



N510 Series

USER MANUAL Copy

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

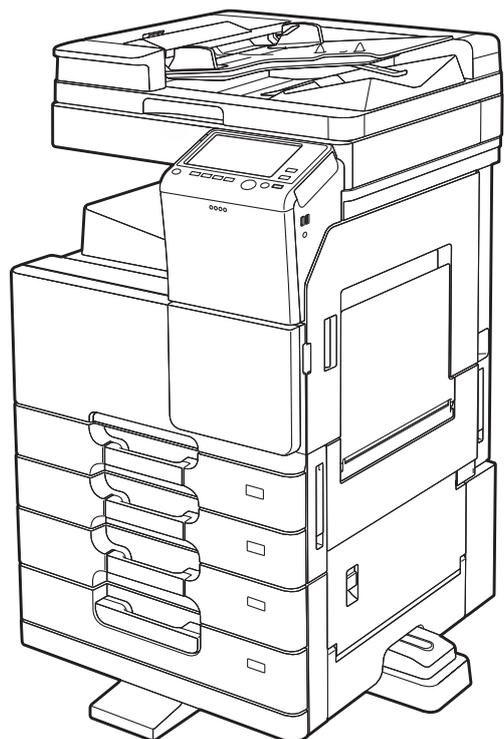




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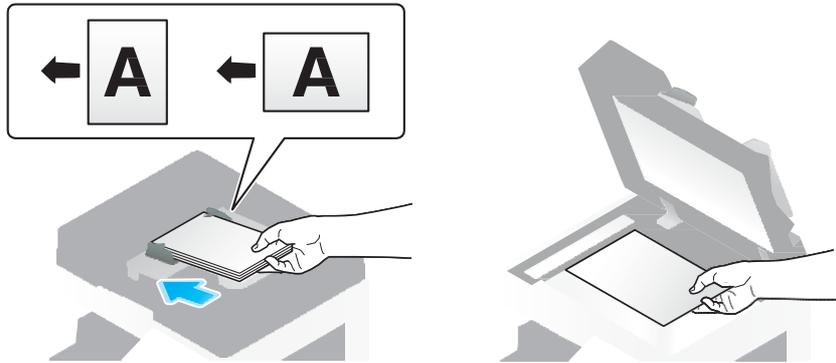


Copy Operations

1 Copy Operations

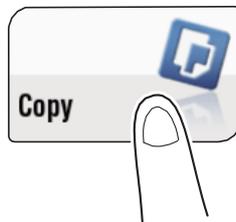
1.1 Making a copy (Basic operation flow)

- 1 Load the original.

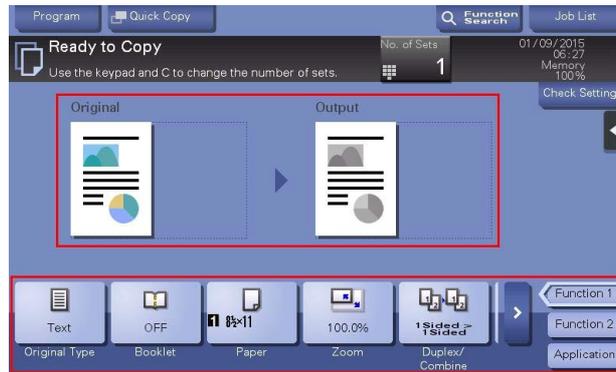


→ When you want to scan a number of originals at one time, originals with pages of different sizes, or originals with folds, configure the original settings according to the original type. For details, refer to page 7-2.

- 2 Tap [Copy].



- 3 If necessary, configure copy settings.
- The setting change is reflected on the image of [Output]. Therefore, you can configure the settings while checking the output image.
 - To reconfigure settings, press the **Reset** key.



- For details on copy settings, refer to the respective columns of the following table.

Purpose	Reference
To copy while specifying the image quality, density and etc.	page 3-2
To print on both sides of paper or combine pages, and save the number of sheets	page 4-2
To change the paper size or type of the paper to be copied	page 5-2
To staple printed copies or create a booklet	page 6-2
To copy various types of originals, such as card and magazine	page 8-2
To adjust the layout such as specifying the zoom ratio and creating a poster	page 9-2
To insert a cover sheet or blank sheet into copied documents	page 10-2
To add the date, page number, stamp, etc. on copied documents	page 11-2
To remove an unnecessary portion of the original	page 12-2
To prohibit unauthorized copying	page 13-2
To save originals on the hard disk (user box) of this machine	page 14-2

- 4 If necessary, specify the number of copies using the **Keypad**.
- Tapping [No. of Sets] displays the **Keypad**.
 - Pressing the **10 Keypad** key (default: Register key 3) displays the **Touch Panel** on the **Keypad**, enabling you to enter numeric values.
 - To change the number of copies, tap [C] (Clear).

- 5 Press the **Start** key.
 - If desired, tap [Check Setting] before starting a copy, and check the settings.



The original is scanned, and copying starts.

- If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To cancel the operation, delete the stopped jobs from the list.
- If [Ready to accept another job.] appears while printing a job, you can scan the next original.



Related setting

- You can change the default copy settings to suit your environment. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



Related setting (for the administrator)

- You can leave the **Keypad** displayed in order to be able to enter the number of copies (default: [When Number of Sets is pressed]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Reference

To configure various copy settings smoothly, you can collectively display the basic copy settings in a single screen, and arrange frequently-used keys in the main screen. For details, refer to page 2-2.

1.2 Interrupt Copy

If you urgently want to make a copy, even if the machine is printing an original, you can interrupt the active job and make an intruder copy.

- 1 Tap [Interrupt] on the slide menu.
Printing of the current job is suspended.



- 2 Load the original.
- 3 Configure copy settings.
- 4 Press the **Start** key.
The original is scanned and copy begins.



- 5 After the copy job is completed, tap [Interrupt] on the slide menu.
The interrupting status is canceled.
The suspended print job is resumed.



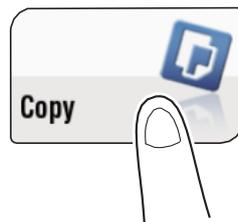
1.3 Checking the finish before copying

Checking the preview image before copying

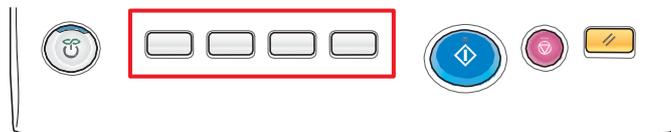
You can check the finishing image of a copy in the **Touch Panel** before copying.

By checking whether any incorrect setting is specified with the finishing image, you can prevent a number of copy errors.

- 1 Load the original.
- 2 Tap [Copy].



- 3 Configure copy settings.
- 4 Press the **Preview** key (default: Register key 4).

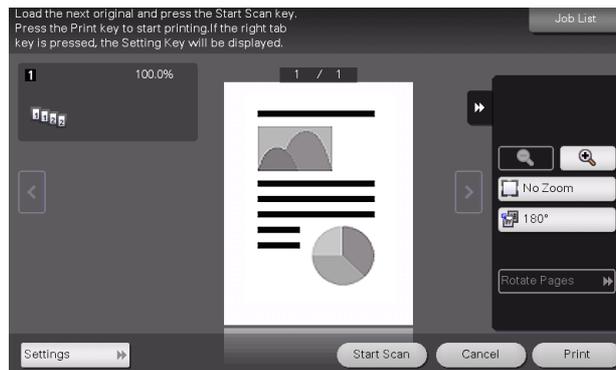


- 5 Tap [Preview on Screen], and select [Original Direction] according to the original direction.



- 6 Tap [Start].
The original is scanned, and the Preview screen appears.

- 7 Check the preview display, and rotate the page or change settings as required.
 - To continue to scan originals, load the original, and tap [Start Scan].
 - To start copying, tap [Print] or press the **Start** key.
 - To enlarge the preview image, double-tap the image.
 - To enlarge or reduce the preview image, pinch-in or pinch-out the image.
 - To rotate the image 180 degrees, rotate the preview image.
 - If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.
 - If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key allows you to enlarge or rotate a page.



- 8 After all originals are scanned, tap [Print] or press the **Start** key. Copying begins.



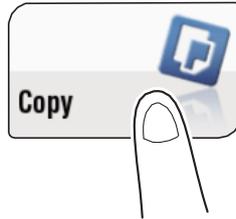
Making a trial printing (proof copy)

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

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

- 1 Load the original.

- 2 Tap [Copy].

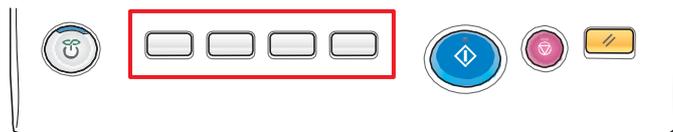


- 3 Configure copy settings.

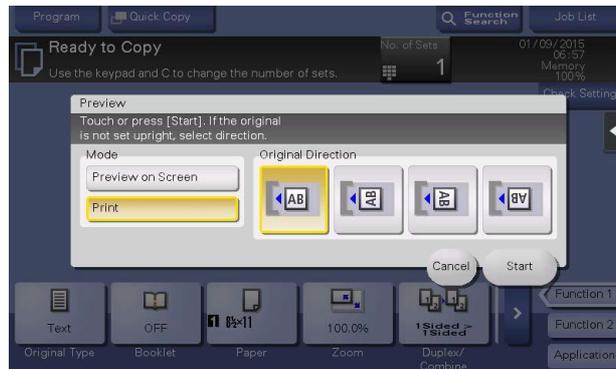
- 4 If necessary, specify the number of copies using the **Keypad**.

- Tapping [No. of Sets] displays the **Keypad**.
- Pressing the **10 Keypad** key (default: Register key 3) displays the **Touch Panel** on the **Keypad**, enabling you to enter numeric values.
- To change the number of copies, tap [C] (Clear).

- 5 Press the **Preview** key (default: Register key 4).



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

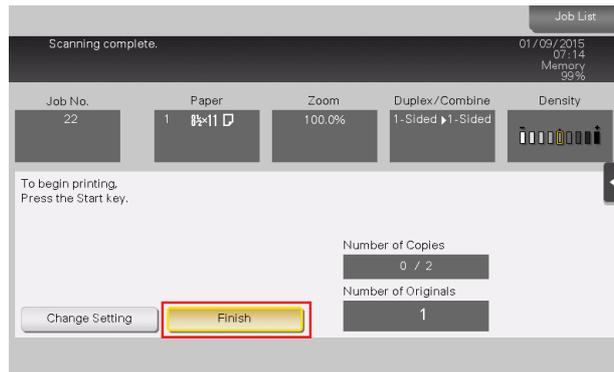


- 7 Tap [Start].

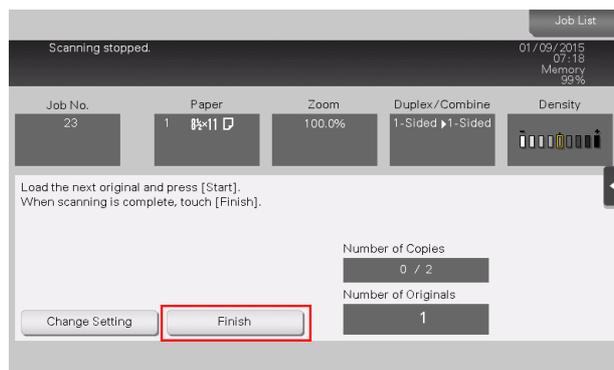
- If the original is loaded into the **ADF**, go to step 11. Copying begins for only one copy.
- If the original is loaded on the **Original Glass**, go to step 8.

- 8 Load the next batch of the original, then press the **Start** key.

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



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



Copying begins for the remaining copies.

1.4 Recalling a program for copying

Copy program

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

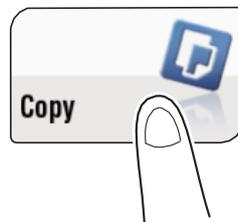
For copy program, there are programs in which all copy settings are registered, and image adjustment programs in which only settings related to image quality are registered.

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

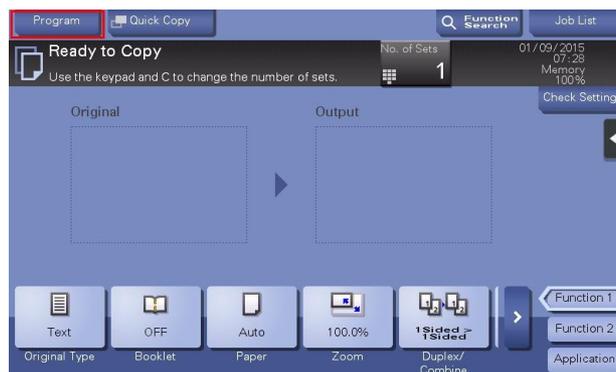
Registering a copy program

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

- 1 Tap [Copy].



- 2 Configure copy settings.
→ Register the settings configured here as a program.
- 3 Tap [Program].



- 4 Select one of the keys that has not been registered and tap [New].



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

For image adjustment program, you can register the settings of [Original Type], [Density], [Bkgd. Removal], [Text Enhancement], [Neg-/Pos. Reverse], [Image Adjustment], and [Mirror Image].

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

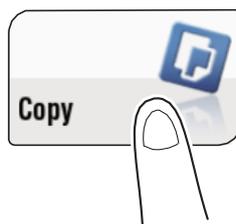


Related setting (for the administrator)

- You can lock registered programs to prevent unauthorized deletion or renaming of the program. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- Registered programs can be deleted. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- If necessary, you can prohibit the use of registered programs without deleting them (default: [Allow]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Recalling a copy program for copying

- 1 Load the original.
- 2 Tap [Copy].



3 Tap [Program].



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

→ You can also recall a [Image Adjustment Programs] from [Original Type].

→ Tap [Check Setting] to view the selected program settings.

The registered content of the program is applied.

5 Press the **Start** key.

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



The original is scanned, and copying starts.

→ If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To cancel the operation, delete the stopped jobs from the list.

→ If [Ready to accept another job.] appears while printing a job, you can scan the next original.

1.5 Reducing printing costs to make copies ([Eco Copy])

Eco Copy function

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

Operations required to use this function (for the administrator)

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



Tips

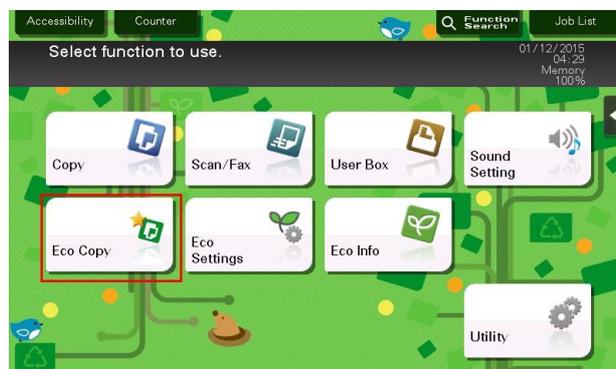
- When [Eco Copy] is placed on the main menu, the background of the main menu changes to that of the Eco function.

Related setting (for the administrator)

- You can change copy settings registered in [Eco Copy]. For details on the setting procedure, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Using the Eco Copy function

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



The preset information is applied.

- 3 Press the **Start** key.
 - If desired, tap [Check Setting] before starting a copy, and check the settings.



The original is scanned, and copying starts.

- If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To cancel the operation, delete the stopped jobs from the list.
- If [Ready to accept another job.] appears while printing a job, you can scan the next original.

1.6 Searching for copy function settings

You can search for copy function settings to go to the target function screen from the search result.

- 1 Tap [Function Search].



- 2 Enter the search keyword (using up to 32 characters).
→ When the keyword is entered, searching starts, and the search result is updated.
- 3 Select the target item from the search result list.
The display moves to the target function screen.

Tips

- Settings of the copy function or fax/scan function are targeted for searching.

Related setting

- You can specify whether to use the search function (default: [Search On]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



**Recalling frequently used
functions with simple action**

2 Recalling frequently used functions with simple action

Collectively displaying the copy settings ([Quick Copy])

Tap [Quick Copy] in the main screen of the copy mode to display the basic copy settings in a single screen. This function is useful when you want to configure basic settings collectively.



Related setting

- You can select the default display of the main screen of the copy mode from [Basic] and [Quick Copy]. For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

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

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

For details on how to arrange the quick setting key, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".



Reference

You can change the function key to be displayed in the main screen in the copy mode, and the display pattern of the function key. For details, refer to "User's Guide[Control Panel]/[Operations of Touch Panel and Explanation of Major Screens]".

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

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

For details on how to register a finishing program, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Tips

- This item is available when the optional **Finisher** is installed.





Copying while specifying the image quality and density

3 Copying while specifying the image quality and density

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

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

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Adjusting the copy density ([Density])

Adjust the density of a copy image.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Adjusting the background density of the original ([Background Removal])

Adjust the density of the background area when copying originals with colored background (newsprints, recycle paper, etc.) or originals that are so thin that text or images on the back would be scanned.

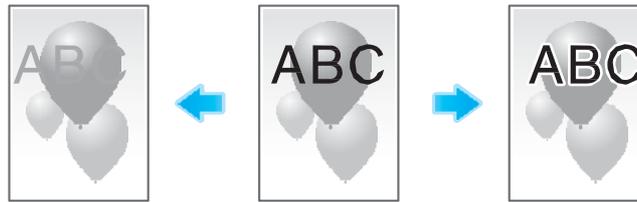
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Enhancing text against the background ([Text Enhancement])

Text is enhanced when it is superimposed over the background (figure, graph, etc.). You can also enhance the background image.

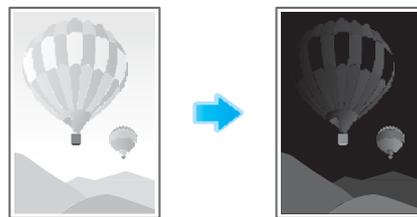
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Reversing the contrast and color ([Neg-/Pos. Reverse])

Copy the original with the contrast and color inverted. You can reduce the amount of toner used when copying an original containing a lot of black by reversing the colors.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Fine-tuning the image quality according to the original ([Image Adjustment])

Copy after adjusting the image quality (contrast, copy density, sharpness). After adjusting the image quality, you can check the finish against the sample copy.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".





Saving the Number of Print Sheets

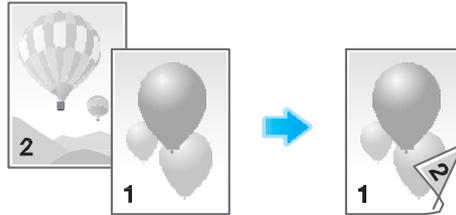
4 Saving the Number of Print Sheets

Copying on both sides of paper ([Duplex])

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

By using both sides of paper for copying, you can halve the paper consumption. You can save more sheets by combination of the Combine function.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



The following describes the operation flow in the case where a 1-sided original of multiple pages is copied onto both sides of sheets of paper.

- 1 Load the original.
- 2 Tap [Duplex/Combine].
- 3 In [Original > Output], tap [1Sided > 2Sided].
 - For 2-sided originals, select [2Sided > 1Sided] or [2Sided > 2Sided]. Select an arbitrary key according to the original condition and copy result.



4 Select [Binding Position].

- For 1-sided originals, select the binding position of [Output].
- For 2-sided originals, select the binding positions of [No. of Originals] and [Output].



5 Tap [Original Direction], and select the original loading direction.



6 Tap [OK].

7 Press the **Start** key.

The original is scanned, and copying starts.

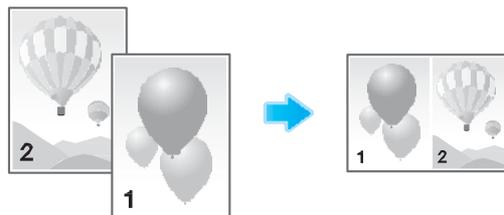
Copying multiple pages on the same side of a single sheet ([Combine])

Multiple pages (such as 2, 4 or 8 pages) can be reduced and copied on the same side of a single sheet.

You can select the page layout when copying four or eight pages onto the same side of one sheet.

You can further reduce the amount of paper used by using the 2-Sided copy function.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



The following describes the operation flow in the case where multiple 1-sided originals are copied, two pages are reduced into the same side of one page, and printed on both sides of paper.

- 1 Load the original.
- 2 Tap [Duplex/Combine].

3 In [Original > Output], tap [1 Sided > 2Sided].

→ For 2-sided originals, select [2Sided > 1Sided] or [2Sided > 2Sided]. Select an arbitrary key according to the original condition and copy result.

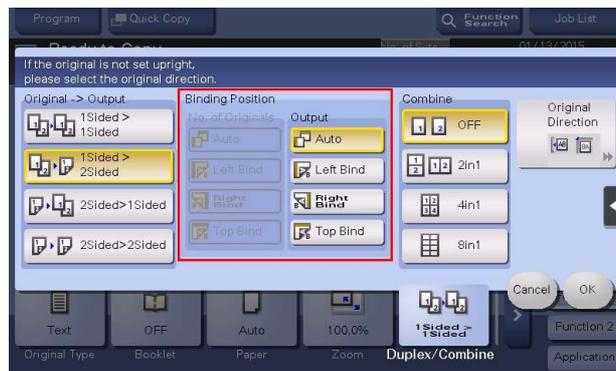


4 Specify [Binding Position].

→ For [1Sided > 2Sided], select the binding position of [Output].

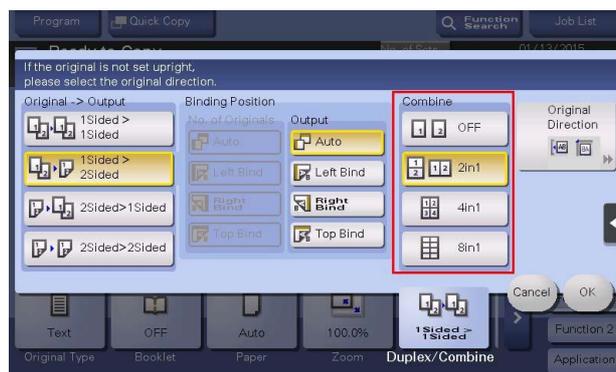
→ For [2Sided > 1Sided], select the binding position of [No. of Originals].

→ For [2Sided > 2Sided], select the binding positions of [No. of Originals] and [Output].



5 Tap [2in1].

→ If you select [4in1] or [8in1], select [Combination Method] (layout).



- 6 Tap [Original Direction], and select the original loading direction.



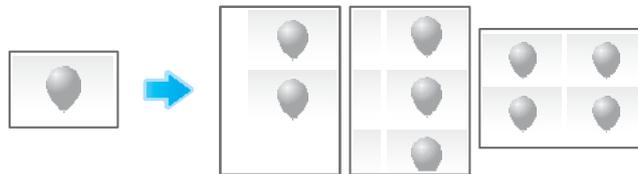
- 7 Tap [OK].
- 8 Press the **Start** key.
The original is scanned, and copying starts.

Copying an original image repeatedly on the same side of a single sheet ([Image Repeat])

Copy an original image repeatedly copied onto the same side of a single sheet. This function is useful for creating a template for memo and ticket.

The number of times repeated is determined automatically according to the original and paper sizes, or zoom ratio. You can also specify an arbitrary number of times.

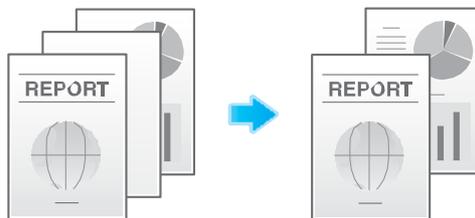
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Skipping blank pages ([Blank Page Removal])

Blank pages contained in the original loaded on the **ADF** are skipped when the original is copied. You can reduce the number of sheets printed.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".





**Specifying the Size or Type of
the Paper to Be Copied**

5 Specifying the Size or Type of the Paper to Be Copied

Selecting the size and type of paper ([Paper])

This machine selects paper automatically based on the size of the detected original when making a copy. If necessary, you can specify paper with a type or size different from that of the original to make a copy.

You can also change the size and type of paper loaded in a paper tray.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

Copying on paper of a special size ([Custom Size])

Copy on special size paper using the **Bypass Tray**. Specify the width and length of the paper. You can assign name and register the paper size to the memory once it is specified. You can recall the size in the future.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

Copying on a wide paper ([Wide Paper])

You can specify a paper size that is slightly larger than the size of the original as wide paper. If you specify wide paper to print the original on, the original image is arranged at the center of the page so that no part of the image is lost.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- To specify a wide paper, select the paper size with W (8-1/2 x 11W (A4W), etc.). If you select wide paper that is the same size as an original, the original is copied at 100% magnification. For example, load paper with 11 x 17 (A3) into the paper tray, and set the paper size to 8-1/2 x 11W (A4W). If you select the tray to copy an original with 8-1/2 x 11 (A4), the original is copied at 100% magnification.

Changing the paper setting of the paper tray ([Change Tray Setting])

Change the paper type and paper size of the paper tray.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



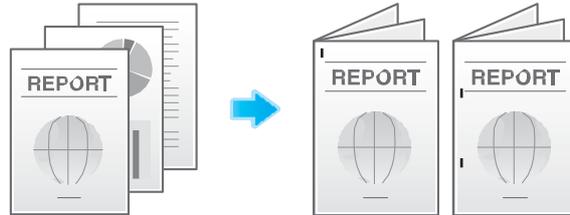
Binding Copied Paper

6 Binding Copied Paper

Stapling paper ([Staple])

Each set of copied sheets is stapled (in a corner or two positions) before it is output. This function is useful for preparing a project proposal or other booklet materials.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



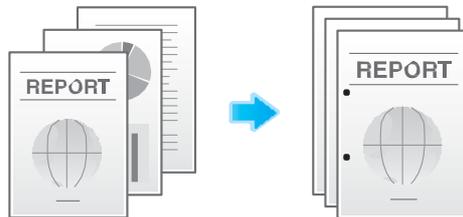
Tips

- To use the Staple function, the optional **Finisher** is required.

Punching the printed sheets ([Punch])

Copied sheets are punched for filing before they are output. This function is useful when you want to bind printed materials in files.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- To use the Punch function, the **Finisher FS-534** and **Punch Kit PK-520** or the **Finisher FS-533** and **Punch Kit PK-519** are required.

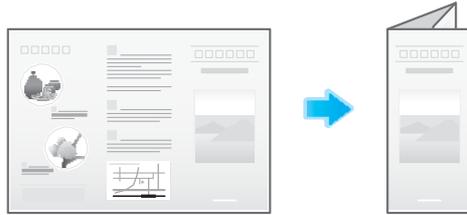
Folding/Biding ([Fold/Bind])

The copied sheets are folded or bound in the center before they are output.

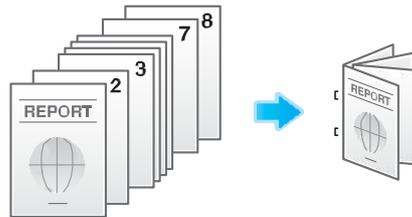
For details on the Half-Fold function, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



For details on the Tri-Fold function, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



For details on the Center Staple function, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- To use the Half-Fold/Center Staple function, the **Finisher FS-534** and **Saddle Sticher SD-511** are required.
- To use the Tri-Fold function, the **Finisher FS-534** and **Saddle Sticher SD-511** are required.

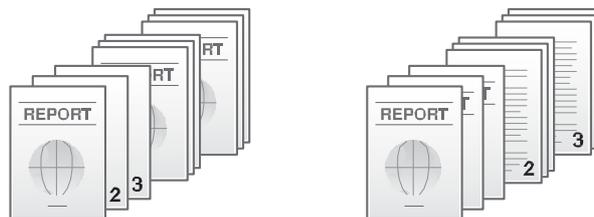
Outputting by sets ([Group/Sort])

Select whether to sort the output sheets or group them when printing multiple sets of copies.

If you select "Sort", the sheets are sorted and output in sequence. For example, pages "1", "2", "3", "4" and "5" are printed as a single set and output, and the specified number of sets of sheets are output. While if you select "Group", the sheets are grouped and output by page. For example, the first page is printed three times and output as a group. Then, the second page is printed three times and output, the third page is printed three times and output, and so on.

When you use both the Sort and Offset functions, the output position of each set is staggered to enable you to easily prepare handouts.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

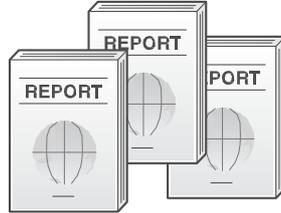
- When [Auto] is selected, the Sort and Group functions are switched automatically according to the number of printed sheets for each set. If the number of printed sheets for each set is 1, the Group function is applied. If the number is 2 or larger, the Sort function is applied.

Outputting by page number or by set ([Offset])

When multiple sets of copies are printed, the output position of each set is staggered to enable easy separation.

You can offset each set of copies by using the Sort and Offset functions. This function is useful for preparing handouts.

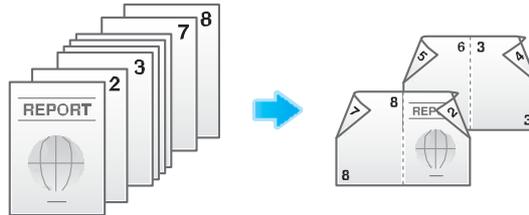
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Printing in a booklet format ([Booklet])

The pages in the original data are arranged and spread in a booklet format and printed on both sides of sheets. You can also specify the binding position, or insert front and back covers.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- To use the Half-Fold/Center Staple function, the **Finisher FS-534** and **Saddle Sticher SD-511** are required.

Adding margin on pages ([Page Margin])

You can add a margin for binding copied sheets. Set a binding position and a margin for each page.

If an image is displaced due to an excessively large margin, you can shift the image in the horizontal or vertical direction and return it to its original position. This is useful for adjusting the image position when you file print sheets.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- If the positions of the staples or punched holes are different from the binding position, the positions of the staples or punched holes are given priority.
- If part of the image is lost when copied with the specified binding margin settings, reduce the zoom and perform copying.



Specifying the Original Size and Scan Method

7 Specifying the Original Size and Scan Method

Specifying the original size ([Original Size])

The size of the original is detected automatically. If the size of the original is not detected correctly, select a key that indicates the size of the original to be scanned.

If the machine cannot detect the size of irregular sized originals, manually specify the size.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

Specifying the original binding position ([Binding Position])

When scanning a 2-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed between the front and rear faces.

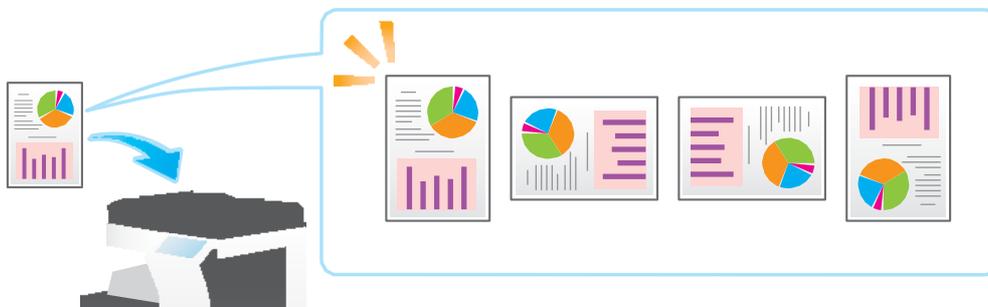
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original etc..., you can specify the original loading direction so that the vertical direction is set correctly.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Scanning originals of varying sizes in a batch ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

NOTICE

Load all the original pages into the **ADF** so that the top edges of the pages are toward the back or the left side of the machine.



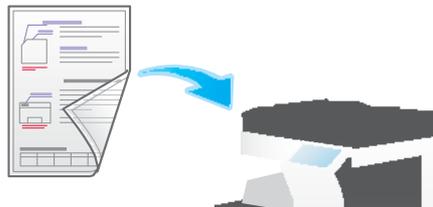
The following chart shows the possible combinations of standard-sized paper that can be used for the Mixed Original setting.

Original Size	Maximum Original Width
11 x 17 w (A3 w)	11 x 17 w (A3 w), 8-1/2 x 11 v (A4 v)
8-1/2 x 11 v (A4 v)	11 x 17 w (A3 w), 8-1/2 x 11 v (A4 v)
8-1/2 x 14 w (B4 w)	11 x 17 w (A3 w), 8-1/2 x 11 v (A4 v), 8-1/2 x 14 w (B4 w), B5 v
B5 v	11 x 17 w (A3 w), 8-1/2 x 11 v (A4 v), 8-1/2 x 14 w (B4 w), B5 v
8-1/2 x 11 w (A4 w)	11 x 17 w (A3 w), 8-1/2 x 11 v/w (A4 v/w), 8-1/2 x 14 w (B4 w), B5 v, 5-1/2 x 8-1/2 v (A5 v)
5-1/2 x 8-1/2 v (A5 v)	8-1/2 x 11 w (A4 w), 5-1/2 x 8-1/2 v (A5 v)
B5 w	8-1/2 x 14 w (B4 w), B5 v/w, 8-1/2 x 11 w (A4 w), 5-1/2 x 8-1/2 v (A5 v)
5-1/2 x 8-1/2 w (A5 w)	B5 w, 5-1/2 x 8-1/2 w (A5 w)

Scanning an original thinner than normal paper ([Thin Paper Original])

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

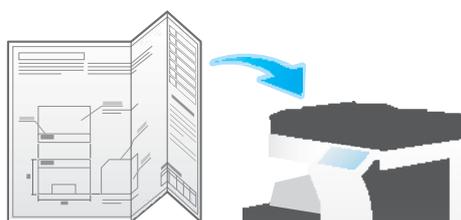
**Scanning a folded original ([Z-Folded Original])**

Even the original sizes of folded originals can be detected accurately. If a folded original is loaded into the **ADF**, its size may not be detected correctly. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

NOTICE

Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.



Scanning while removing dust in the slit glass ([Despeckle])

When scanning an original through **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

It takes longer to finish scanning of originals, compared to the normal operation.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

Scanning a number of originals ([Separate Scan])

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

In [Separate Scan], you can switch between the **ADF** and **Original Glass** for scanning the originals.

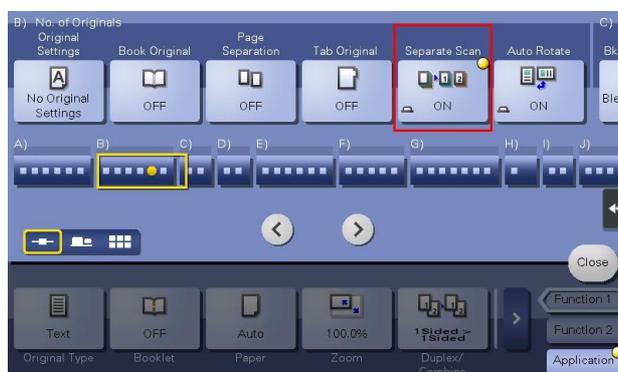


- 1 Load the original.

NOTICE

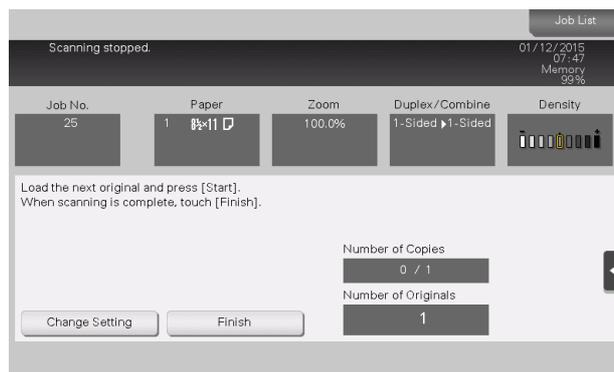
*Do not load more than 100 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼mark. Doing so may cause an original paper jam, damage the originals, and/or lead to the **ADF** failure.*

- 2 Tap [Application] - [No. of Originals] - [Separate Scan], and set to [ON].



- 3 Press the **Start** key.
The original is scanned.

- 4 Load the next original, then press the **Start** key.
 → If desired, tap [Change Setting] to change the copy settings according to the new original.



- 5 Repeat Step 4 until all originals are scanned.
 6 After all originals are scanned, tap [Finish] and press the **Start** key.
 Copying begins.

Related setting

- You can select whether to scan originals continuously at all times even though [Separate Scan] is not specified when scanning originals using the **Original Glass** (Default: [No]). For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".
- You can select the timing that the copy begins when scanning an original by specifying [Separate Scan]. (Default: [Page Print]) For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Copying multiple originals in different settings collectively ([Program Jobs])

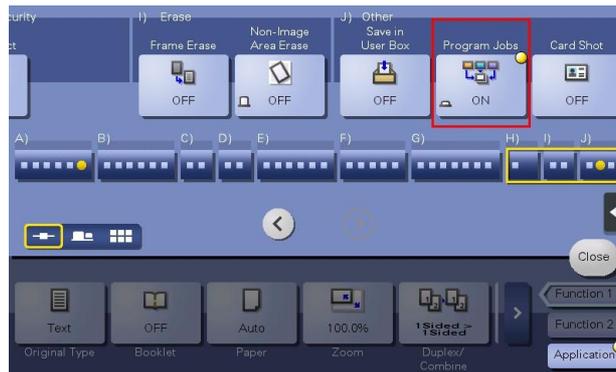
Originals are scanned with different settings for each set, and copied collectively. Use this function when various types of originals are mixed, such as 1-sided original to be printed on one side of paper, and 2-sided original to be copied by enlarging. After all originals have been scanned, you can add page numbers or finishing functions, such as sort, to copy them.



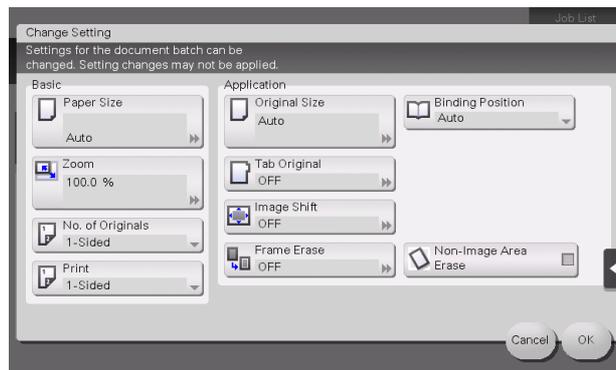
- © The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.
- © When you set [Program Jobs], [Group] cannot be selected in [Finishing].

- 1 Load the original.

- 2 Tap [Application] - [Other] - [Program Jobs], and set to [ON].

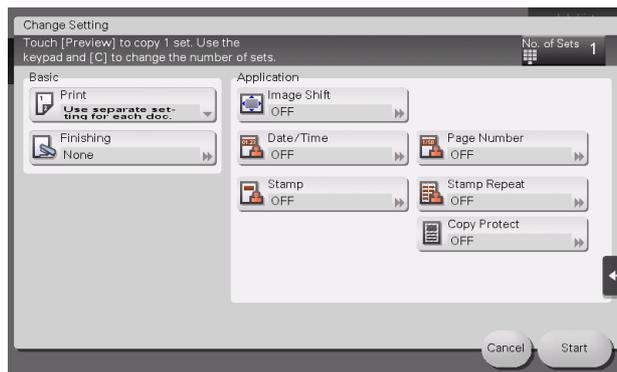


- 3 Configure the copy settings, then press the **Start** key.
The original is scanned.
- 4 To fix the scan result, tap [Yes].
→ To scan the original again, tap [No]. Tap [Change Setting] to change the copy settings.
→ When the original has been placed on the **Original Glass**, tap [Finish].
- 5 Load the next original and tap [Change Setting].
- 6 Configure the copy settings, then press the **Start**.
→ Repeat Steps 3 to 5 until all originals have been scanned.



- 7 After all original pages have been scanned, tap [Finish].
- 8 Tap [Yes].

9 Specify finish settings as required, then tap [Start].



Copying begins.



Copying Various Types of Originals

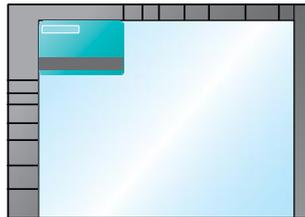
8 Copying Various Types of Originals

Copying the front and back sides of a card on the same side of a single sheet ([Card Shot])

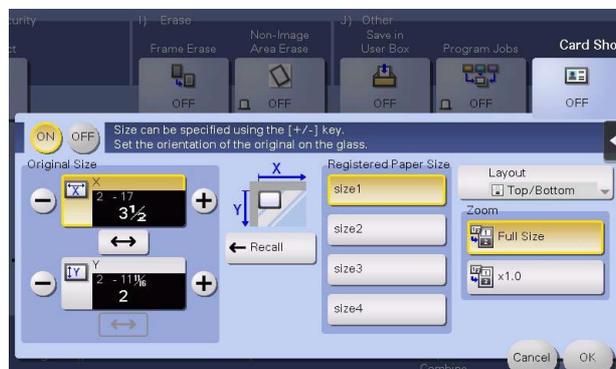
When you want to copy cards, such as an insurance card, a driver license card and a business card, you can arrange the front and back sides of the card on a single page and print the images on to the same side of one sheet. This can reduce the number of sheets used.



- 1 Place a card on the **Original Glass**.
→ Place the top side of the card at the back, and align the card to the left back of the **Original Scale**.

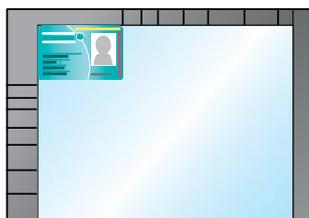


- 2 Tap [Paper], and specify the paper tray for printing the card.
→ If you specify [Card Shot], you must specify a paper tray other than [Auto].
- 3 Select [Application] - [Other] to set [Card Shot] to [ON], and configure the [Original Size], [Layout], and [Zoom] settings according to the finishing image.
→ For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



- 4 Press the **Start** key.
The front side of the card is scanned.

- 5 Turn the card over, and place it on the **Original Glass**.
 → Place the card at the same position that is shown in Step 1.



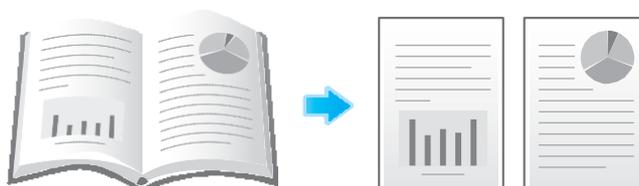
- 6 Press the **Start** key.
 The back side of the card is scanned.
- 7 After both sides of the card are scanned, tap [Finish] and the **Start** key.
 Copying begins.

Splitting the left and right pages of a book and catalog ([Book Original])

You can copy two-page spreads such as books and catalogs separately into the left and right pages, or copy on a single sheet as one page. Place a book or catalog on the **Original Glass**; you do not need to close the **ADF** to scan it.

When you use both the book original and 2-sided copy functions and staple the copied sheets, you can easily create simple books.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

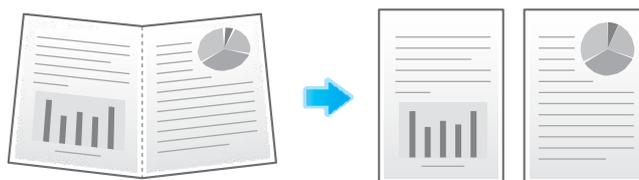


Splitting the left and right pages of two-page spreads ([Page Separation])

Copy two-page spreads, such as a catalog with the staples removed, separately into the left and right pages.

You can copy a two-page spread separately into two pages with single operation, with no need of scanning each page separately. Place the two-page spread in the **ADF**.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

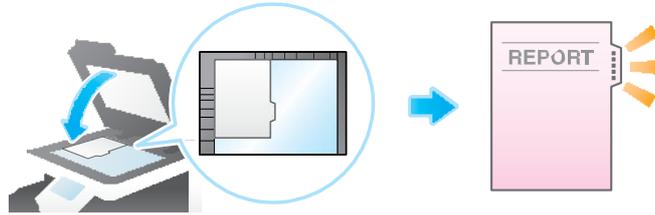


Copying an index original on index paper ([Tab Original])

Copy an index original onto index paper, including the index tab.

Place the index original on the **Original Glass**.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys][Copy]".

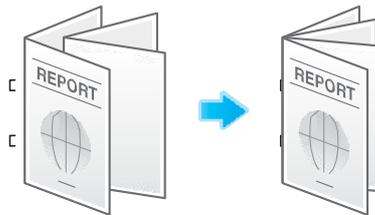


⌚ Reference

Load the index paper in the **Bypass Tray**. For details on how to load index paper, refer to "User's Guide[Introduction][Loading Paper]".

Copying a catalog ([Booklet Original])

Scan a catalog with the staples removed as a 2-sided original, make a 2-sided copy, and staple the center of the paper in the same manner as the original catalog.



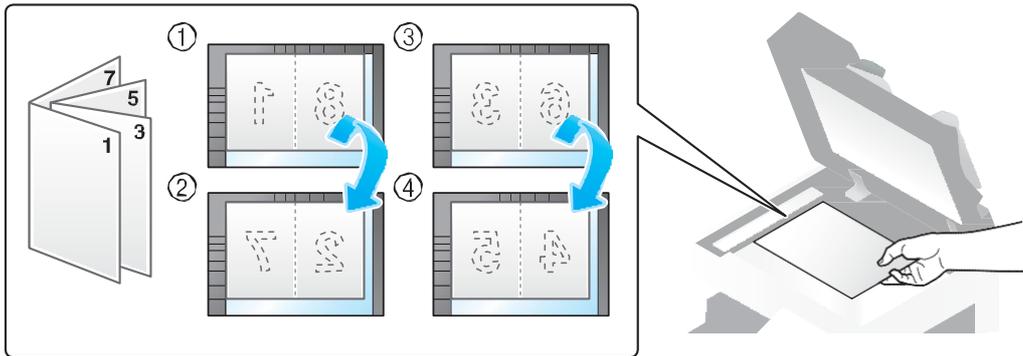
Ⓒ To configure [Booklet Original], the **Finisher FS-534** and **Saddle Stitcher SD-511** are required.

1 Load the original.

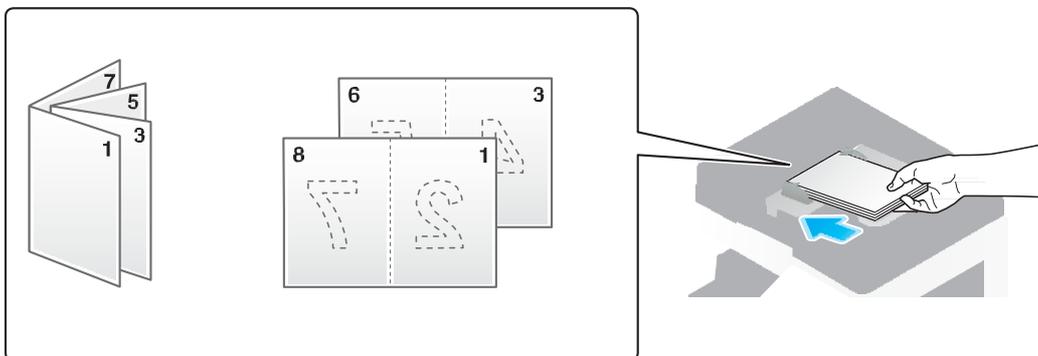
NOTICE

Load a catalog with the staples removed.

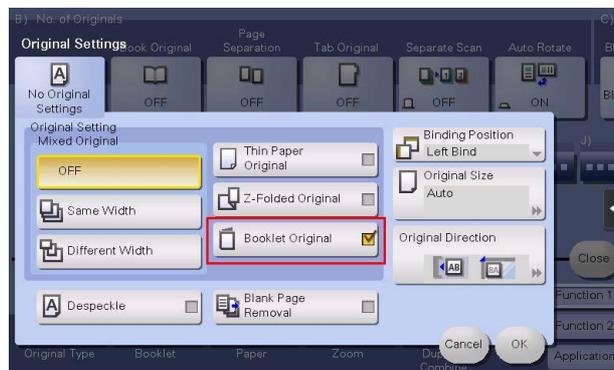
→ To use the **Original Glass**, position the pages in order, starting with the side that includes the first page, then the side that includes the second page, then the side that includes the third page.



→ To use the **ADF**, load the pages with the side that includes the first page on top.



2 Tap [Application] - [No. of Originals] - [Original Settings], and select [Booklet Original].



3 Press the **Start** key.

→ If the original is loaded into the **ADF**, copying begins.
 → If it is loaded on the **Original Glass**, go to the step 4.

4 After all originals are scanned, tap [Finish] and press the **Start** key.
 Copying begins.



Adjusting the Layout for Copying

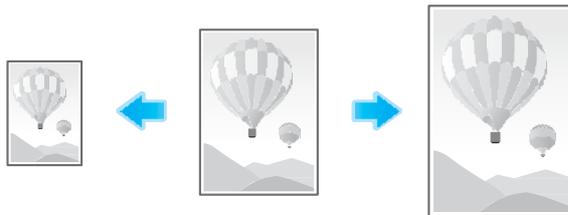
9 Adjusting the Layout for Copying

Enlarging or reducing an image for copying ([Zoom])

Copy an image enlarged or reduced by the specified zoom ratio.

You can specify the zoom ratio by automatically specifying it according to the size of the original and the paper size, by selecting from the registered zoom ratios, or by manually entering an arbitrary zoom ratio.

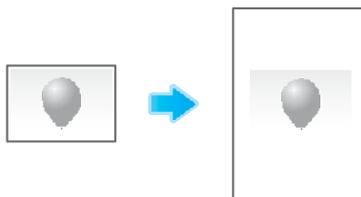
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Copying the original image to the center of paper ([Image Adjust])

Copy while placed at the center of paper with the original size unchanged.

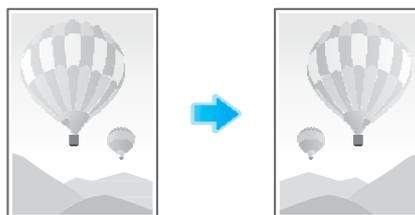
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Reversing the left and right of the original image ([Mirror Image])

Copy the original image by reversing its left and right, like a reflection image on the mirror.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".

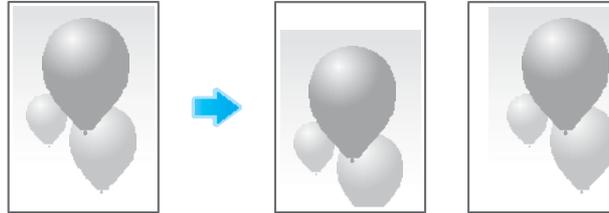


Fine-tuning the print position ([Image Shift])

You can fine tune the image position by shifting it in a horizontal or vertical direction according to the paper size. When an image is printed on both sides, the image position on the back side can also be fine tuned.

Use this function when you want to make a fine adjustment, such as changing the print position a little or printing images in different positions between the front and back sides.

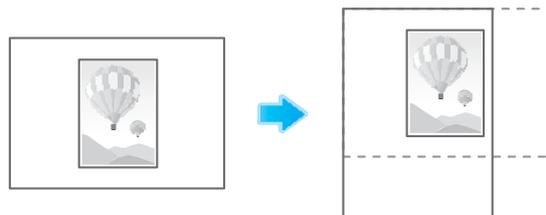
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Copying the original in the loading direction with no rotation ([Auto Rotate])

This machine automatically adjusts the rotation for copying even if the orientations of the original and paper are different. When necessary, you can copy the original without adjusting the rotation. This function is available when you are only copying part of the original.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



10

Inserting a Cover Sheet or Blank Sheet into Copied Documents

10 Inserting a Cover Sheet or Blank Sheet into Copied Documents

Inserting front and back covers ([Cover Sheet])

You can insert cover sheets, which may be different from those used for the body, before the first page and after the end page of the original. The paper used for the front and back cover sheets can be different from that used for body pages (in paper color and thickness). They can be printed at the same time.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



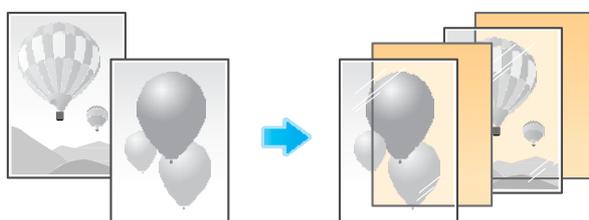
Tips

- Use the cover and text sheets of the same size, and stack them in the same direction.

Inserting paper between transparencies ([OHP Interleave])

When copying onto multiple transparencies, you can insert the specified paper between the transparencies. These sheets of paper prevent the transparencies from sticking together due to heat generated during copying or static electricity.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Reference

Load transparencies into the **Bypass Tray**. For details on how to load transparencies, refer to "User's Guide[Introduction]/[Loading Paper]".

NOTICE

Do not use a transparency that has been through the machine even once. Doing so may lead to reduced print quality, a paper jam, or damage to the machine. Even if a transparency has been discharged without being printed, it cannot be reused.

Inserting a different sheet into the specified page ([Insert Sheet])

Paper different from other pages is inserted into the specified pages.

You can insert color paper and thick paper. You can also select whether to copy the original onto the inserted paper.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

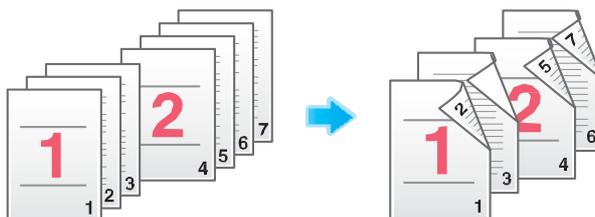
- Use the insert sheets and text papers of the same size, and stack them in the same direction.

Arranging the first page of the chapter on the front side ([Chapters])

When an original is copied onto both sides of sheets of paper, the first page of each chapter is always printed on the front side of paper.

The first page of each chapter and the text are copied on the same paper. Also, you can use a different sheet from text pages for the first page of each chapter.

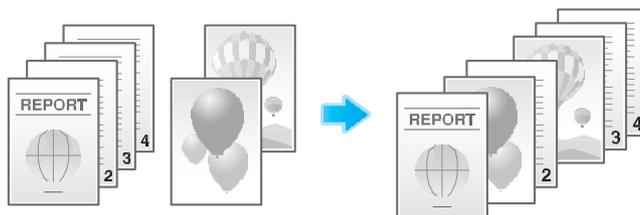
For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Inserting an original into the specified page ([Insert Image])

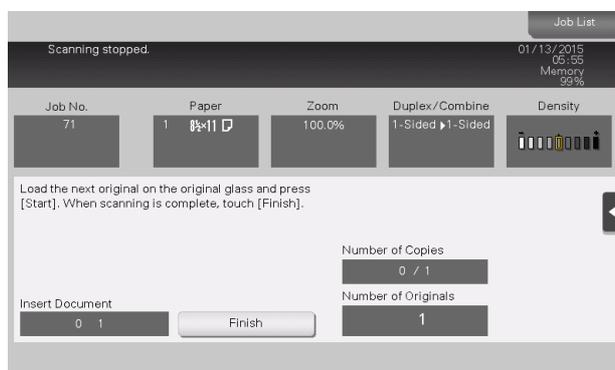
The original scanned using the **Original Glass** is inserted after the page you have specified in the original scanned using the **ADF**.

Even for originals that cannot be loaded into the **ADF**, such as books, you can collectively copy without the need of scanning separately with single operation.



- 1 Load the original into the **ADF**.
- 2 Select [Application] - [Tailoring] to set [Insert Image] to [ON], and specify the page of the original scanned using the **ADF** to which you want to insert an original.
→ For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".
- 3 Press the **Start** key.
An original loaded into the **ADF** is scanned.

- 4 Place the original to be inserted on the **Original Glass**, then press the **Start** key.
- The original on the **Original Glass** is scanned using the same settings as for the original scanned in the **ADF**.
 - If you want to insert originals of multiple pages, repeat Steps 3 and 4, and scan these originals according to the page order to be inserted.



- If the number of original pages to be inserted is larger than the setting, the excess pages are printed after the final page of the original.

- 5 After the original to be inserted is scanned, tap [Finish] and the **Start** key. Copying begins.

11

**Adding Text or an Image to
the Original**

11

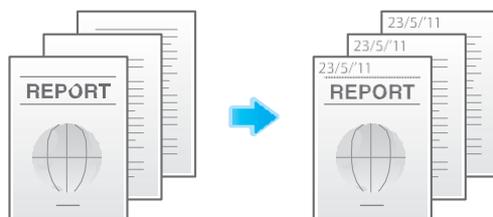
11 Adding Text or an Image to the Original

Adding the date and time ([Date/Time])

Select the stamping position and format, and add the date and time on copied sheets.

The date and time can be printed either on all pages or only on the first page.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

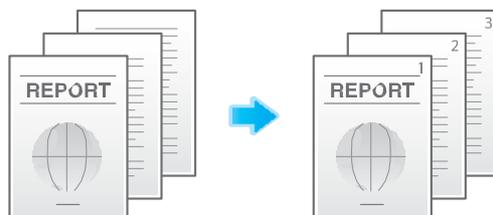
- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

Adding the page number ([Page Number])

Select the stamping position and format, and add page and chapter numbers on copied sheets.

Page and chapter numbers are printed on all pages.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

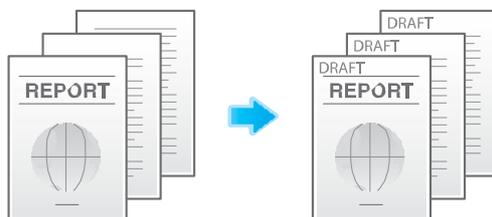
- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

Adding a stamp ([Stamp])

Text such as "PLEASE REPLY" and "DO NOT COPY" are printed on the first page or all pages. You can select the text to be printed from the registered fix stamps and arbitrary registered stamps.

Since text is printed without modifying the original, it is convenient to handle important documents on which addition or modification is not permitted.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

Reference

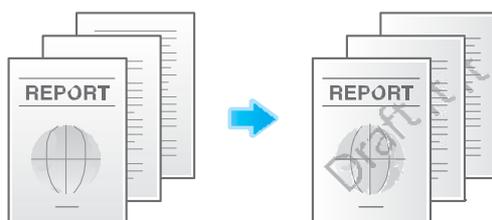
You can register and edit stamp data using the **Web Connection** data management utility. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

Adding a watermark ([Watermark])

Text such as "Copy" and "Private" are printed on the center of all pages in a tint color.

By printing a watermark, you can specify the handling policy of copied documents.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



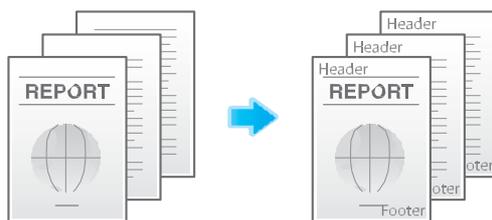
Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

Adding information to the header/footer ([Header/Footer])

Add the date, time and any other desired text in the top and bottom margins (header/footer) of the specified page. You must register the information to be added for the header and footer in advance on this machine.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.



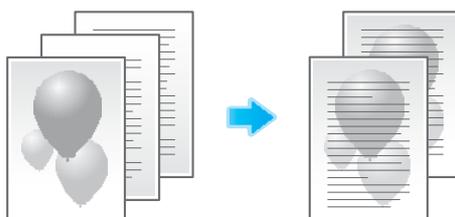
Related setting (for the administrator)

- For details on how to register the information to be added for the header and footer, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Utility]".

Composing an overlay image ([Overlay])

The original image scanned in the first page is overlaid on the originals scanned in the subsequent pages. The original to be scanned in the first page is used for overlay image. For example, if you copy three original pages, two pages are output, including "a merged image of the first and second pages" and "a merged images of the first and the third pages". The Overlay function is useful for overlay of text, pictures or figures not prepared in other stamp functions on the original.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

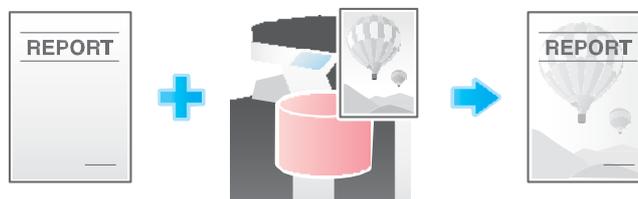
- This function is available when this machine is equipped with an optional **Extension Memory**.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

Composing stored images ([Registered Overlay])

Register original images to the hard disk of this machine as overlay image.

You can call a registered overlay image and compose it on an original scanned later. It will be useful to register frequently used overlay images.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys][Copy]".



Tips

- This function is available when this machine is equipped with an optional **Extension Memory**.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

12

**Erasing an Unnecessary
Portion for Copying**

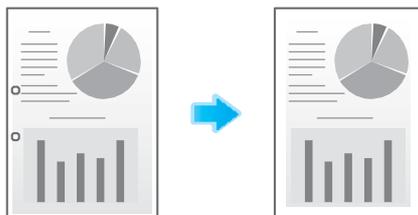
12 Erasing an Unnecessary Portion for Copying

Erasing text and shadows in the margins of an original ([Frame Erase])

Erases the four sides of the original by the same width amount. You can specify the width to be erased for each side.

This is convenient when you want to erase the reception record of the header and footer of a fax, or shadow of punch holes in the original.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Erasing shadows outside the original ([Non-Image Area Erase])

When making copies with the **ADF** open and the original placed on the **Original Glass**, the machine detects the outline of the original and erases shadows outside the original.

You can copy receipts and thick books when the **ADF** is open while preventing the area outside the original image from being printed in black.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- The scanning area on the **Original Glass** is the same as the specified paper size. Place the original within the scanning area.
- The size of the original automatically detected is 3/8 inch x 3/8 inch (10 mm x 10 mm) or larger. If the size detection fails, a blank sheet of paper is output.
- The top or end of the original image may be cut off.

13

Deterring Unauthorized Copying

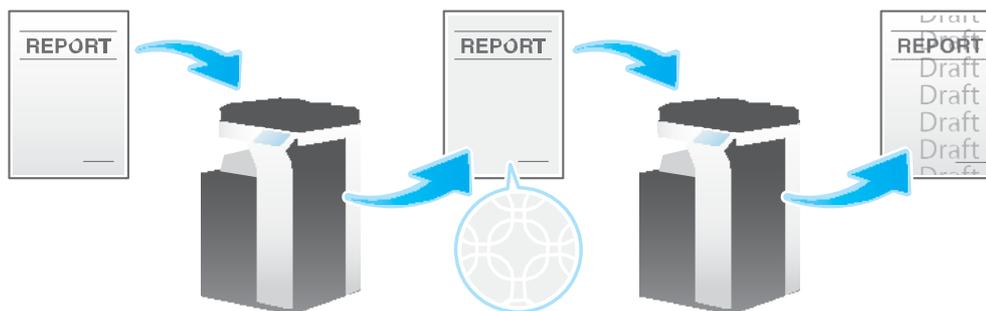
13 Detering Unauthorized Copying

Printing a concealed security watermark ([Copy Protect])

Text such as "Copy" and "Private" are printed in the background pattern as concealed text. This function is called the Copy Protect function.

When a copy-protected document is copied, the concealed security watermark appears on the entire page, thereby indicating that it is an unauthorized copy.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

Reference

You can register and edit copy protect data using the **Web Connection** data management utility. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

Adding a stamp on the entire page ([Stamp Repeat])

Stamp such as "Copy" and "Private" are printed on the entire page.

By printing text such as "Copy" or "Private" as a visible stamp, you can deter unauthorized copying.

For details, refer to "User's Guide[Descriptions of Functions/Utility Keys]/[Copy]".



Tips

- This function is available when the Web browser function is disabled. When the optional **Extension Memory** is installed, this function is available regardless of whether the Web browser function is enabled or disabled.
- The **Hard Disk** is optional in some areas. When installing the optional **Extension Memory**, the optional **Hard Disk** must also be installed in this machine.

☺ Reference

You can register and edit stamp data using the **Web Connection** data management utility. For details, refer to "User's Guide[Web Management Tool]/[Registering Various Types of Information]".

14

Saving Original Images to a User Box

14 Saving Original Images to a User Box

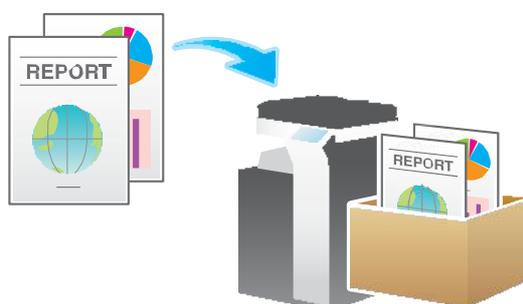
You can save original images on the hard disk (user box) of this machine. The saved originals can be called later for printing. Therefore, the original copy is not needed when you want to print another copy of the original. It will be useful to save frequently used originals in a user box.

Tips

- The **Hard Disk** is optional in some areas. To use this function, the optional **Hard Disk** must be installed in this machine.

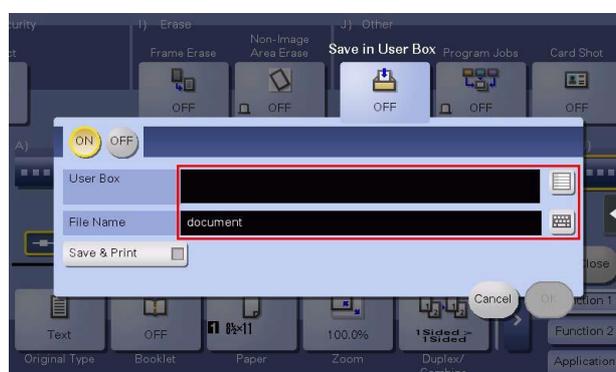
The destination can be a Public User Box, a Personal User Box, a Group User Box, or an Annotation User Box.

- For details on the User Box, Personal User Box, and Group User Box, refer to "User's Guide[Box Operations]/[About the Boxes]".
- For details on the Annotation User Box, refer to "User's Guide[Box Operations]/[About the Boxes]".

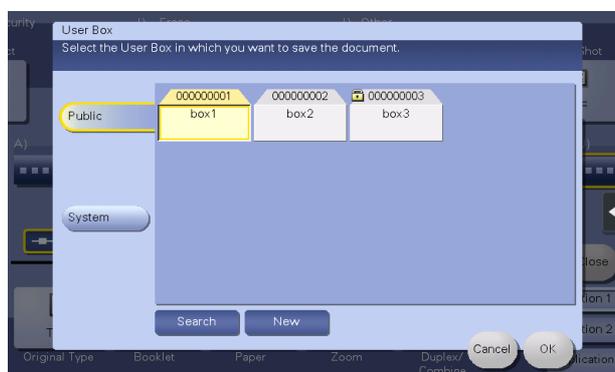


- © To save the original in an Annotation User Box, the user box must be registered in advance. For details on how to register, refer to "User's Guide[Box Operations]/[Annotate Files (Annotation)]".

- 1 Load the original.
- 2 Tap [Copy].
- 3 Select [Application] - [Other] to set [Save in User Box] to [ON], and tap the input area or the list icon of the [User Box].
 - If necessary, tap the input area or the keyboard icon of [File Name], and change the document name to save it to the user box.
 - If [Save & Print] is set, the original can be printed and saved in the user box at the same time.



- 4 Specify the destination user box, and tap [OK].
 - To save the original to a Public User Box, a Personal User Box, or a Group User Box, tap [Public], [Personal], or [Group] and select the destination user box. Tap [New] and enter a new user box number to register the destination user box.
 - To save the original in an Annotation User Box, tap [System] and select the destination user box.



- 5 Tap [OK].
- 6 Press the **Start** key.

The original is scanned and saved to the specified user box. If [Save & Print] is set, the original is printed and saved in the user box at the same time.

