paper size.
- This specification varies depending on the copying conditions and the environment.

## Specifications of Options

### Reversing Automatic Document Feeder

Model name	MR-3029
Copy sides	1-side, duplex
Number of originals (A4)	50 originals (80 g/m <sup>2</sup> , 20 lb. Bond) or 9.5 mm or less in height (more than 80 g/m <sup>2</sup> , 20 lb. Bond)
Feeding speed	37-111 mm/s
Acceptable originals	A3, A4, A4-R, A5-R, B4, B5, B5-R, LD, LG, LT, LT-R, ST-R, COMP, 8K, 16K, 16K-R
Paper weight	50 - 104 g/m <sup>2</sup> , 13 - 27 lb. Bond
Power source	Power supplied from the equipment
Dimensions	570 mm (22.44") (W) x 445 mm (17.52") (D) x 88 mm (3.46") (H)
Weight	Approx. 4.5 kg (9.9 lb)
Power consumption	Approx. 40 W max.

### Automatic Duplexing Unit

Model Name	MD-0107
Acceptable Paper	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R (Non-standard sizes are not acceptable.)
Power Source	64 - 80 g/m <sup>2</sup> , 17 - 20 lb. Bond
Weight	Approx. 1.4 kg (3.1 lb)

### Paper Feed Unit

Model name	MY-1043
Acceptable paper size	A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO, LD, LG, LT, LT-R, ST-R, COMP, 13"LG, 8.5"SQ, 8K, 16K, 16K-R (Non-standard sizes are not acceptable.)
Paper weight	64 - 80 g/m <sup>2</sup> , 17 - 20 lb. Bond
Maximum capacity	250 sheets (80 g/m <sup>2</sup> , 20 lb. Bond)
Dimensions	575 mm (22.64") (W) x 565 mm (22.24") (D) x 117 mm (4.61") (H)
Weight	Approx. 5.5 kg (12.1 lb)

TOSHIBA-recommended paper is used for the values above. Specifications and appearance are subject to change without notice in the interest of product improvement.

Packing List

Packing list	Safety Information
	Quick Guide
	Power cable
	DVD

# Copying Function Combination Matrix

## Combination matrix

Next setting	RADF (Original Set on RADF)	Drawer		Quantity	Zoom		Original Mode		Exposure		2-Sided			Dual Page	ID Card	2in1/4in1		Image Shift	Edge Erase	Finishing		Annotation	Mixed Size Original	Omit Blank Page
		APS	Drawer		AMS	Manual	Text/Photo	Photo	Auto	Manual	1 > 1 Simplex	1 > 2 Duplex	2 > 1 Split			2in1	4in1			Non Sort	Rotate Sort			
Already setting																								
RADF (Original Set on RADF)	APS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes *1	Yes *1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Drawer	No	No	Yes	No *2	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *2	No *2	No *2	No *2	Yes	Yes	Yes	No *2	Yes	Yes	Yes
	Bypass	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes *9	Yes *9	Yes *6	Yes *6	Yes	Yes	Yes	Yes	Yes	No *8	Yes
Quantity	Yes *10	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *8	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *3	No *3	No *4	No *4	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Zoom	AMS	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *4	No *4	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Manual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Fixed Zoom	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No *4	No *4	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Original Mode	Text/Photo	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Text	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Photo	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Exposure	Auto	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Manual	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	1 > 1 Simplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2-Sided	1 > 2 Duplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	2 > 1 Split	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	2 > 2 Duplex	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Dual Page	Yes *11	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
ID Card	Yes *1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes *1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2in1/4in1	2in1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	4in1	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Image Shift	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Edge Erase	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Finishing	Non Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
	Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
	Rotate Sort	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes	Yes
Annotation	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mixed Size Original	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Omit Blank Page		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

### Notes

Yes: The functions can be combined.

No: Current setting is cancelled, next setting will be selected.

~: Next setting can't be selected.

\*1: Can't start job.

\*2: Drawer 1 will be selected.

\*3: 100% will be selected.

\*4: The appropriate zoom ratio will be selected.

\*5: Sort will be selected.

\*6: When paper type is envelope or paper size is cards, can't start job.

\*7: AMS will be selected. In case of without ADF, 100% will be selected.

\*8: APS will be selected.

\*9: When paper type is not plain, next setting can't be selected.

\*10: Settings for auto 2-sided mode are ignored if you specify any paper type other than plain paper while User functions menu > COPY > AUTO 2-SIDED MODE is set to "1" > 2 DUPLEX" or "2 > 2 DUPLEX".

\*11: Settings for auto 2-sided mode are used when User functions menu > COPY > AUTO 2-SIDED MODE is set to anything other than OFF.

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# MULTIFUNCTIONAL DIGITAL SYSTEMS

## User's Guide

**e-STUDIO2303A**

**TOSHIBA TEC CORPORATION**

1-11-1, OSAKI, SHINAGAWA-KU, TOKYO, 141-8562, JAPAN

