Canon

imageRUNNER
3045 / 3035 / 3030 / 3025

Copying and Mail Box Guide

Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

imageRUNNER 3045/3035/3030/3025

Copying and Mail Box Guide

Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.

Guides with this symbol are printed manuals.

Guides with this symbol are included on the accompanying CD-ROM. (See footnote on the next page.)

- **Quick Reference for Basic Operations**

Easy Operation Guide

- **Learn How to Use Your Machine**
  The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine.

Tutorial CD

- **Basic Operations**
- **Troubleshooting**

Reference Guide

- **Copying and Mail Box Instructions**

Copying and Mail Box Guide (This Document)

- **Sending and Fax Instructions**

Sending and Facsimile Guide

- **Setting Up the Network Connection and Installing the CD-ROM Software**

Network Quick Start Guide

- **Remote User Interface Instructions**

Remote UI Guide

- **Network Connectivity and Setup Instructions**

Network Guide

- **Network ScanGear Installation and Instructions**

Network ScanGear User's Guide

- **PS/PCL/UFR II Printer Instructions**

PS/PCL/UFR II Printer Guide

- **PCL Printer Driver Installation and Instructions**

PCL Driver Guide

- **PS Printer Driver Installation and Instructions**

PS Driver Guide

- **UFR II Printer Driver Installation and Instructions**

| UFR II Driver Guide | CD-ROM |

- **Mac OS X PS Printer Driver Installation and Instructions**

| Mac PS Driver Guide | CD-ROM |

- **Mac OS X UFR II Printer Driver Installation and Instructions**

| Mac UFR II Driver Guide | CD-ROM |

- **Fax Driver Installation and Instructions**

| Fax Driver Guide | CD-ROM |

- **Installing MEAP Applications and Using the Login Service**

| MEAP SMS Administrator Guide | CD-ROM |

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1 | Introduction to the Copy Functions

Chapter 2 | Introduction to the Mail Box Functions

Chapter 3 | Basic Copying and Mail Box Features

Chapter 4 | Special Copying and Mail Box Features

Chapter 5 | Memory Features

Chapter 6 | Sending and Receiving Documents Using the Inboxes

Chapter 7 | Using the Express Copy Basic Features Screen

Chapter 8 | Customizing Settings

Chapter 9 | Appendix

Includes the combination of functions chart and the index.

Contents

Chapter 3   Basic Copying and Mail Box Features

Chapter 4   Special Copying and Mail Box Features

Chapter 5   Memory Features

Chapter 6   Sending and Receiving Documents Using the Inboxes

Chapter 7   Using the Express Copy Basic Features Screen

Chapter 8   Customizing Settings

Chapter 9   Appendix

Preface

Thank you for purchasing the Canon imageRUNNER 3045/3035/3030/3025. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

⚠ WARNING   Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

⚠ CAUTION   Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. To use the machine safely, always pay attention to these cautions.

✋ IMPORTANT   Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.

✎ NOTE   Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

• Touch Panel Display Keys: [Key Name]

   Examples: [Cancel]

                                [Done]

• Control Panel Keys: Key Icon (Key Name)

   Examples: ⊙ (Start)

                                △ (Stop)

Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the optional Universal Send Kit has been activated, and the following optional equipment is attached to the imageRUNNER 3045: the Super G3 FAX Board, UFR II/PCL Printer Kit, Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

The keys which you should press are marked with a ⊂⊃, as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

1 **Place your originals → press [Special Features].**

Press this key for operation.
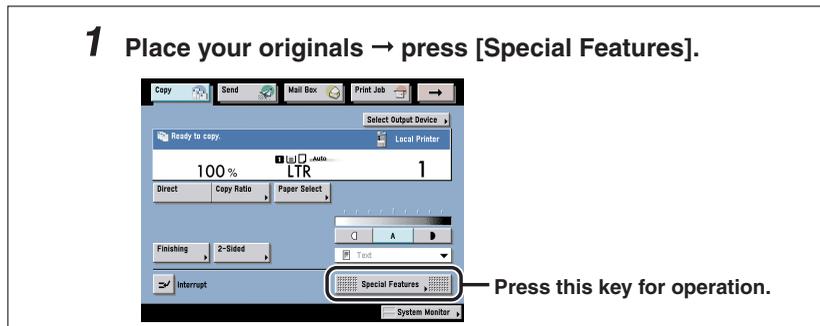
Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the imageRUNNER 3045 has the following optional equipment attached to it: the Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.
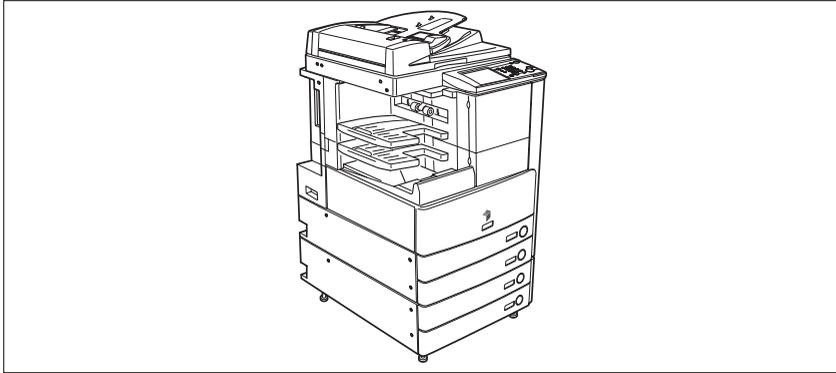
Legal Notices

Trademarks

Canon, the Canon logo, imageRUNNER, and MEAP are registered trademarks, and the MEAP logo is a trademark of Canon Inc. in the United States and may also be a trademark or registered trademark in other countries.

Adobe and Adobe Acrobat are trademarks of Adobe Systems Incorporated.

Ethernet is a trademark of Xerox Corporation.

Other product and company names herein may be the trademarks of their respective owners.

Copyright

Copyright 2006 by Canon Inc. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior written permission of Canon Inc.

Disclaimers

The information in this document is subject to change without notice.

CANON INC. MAKES NO WARRANTY OF ANY KIND WITH REGARD TO THIS MATERIAL, EITHER EXPRESS OR IMPLIED, EXCEPT AS PROVIDED HEREIN, INCLUDING WITHOUT LIMITATION, THEREOF, WARRANTIES AS TO MARKETABILITY, MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OF USE OR NON-INFRINGEMENT. CANON INC. SHALL NOT BE LIABLE FOR ANY DIRECT, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY NATURE, OR LOSSES OR EXPENSES RESULTING FROM THE USE OF THIS MATERIAL.

Introduction to the Copy Functions

1

This chapter is an introduction to the Copy functions.

Overview of the imageRUNNER 3045/3035/3030/3025

Most operations of this machine are done from the touch panel display. To use the Copy functions, press the appropriate key in accordance with the messages displayed on the touch panel display.

Switching the Copy Basic Features Screen

After the power is turned ON, the Regular Copy Basic Features screen appears on the touch panel display. This machine also includes an Express Copy function. The Express Copy function is useful for advanced users, as it allows you to set the various copying modes with fewer steps than the Regular Copy function. The following screens are examples of the Basic Features screen for the copying function. You can press Copy [Copy] or Express Copy [Express Copy] to switch the Copy Basic Features screen.
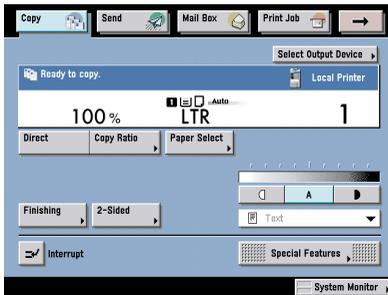
Regular Copy Basic Features Screen
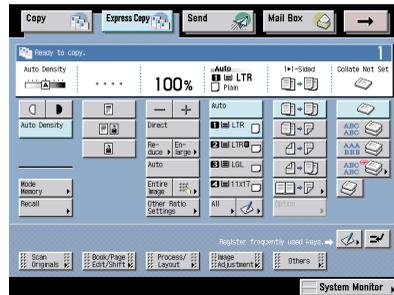
Express Copy Basic Features Screen

The Express Copy Basic Features screen simplifies the copying procedures of the Regular Copy Basic Features screen. For information on how to use the Express Copy Basic Features screen, see chapter 7, "Using the Express Copy Basic Features Screen."

- By default, only the Regular Copy function key is displayed on the Copy Basic Features screen. You can set to display the Express Copy function key from the Additional Functions screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- You can display the Regular Copy function key, Express Copy function key, or both.
- After changing the copy settings, even if you switch to the Express Copy Basic Features screen from the Regular Copy Basic Features screen, or vice versa, the copy settings will be retained.
- If you press ◎ (Reset) on the Express Copy Basic Features screen, the display returns to the Express Copy Basic Features screen. If you press ◎ (Reset) on the Regular Copy Basic Features screen, the display returns to the Regular Copy Basic Features screen.

Various Copying Features

■ Regular Copy Basic Features Screen

The screen below, which appears when [Copy] is selected, is called the Regular Copy Basic Features screen.
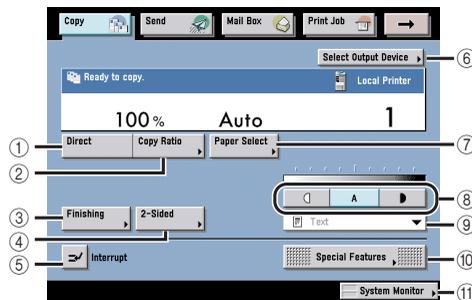
① Direct

Press to make copies in the same size as your original.

② Copy Ratio

Press to reduce or enlarge the copy size.

③ Finishing

Press to select the Collate, Group, or Staple mode.

④ 2-Sided

Press to make [1▶2-Sided], [2▶2-Sided], [2▶1-Sided], or [Book▶2-Sided] copies.

⑤ Interrupt

Press to interrupt a copy job to make priority copies.

⑥ Select Output Device

Press to select the printing destination for remote and cascade copying.

⑦ Paper Select

Press to select the paper size/type and the paper source.

⑧ Copy Exposure

Press [◁] or [▶] to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

⑨ Original Type Drop-Down List

Press to make copies according to the type of original ([Text/Photo], [Printed Image], [Photo], or [Text]).

⑩ Special Features

Press to select a Special Features mode.

⑪ System Monitor

Press to check the progress of a copy job, change the order of printing, or cancel printing.

■ **Special Features Screen 1/2**

The screen below, which appears on the touch panel display when you press [Special Features] on the Regular Copy Basic Features screen, is called the Special Features screen. This screen is divided into two screens. Pressing [▼] or [▲] displays the next or previous screen. All special copy modes are displayed here. In some cases, when a mode is selected, a more detailed screen for the selected mode appears. To close the Special Features screen and return to the Regular Copy Basic Features screen, press [Done]. Pressing ⓐ (Help) after selecting a mode displays the Help screen containing guidance information. This is useful when you want to learn more about the selected mode.
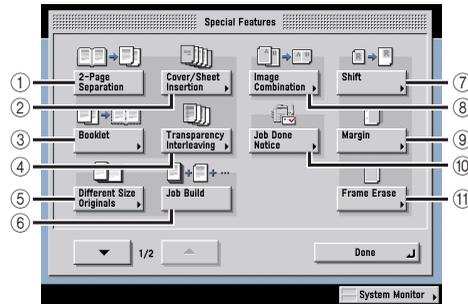
① **2-Page Separation**

Press to select or cancel the 2-Page Separation mode. This mode enables you to copy facing pages of an opened book onto separate copy sheets.

② **Cover/Sheet Insertion**

Press to add covers, sheet insertions, or chapter pages between specified pages.

③ **Booklet**

Press to make copies of several originals to form a booklet.

④ **Transparency Interleaving**

Press to insert a sheet between each transparency when copying transparencies. You can make the same prints on the interleaf sheets as those on the transparencies.

⑤ **Different Size Originals**

Press to make copies feeding different size originals together in one group, by placing them in the feeder.

⑥ **Job Build**

Press to select or cancel the Job Build mode. This mode enables you to divide the originals into several parts, scan them, and then print them all together. This is convenient when you cannot place all of the originals that you want to copy at one time.

⑦ **Shift**

Press to shift the position of the original image on the copy sheet.

⑧ **Image Combination**

Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.

⑨ **Margin**

Press to create margins along the sides of a copy sheet.

⑩ **Job Done Notice**

Press to have the machine notify the user through e-mail when the copy job is done.

⑪ **Frame Erase**

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

■ **Special Features Screen 2/2**

The screen below appears if you press [▼] on the Special Features screen.
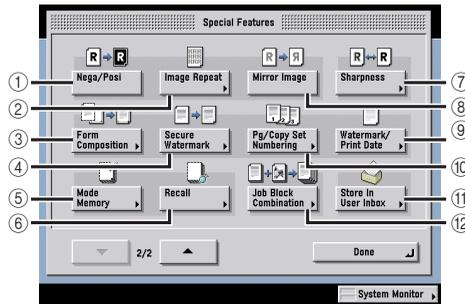
① **Nega/Posi**

Press to make copies of the original image by inverting the gradations of black-and-white.

② **Image Repeat**

Press to repeatedly copy the entire original image in either the vertical or horizontal direction.

③ **Form Composition**

Press to superimpose an image stored in memory onto the original image for copying.

④ **Secure Watermark**

Press to embed hidden text in the background. The hidden text will become visible if the resulting output is copied.

⑤ **Mode Memory**

Press to store or recall copy modes.

⑥ **Recall**

Press to recall previously set copy modes.

⑦ **Sharpness**

Press to sharpen or soften the image of the original on the copy.

⑧ **Mirror Image**

Press to copy the original image reversed, as if it were a reflection in a mirror.

⑨ **Watermark/Print Date**

Press to include the watermark and date on copies.

⑩ **Pg/Copy Set Numbering**

Press to include page and copy set numbers on copies.

⑪ **Store In User Inbox**

Press to store originals scanned from the Regular Copy Basic Features screen as a document in a User Inbox.

⑫ **Job Block Combination**

Press to scan multiple batches of originals with different copy settings and print them as one document.

Flow of Copy Operations

This section describes the flow of basic copy operations.

✎ NOTE

- Before using the Copy function, it is useful to read the following topics:
  - Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.)
  - Entering characters from the touch panel display (See Chapter 2, "Basic Operations," in the *Reference Guide*.)
  - Routine maintenance (See Chapter 7, "Routine Maintenance," in the *Reference Guide*.)
- If you are using a login service, log in and log out using the procedure for the login service you are using before and after operating the machine.
  - If you are using Department ID Management with the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the *Reference Guide*.
  - If you are using Department ID Management, see Chapter 2, "Basic Operations," in the *Reference Guide*.
  - If you are performing user authentication using the SDL or SSO login service, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To cancel all settings, press ⊘ (Reset).

1 Press [Copy].
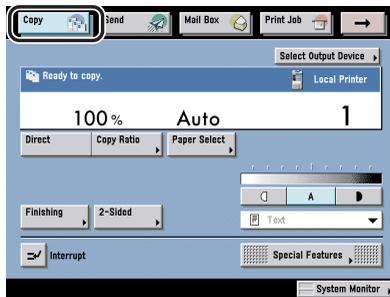
Regular Copy Basic Features Screen

2 **Place your originals.**
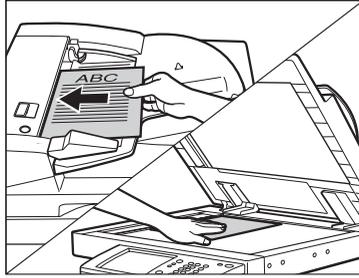
📝 NOTE

- For instructions on placing your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or the Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

3 **Gently close the feeder/platen cover.**
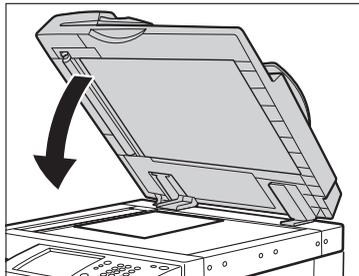
The paper size is recognized automatically. If the paper size recognized automatically is different from the paper size you want, press [Paper Select] → select the copy paper size. (See "Paper Selection," on p. 1-19.)

4 Specify the desired copy modes on the Copy Basic Features screen.
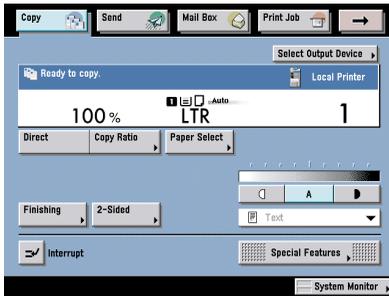
NOTE

On the Regular Copy Basic Features screen, you can select the paper size and type, copy exposure, original type, copy ratio, 2-sided mode, Finishing mode, and output device.

5 Set the desired copy modes on the Special Features screen.

❑ Press [Special Features].
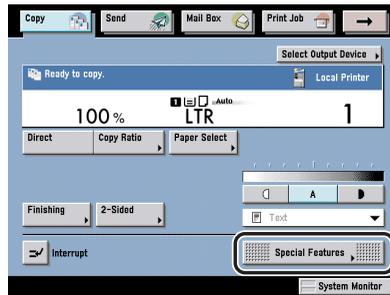
❑ Press the desired mode key to set the mode.
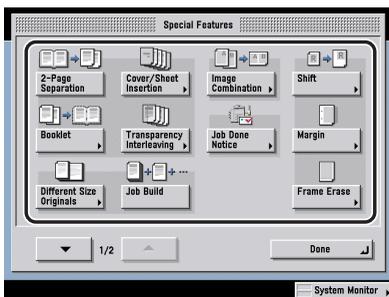
The Special Features screen is divided into two screens. Press [▼] or [▲] to display the desired mode.

For more information on the other available functions on the Special Features screen, see Chapters 4 through 5.

6 Press ⓪ - ⑨ (numeric keys) to enter the desired copy quantity (1 to 999).

If you make a mistake when entering values, press ⓒ (Clear) ➞ enter the correct value.

The copy quantity appears on the right side of the Copy Basic Features screen.

✋ IMPORTANT

You cannot change the copy quantity while the machine is copying.

✒ NOTE

The number of copies which can be set varies according to the copy modes you have set.

7 Press ⊚ (Start).

If the following screen is displayed, follow the instructions on the touch panel display ➞ press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

IMPORTANT

You cannot change copy mode settings, such as the copy quantity and paper size, while the machine is copying.

NOTE

If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

8 If you want to stop, interrupt, or copy another original during a copy job, follow the instructions below.

● If you want to stop a copy job:

❑ Press ⊘ (Stop).

NOTE

- Several copies may be output even after you press ⊘ (Stop).
- You can also cancel a copy job from the System Monitor screen. (See "Canceling a Copy Job," on p. 1-24.)

● **If you want to interrupt a copy job:**

❑ To interrupt a copy job when you need to make priority copies, press [Interrupt].
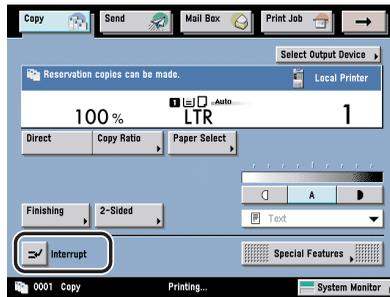
$\oslash$ NOTE

For instructions on interrupting a copy job, see "Interrupt Mode," on p. 1-34.

● **If you want to start copying the next original while a previous original is printing:**

❑ Press [Done] → place your originals → press ⊙ (Start).
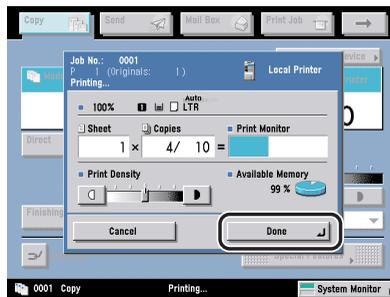
$\oslash$ NOTE

For instructions on reserving a copy job, see "Reserved Copying," on p. 1-27.

9 **When copying is complete, remove your originals.**

Selecting an Output Device (Select Output Device)

If a remote copy printer (imageRUNNER 3045/3035/3030/3025) is connected to a network, this machine and a remote copy printer can be used for copying. For example, the original scanned by this machine can be printed by the remote copy printer independently (remote copying) or simultaneously (cascade copying).
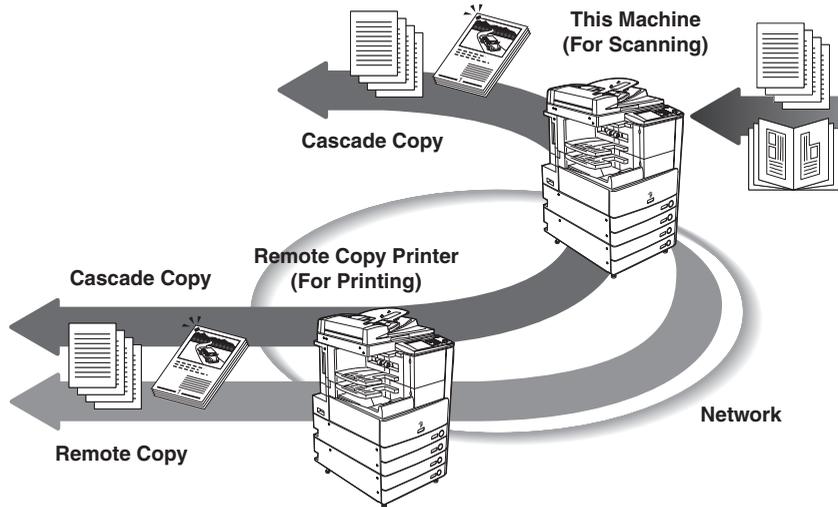
You can select the copy settings before selecting an output device, or select the output device before selecting the copy settings.

■ **Making the Copy Settings before Selecting an Output Device**
If you set the copy mode before selecting a printing destination, only the remote copy printer supporting the selected copy mode can be selected as the printing destination.

■ **Selecting the Output Device before Selecting the Copy Settings**
To select a printing destination before setting a copy mode, only the copy mode supported by the selected remote copy printer can be chosen.

🤚 IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- If you specify the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is canceled. If multiple image forms with the same assigned name are stored in the remote copy printer, different images may be used for Form Composition.
- If you turn the remote copy printer back ON or reattach the finisher, you need to refresh the settings of the remote copy printer in Register Remote Device in Copy Settings (from the Additional Functions screen). (See "Confirming a Remote Device," on p. 8-13.)
- If you connect the machine directly to other remote copy printers using a crossover patch cord, you must configure the Ethernet driver as shown below. (See Chapter 2, "Settings Common to the Network Protocols," in the *Network Guide*.)

  - Auto Detect: Off
  - Communication Mode: Full Duplex
  - Ethernet Type: 100 Base-TX

✎ NOTE

- In order for a device to be selected as a remote output device used for remote copying, it must be stored in Register Remote Device in Copy Settings (from the Additional Functions screen). (See "Specifying the Remote Copy Printer Settings," on p. 8-12.)
- For cascade copying, the Paper Select screen of this machine is displayed. Select the paper drawer on the machine that is loaded with the same paper size as the remote copy printers.
- To copy the original on this machine and another remote copy printer on the network at the same time (cascade copying), the number of copies set for this machine are split in half and printed. If an odd number of copies is set, this machine will print one additional copy.
- If you select a remote copy printer before setting the copy modes to perform with cascade copying, you cannot select copy settings that are not supported by the remote copy printer. Also, if the finishers attached to this machine and the remote copy printer are different, the finishing settings can only be set to Collate and Group modes.
- When a remote copy or cascade copy job is in progress, you cannot reserve another remote copy or cascade copy job.
- For the selected remote copy printer, set the same Department ID and password as this machine. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)
- When a remote copy or cascade copy job is in progress, and an error occurs in the remote copy printer, an error message is displayed on the Job/Print monitor area of the touch panel display of this machine and the remote copy printer.
- For instructions on canceling a remote copy or cascade copy job, see Chapter 5, "Checking Job and Device Status," in the *Reference Guide*.

Giving Priority to the Copy Mode

Use this procedure for selecting copy settings before selecting a remote copying device. You can select only a remote copy printer that supports the selected copy settings.

1 **Place your originals → set the desired copy modes → press [Select Output Device].**

📖 NOTE

This machine appears at the top of the Select Output Device list.

2 **Select the output device → press [Done].**

● **If you want to perform Cascade Copy:**

❑ Press [Cascade Copy] → select whether to perform error recovery.

Details of each item are shown below.

[On]: If an error occurs in either this machine or the remote copy printer, the remaining copy jobs are assigned to the machine which is operating normally.

[Off]: If an error occurs in either this machine or the remote copy printer, the remaining copy jobs are not assigned to the machine which is operating normally.

IMPORTANT

Error Recovery is performed only if the Finishing mode is set.

NOTE

- You must choose a remote copy printer that supports the selected copy settings. The printers that do not support the chosen settings are shown, but are grayed out. Also, even if the remote copy printer supports the Copy mode, if you select settings other than Collate and Group, you can select only a remote copy printer equipped with the same finisher as this machine.
- If Error Recovery for the Cascade Copy mode is set to 'On', the remaining copy job is not processed in the following cases:
  - The machine is scanning originals for the Cascade Copy mode.
  - The Cascade Copy mode is used in combination with the Cover/Sheet Insertion or Copy Set Numbering mode.
  - The Cascade Copy mode is used in combination with all three of the Different Size Originals, Auto Paper Selection, and 2-sided modes.
  - The printer which is operating normally has completed the cascade copy job.
  - An error occurs in the printer which is operating normally.
  - The cascade copy job has almost finished.
  - The number of copies is fewer than six.
  - When using the Copy Set Numbering mode
- If Error Recovery for the Cascade Copy mode is set to 'On', a machine in which an error occurs cannot resume the remaining copy job even after the error has been resolved, if the copy job has already been reassigned.
- It is impossible to choose two different machines other than this machine for the Cascade Copy mode. You must include this machine as one of the output devices.

3 Press ⊚ (Start).

Giving Priority to the Output Device

Use this procedure to select an output device for remote copying, before you select the copy settings. The available copy settings will include only those settings supported by the machines you have selected.

1 **Place your originals → press [Select Output Device].**
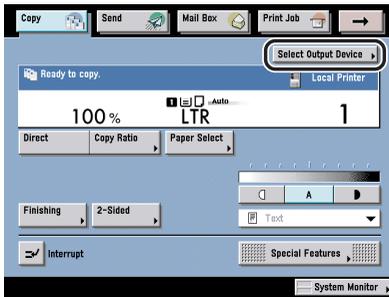
📎 **NOTE**

This machine appears at the top of the Select Output Device list.

2 **Select the output device → press [Done].**

● **If you want to perform Cascade Copy:**

❑ Press [Cascade Copy] → select whether to perform error recovery.
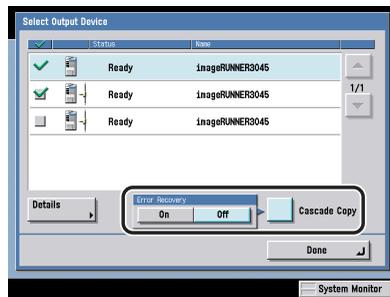
Details of each item are shown below.

[On]: If an error occurs in either this machine or the remote copy printer, the remaining copy jobs are assigned to the machine which is operating normally.

[Off]: If an error occurs in either this machine or the remote copy printer, the remaining copy jobs are not assigned to the machine which is operating normally.

● **If you want to view the detailed information of the selected destination:**

❑ Press [Details] → check the details → press [Done].

IMPORTANT

Error Recovery is performed only if the Finishing mode is set.

NOTE

- If Error Recovery for the Cascade Copy mode is set to 'On', the remaining copy job is not processed in the following cases:
  - The machine is scanning originals for the Cascade Copy mode.
  - The Cascade Copy mode is used in combination with the Cover/Sheet Insertion or Copy Set Numbering mode.
  - The Cascade Copy mode is used in combination with all three of the Different Size Originals, Auto Paper Selection, and 2-sided modes.
  - The printer which is operating normally has completed the cascade copy job.
  - An error occurs in the printer which is operating normally.
  - The cascade copy job has almost finished.
  - The number of copies is fewer than six.
  - When using the Copy Set Numbering mode
- If Error Recovery for the Cascade Copy mode is set to 'On', a machine in which an error occurs cannot resume the remaining copy job even after the error has been resolved, if the copy job has already been reassigned.
- You cannot select two different machines other than this machine for the Cascade Copy mode. You must include this machine as one of the output devices.

3 From the Copy Basic Features screen, set the desired copy modes.

📎 NOTE

- In the Remote Copy mode, only those copy settings supported by the selected remote copy printer are available.
- In the Cascade Copy mode, you cannot select copy settings that are not supported by the selected remote copy printer. Also, if you select a remote copy printer equipped with a different finisher, you cannot select settings other than the Collate and Group modes, even if the remote copy printer supports the specified copy mode.

4 Press ◎ (Start).

Paper Selection

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

- If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, look under the margin areas in the Specifications table in Chapter 9, "Appendix," in the *Reference Guide*.
- If you select the Entire Image mode, the copied image is automatically reduced slightly based on the copy paper size and the image size. As a result, the entire original image is reproduced on the copy without being cut off. (See "Entire Image," on p. 3-15.)
- If you select [Free Size], [Envelope], [Tracing Paper], [Transparency], or [Labels], you cannot specify any Finishing modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- For instructions on loading paper into the stack bypass, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For more information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 **Place your originals → press [Paper Select].**
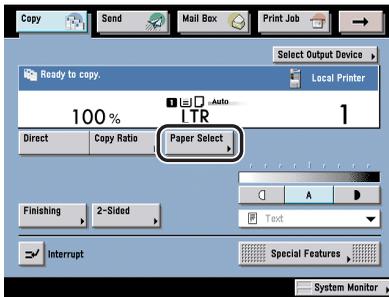
● **To set the machine to automatically select the copy paper size:**

❏ Press [Auto].
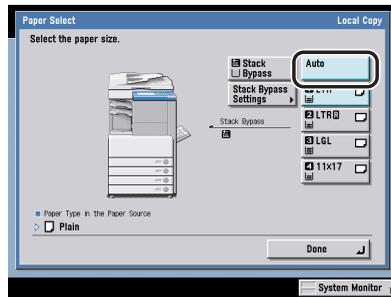
IMPORTANT

You cannot use the Automatic Paper Selection mode when copying the following types of originals. Copy these originals using the Manual Paper Selection mode.

- Nonstandard size originals
- Highly transparent originals, such as transparencies
- Originals with an extremely dark background
- STMT, STMTR, or smaller originals (however, STMT originals can be detected when placed in the feeder)

NOTE

If Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) is set to 'Off' for a particular paper source, you cannot make copies on paper loaded in that paper source in the Automatic Paper Selection mode. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

● **To manually select the copy paper size and type:**

❑ Select the desired paper size.

✎ NOTE

- The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers.
- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information into the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- ☐ indicates that the paper is loaded vertically, and ▭ indicates that the paper is loaded horizontally. The suffix <R> (such as in LTRR) used in paper size designations indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.

● **To copy on standard size paper loaded in the stack bypass:**

❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❑ Select the desired paper size → press [Next].

✎ NOTE

To select an A or B series paper size, press [A/B-size].

❏ Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

✐ NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

● **To copy on nonstandard size paper loaded in the stack bypass:**

❏ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❏ Press [Free Size] → [Next].

❏ Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

If you select a nonstandard size paper, the Auto Zoom, Entire Image, Auto XY Zoom, Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Transparency Interleaving, Shift, Image Repeat, Form Composition, Pg/Copy Set Numbering, Secure Watermark, Job Block Combination, or Store In User Inbox mode cannot be specified.

● **To copy on envelope loaded in the stack bypass:**

❑ Press [Stack Bypass].

   If you want to select the stack bypass when a paper size/type is already selected for current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❑ Press [Envelope].

❑ Select the desired envelope type → press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.
- If you select [Envelope], the Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Image Combination, Form Composition, or Job Block Combination mode cannot be specified.

❑ Press [OK].

2 Press [Done].

Canceling a Copy Job

Using the Touch Panel Display

1 Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.
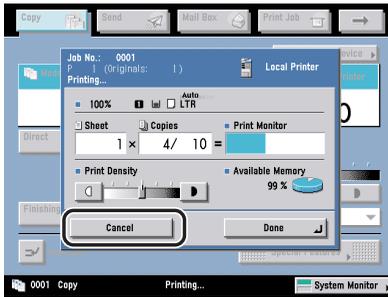
The copy job is canceled.

📎 NOTE

If you cancel a copy job during scanning, be sure to remove the original for that job.

Using the Stop Key

1 Press ⊘ (Stop).

When canceling a job that which is being printed, press [Cancel] on the pop-up screen that appears during printing.

2 Select the copy job that you want to cancel → press [Cancel].

You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

The copy job is canceled.

3 Press [Resume Copying].

Copying resumes.

🖐 IMPORTANT

When you press ⊘ (Stop) while copying in the Store In User Inbox mode and if the Store In User Inbox (Copy upon Storing) mode is not set, the job is not paused, but canceled.

Using the System Monitor Screen

1 Press [System Monitor].
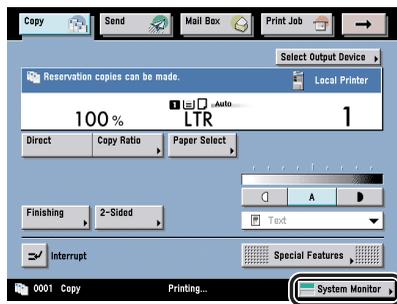
2 Press [Copy].
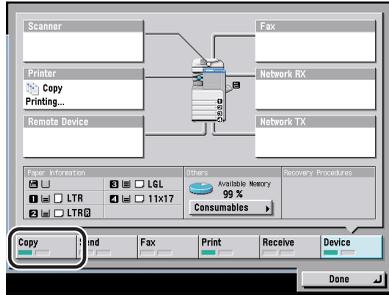
3 Press [Status] → select the copy job that you want to cancel → press [Cancel].
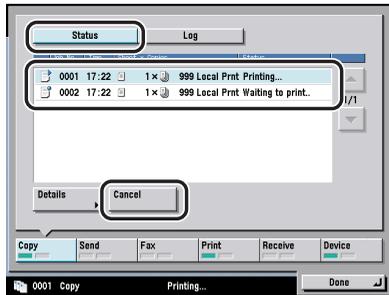
You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

4 Press [Yes].

The copy job is canceled.

✐ NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

5 Press [Done].

The display returns to the Regular Copy Basic Features screen.

Reserved Copying

You can set the machine to scan originals even while it is printing or waiting to process a job.

✎ NOTE

- You can reserve up to 10 copy jobs, including the current job. Interrupt copy jobs are not included in this count.
- You can set different copy modes and paper sources, including the stack bypass, for each reserved job. (See "Using the Stack Bypass," on p. 1-29.)
- To cancel a previously set copy mode, press ⊘ (Reset).

Reserving Copy Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify copy settings or scan originals while the machine is in the waiting state, such as when the power is just turned ON, or after a paper jam is cleared. Copying automatically begins when the machine is ready. The message <Reservation copies can be made.> appears on the machine when it is able to process reserved copying.

✎ NOTE

You can specify reserved copying while the machine is in the waiting state in the following cases:

- Between the time that the machine is turned ON and when it is ready to copy
- After a paper jam is cleared
- After a cover on the main unit or an optional unit, such as a finisher, is opened and closed

■ While the Machine Is Printing

You can specify copy settings for a new job while the machine is printing. Copying of the new job automatically begins when the current job is complete.

1 Press [Done] on the pop-up screen that appears while the machine is printing.

If the job displayed on the touch panel display is from a function other than the Copy function, press [Done] → [Copy] to display the Regular Copy Basic Features screen.

2 Place your originals → set the desired copy modes and paper source.

3 Press ⊚ (Start).

If you specify a reserved copy job while the machine is printing, copying of the new job automatically begins when the current job is complete. If the following screen is displayed, press [OK] → try reserving the job again after the current job is complete.

Using the Stack Bypass

You can perform reserved copying from the stack bypass by specifying in advance the paper to be loaded for the next job. However, this is possible only if paper is being fed from the stack bypass for the current job.

The following example assumes that 11" x 17" plain paper is being fed from the stack bypass for the current job, and that you are selecting LTR plain paper to be fed from the stack bypass for a reserved job.

⏺ IMPORTANT

> When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

✎ NOTE

> • If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved copying can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
>
> • For more information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 **Press [Done] on the pop-up screen that appears while the machine is printing.**
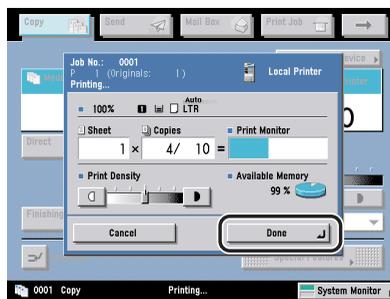
If the job displayed on the touch panel display is from a function other than the Copy function, press [Done] → [Copy] to display the Regular Copy Basic Features screen.

2 **Place your originals → set the desired copy modes → press [Paper Select] → [Stack Bypass Settings].**
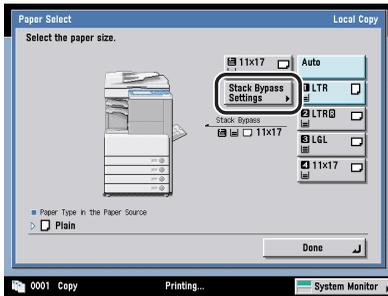
Normally, when reserved copying is not being set, the Stack Bypass Settings screen is automatically displayed when paper is loaded into the stack bypass.

3 **Select the desired paper size.**

✐ NOTE

- If you select [Free Size], [Envelope], [Tracing Paper], [Transparency], or [Labels], you cannot specify any Finishing modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

● **If you want to select a standard paper size:**

❑ Select the desired paper size → press [Next].

✐ NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

✐ NOTE

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size] → [Next].

❑ Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

● **If you want to select an envelope size:**

❑ Press [Envelope].

❑ Select the desired envelope type → press [OK].

🖐 IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.

❑ Press [OK].

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.

The last paper size/type specified for the reserved copy job

The paper size/type currently loaded

✐ NOTE

If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved copy job is shown on the Paper Select screen and Regular Copy Basic Features screen.

4 Press [Done].

This completes the settings for a reserved copy job using the stack bypass. The subsequent steps show you how to load paper into the stack bypass and complete the scanning and printing process of the reserved job.

5 Press ⊚ (Start).

6 When it is time for the reserved copy job to be printed, load the specified paper into the stack bypass.

✎ NOTE

- The specified paper size/type is displayed on the screen when it is time for the reserved copy job to be printed.
- Make sure to load the same paper size and type selected in step 3 into the stack bypass. Printing does not start if paper of a different size or type is loaded.

7 Select the desired paper size.

If the following screen is displayed, adjust the width of the slide guides → specify the paper size → press [OK].

If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

🖐 IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

● **If you want to select a standard paper size:**

❑ Select the desired paper size ➞ press [Next].

✎ NOTE

   To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type ➞ press [OK].

   If the desired paper type is not displayed, press [Detailed Settings] ➞ select the paper type from the list ➞ press [OK].

   If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size] ➞ [Next].

❑ Select the desired paper type ➞ press [OK].

   If the desired paper type is not displayed, press [Detailed Settings] ➞ select the paper type from the list ➞ press [OK].

   If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

● **If you want to select an envelope size:**

❑ Press [Envelope].

❑ Select the desired envelope type ➞ press [OK].

🖑 IMPORTANT

   • If the envelope type is not set correctly, a paper jam will occur.

   • Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.

❑ Press [OK].

Interrupt Mode

This mode enables you to interrupt the current job or a reserved job to make priority copies. This mode is useful if you need to make a rush copy during a long copy job.

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

NOTE

- You can make interrupt copies whenever the machine is ready to scan.
- To cancel the Interrupt mode, press [Interrupt].
- To cancel previously set copy modes, press ⊙ (Reset). (The Interrupt mode itself is not canceled.)

1 Press [Interrupt].
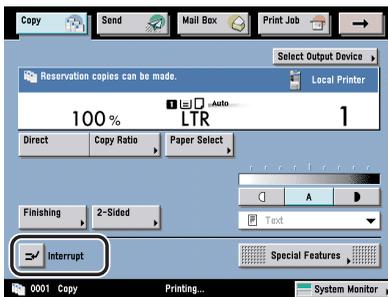
If you want to make copies after changing the Department ID while Department ID Management is enabled, press ⓘ (Log In/Out) → enter the Department ID and password using ⓪ - ⑨ (numeric keys). (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

NOTE

The current job does not stop printing immediately after you press [Interrupt]. Printing of the current job stops only when the actual printing of the priority or interrupt copy starts.

2 Place your originals → set the desired copy modes.

3 Press ⊚ (Start).

4 Once the originals are scanned, remove them from the machine.

🖑 IMPORTANT

If you want to continue making interrupt copies, wait until the current interrupt copy job is complete (end of printing). Then, repeat steps 1 to 4.

Sample Set

This mode enables you to check the copy result before making multiple copies.

✋ IMPORTANT

- [Sample Set] appears only if you set to make multiple copies of your original in the Collate, Offset Collate, Rotate Collate, Staple, Cover/Sheet Insertion, Booklet, or Transparency Interleaving mode. [Sample Set] does not appear if the Group or Offset Group mode is set.
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

✐ NOTE

The machine's counter counts the sample set as a copy.

1 **Place your originals → set the desired copy modes → press [Sample Set].**
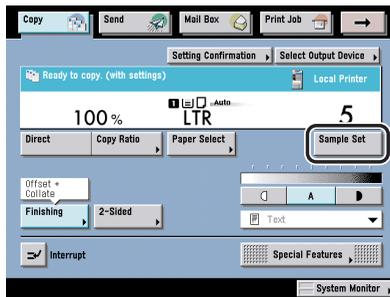
2 **Press ⊚ (Start).**

3 Check the sample set → select [Start Print], [Cancel], or [Change Settings].

● **To print the remaining prints:**

❑ Press [Start Print].

● **To cancel copying:**

❑ Press [Cancel].

● **To change the copy settings:**

❑ Press [Change Settings] → change the necessary settings → press [Done].

To enter the number of copies, use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) to clear your entry.

To change the exposure, press [◁] or [▶]. (See "Manual Exposure Adjustment," on p. 3-2.)

To change the paper size, press [Paper Select]. (See "Paper Selection," on p. 2-24.)

To collate the copies, press [Finishing]. (See "Collating Copies/Prints," on p. 3-25.)

To set a margin for binding, press [Margin]. (See "Margin Mode," on p. 4-36.)

To embed hidden text in the background, press [Secure Watermark]. (See "Embedding Hidden Text in the Background," on p. 4-61.)

To make two-sided copies, press [2-Sided Copy]. (See "Two-Sided Copying/ Printing," on p. 3-38.)

If you print one sample set and then change the settings, the machine will print from the first set with the new settings.

If you want to check the changes that you have made, press [Sample Set] → repeat the procedure from step 2.

Confirming/Changing/Canceling Selected Settings

You can use the Setting Confirmation screen to confirm, change, or cancel selected copy modes.

1 **Press [Setting Confirmation].**
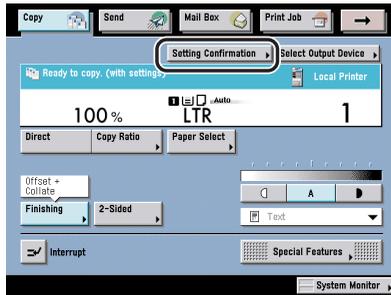
2 **Check the settings.**

If the desired modes are set, skip to step 4. Otherwise, press the key of the copy mode to be changed or canceled.

✐ NOTE

A right triangle (▶) on a copy mode setting key indicates that more setting screens are available by pressing the key.

3 **Change or cancel the selected copy mode.**

● **To change a copy mode:**

❑ Perform the same steps used for setting the mode. Change the setting as you desire → press [OK].

● **To cancel a copy mode:**

❑ Press [Cancel].

4 **Press [Done].**

Introduction to the Mail Box Functions

2

This chapter is an introduction to the Mail Box functions.

Various Mail Box Functions

If you press [Mail Box], the Inbox Selection screen appears. The Mail Box function enables you to store the image data which is scanned by this machine, and the data sent from a personal computer, as if storing documents in binders. The documents (data) stored in an inbox can be kept confidential by setting a password, and printed at any time with your desired print setting. Also, if you select the Merge Documents mode, you can print multiple documents as one document.

Inbox Selection Screen

You can store a name and/or password for an inbox in Mail Box Settings (from the Additional Functions screen). (See Chapter 8, "Customizing Settings.")
You can store a password for the Memory RX Inbox and make other system-wide settings in System Settings (from the Additional Functions screen). (See Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.)

Press to select the Memory RX Inbox or the Confidential Fax Inboxes.

Select an Inbox

Document Selection Screen

Confidential Fax Inbox — **Memory RX Inbox** — **User Inbox**

Documents forwarded by Fax/I-Fax are stored and displayed here.

Fax/I-Fax documents received in memory are stored and displayed here.

Scanned originals and documents sent from computers are stored and displayed here.

Select a Document and Press

Print   or   **Send**   **Scan**

Print Screen — **Send Screen** — **Scan Screen**

Prints out documents stored in an inbox. Press [Change Pr. Settings] to change the print settings. (See "Printing Documents Stored in an Inbox," on p. 2-18.)

Sends out documents stored in an inbox. (See "Sending a Document," on p. 6-12.)

Allows you to make various settings for the scanning of originals. (See "Storing Originals into an Inbox," on p. 2-12.)

Start Print   **Start Send**   **Start**

2

Introduction to the Mail Box Functions

🖐 IMPORTANT

- You can use the Memory RX Inbox and Confidential Fax Inboxes for storing I-fax or fax documents only if the optional Universal Send Kit is activated or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- No more documents can be stored in inboxes if any of the following is true: (The numbers below may vary depending on the remaining capacity of the hard disk.)
  - When 2,000 documents have been stored in the selected inbox.
  - When a total of 2,000 documents have been stored in all of the inboxes.
  - When a total of about 8,000 pages of documents have been stored in all of the inboxes.

NOTE

It is recommended that you delete unwanted documents or image data from your inbox to make space for storing new documents.

■ **Inbox Selection Screen**

The screen below, which appears when you select [Mail Box], is called the Inbox Selection screen.

There are three types of inboxes: User Inboxes, the Memory RX Inbox, and Confidential Fax Inboxes. An Inbox Selection screen is available for each type of inbox.

Inbox numbers, names, and available memory are displayed for each inbox. In addition, an icon appears on the key of each inbox to indicate its status.

📭 is the icon for an empty inbox.

📬 is the icon for an inbox with documents.

🔒 is the icon for an inbox that is set with a password.
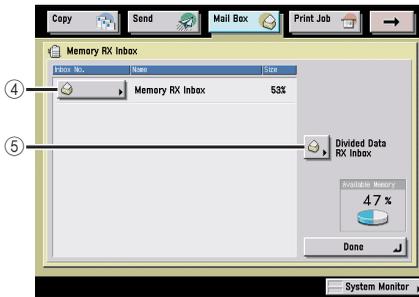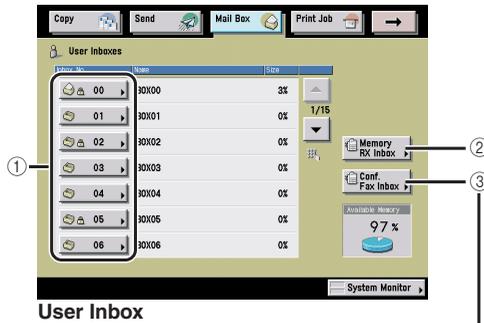
User Inbox

**Memory RX Inbox
(Memory RX Inbox and
Divided Data RX Inbox)**
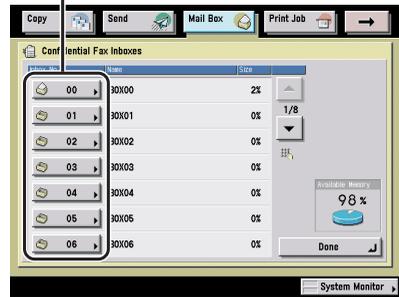
Confidential Fax Inbox

① **User Inbox**

Scanned documents and documents sent from computers are stored in User Inbox. The stored documents (data) can be printed at anytime with your desired settings. For example, you can merge the scanned documents and the documents sent from computer, then print and staple them together. They can also be sent at anytime using the desired settings.

② **Memory RX Inbox**

Received Fax/I-Fax documents in the memory of the machine are stored in the Memory RX Inbox or Divided Data RX Inbox. The stored documents can be printed or sent to computers at anytime using the desired settings.

③ **Confidential Fax Inbox**

If a document received through Fax/I-Fax matches the specified forwarding conditions, it is stored in a Confidential Fax Inbox. The stored documents can be printed at anytime using the desired settings.

④ **Memory RX Inbox**

Received Fax/I-Fax documents in the memory of the machine are stored in the Memory RX Inbox. The stored documents can be printed or sent to computers at anytime using the desired settings.

⑤ **Divided Data RX Inbox**

I-fax documents received as divided data are saved in the Divided Data RX Inbox, and combined together as one document.

■ **Document Selection Screen**

The screen below, which appears after you select the desired inbox, is called the Document Selection screen.

If a password is set, the Document Selection screen appears after you enter the password.

The screen that appears varies, depending on the type of inbox selected.

An icon indicating the conditions with which each document was scanned or saved is displayed.

Following icons are displayed in the User Inboxes:

📄: Document scanned and saved from the Scan screen. Document saved from the Send screen when the Universal Send Kit is activated, or if the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

📄: Document sent from a computer. Document with the print settings stored from the Change Print Settings screen.

Following icons are displayed in the Memory RX Inbox and Confidential Fax Inbox:

📠: Forwarded fax document or fax document saved in memory.

📠: Forwarded I-fax document or I-fax document saved in memory.
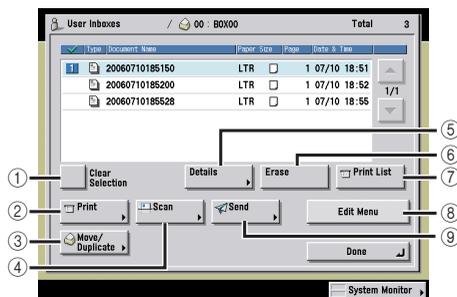
Document Selection Screen of the User Inbox
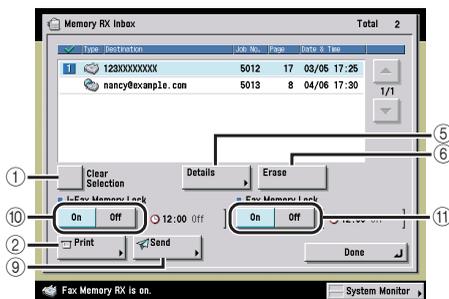
Document Selection Screen of the Memory RX Inbox
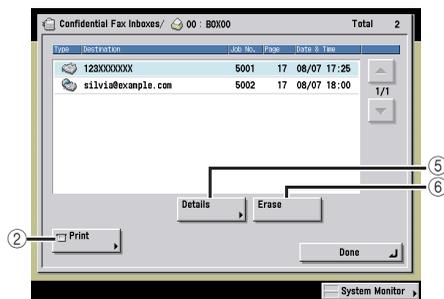
Document Selection Screen of the Confidential Fax Inbox

① **Select All**

Press to select all of the documents in an inbox. If a document is selected, this key changes to [Clear Selection].

② **Print**

Press to print the selected document.

③ **Move/Duplicate**

Press to move or duplicate documents to another User Inbox.

④ **Scan**

Press to scan an original and store it in the selected inbox.

⑤ **Details**

Press to check the details of a document stored in an inbox.

⑥ **Erase**

Press to erase a document stored in an inbox.

⑦ **Print List**

Press to print a list of documents stored in a User Inbox.

⑧ **Edit Menu**

Press to edit or check a document in a User Inbox.

⑨ **Send**

Press to send a document stored in the User Inbox or the Memory RX Inbox.

⑩ **I-Fax Memory Lock**

Press to turn the I-Fax Memory Lock mode 'On' or 'Off' for the Memory RX Inbox in order to receive I-faxes in memory.

⑪ **Fax Memory Lock**

Press to turn the Fax Memory Lock mode 'On' or 'Off' for the Memory RX Inbox in order to receive faxes in memory.

■ **Document Editing Screen**

When you press [Edit Menu] on the Document Selection screen, the screen below appears, which is called the Document Editing screen.
Use this screen to edit a document in a User Inbox.
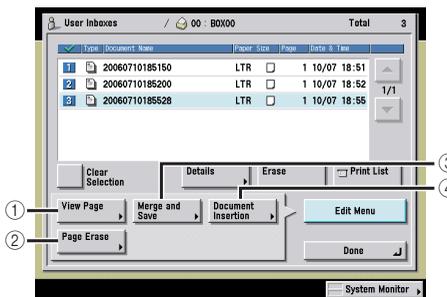
① **View Page**

Press to view the contents of the selected document.

② **Page Erase**

Press to erase certain pages from a document.

③ **Merge and Save**

Press to combine multiple documents to create a new document.

④ **Document Insertion**

Press to insert a document before a certain page in another document, to create a new document.

■ **Print Screen**

The screen below, which appears when you select a document and press [Print] on a Document Selection screen, is called the Print screen.
Display this screen when you want to print documents that are stored in an inbox.
The screen that appears varies, depending on the type of inbox selected.
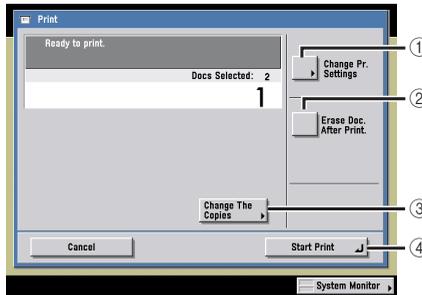
① **Change Pr. Settings**

Press to change the print settings.

② **Erase Doc. After Print.**

Press to have a document automatically deleted after it is printed.

③ **Change The Copies**

Press to set the number of prints when multiple documents are selected. This key is displayed only when multiple documents are selected.

④ **Start Print**

Press to start printing.

■ Change Print Settings Screen

The screen below, which appears when you press [Change Pr. Settings] on the Print screen of a User Inbox, is called the Change Print Settings screen.
Display this screen when you want to change the print settings for a document.
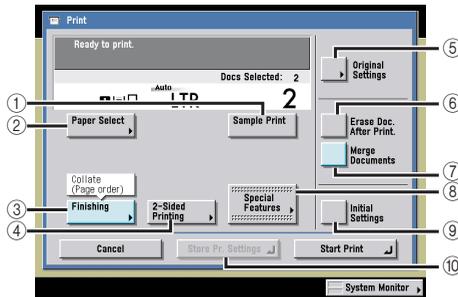
① Sample Print

Press to print a sample of the document to check the print result or the contents of the document.

② Paper Select

Press to select the paper size/type and the paper source.

③ Finishing

Press to select or cancel the Collate, Group, or Staple mode.

④ 2-Sided Printing

Press to make two-sided prints.

⑤ Original Settings

Press to cancel the settings that you have changed, and restore the original settings of the document.

⑥ Erase Doc. After Print.

Press to have a document automatically deleted after it is printed.

⑦ Merge Documents

Press to merge and print multiple documents as one document. This key is displayed only when multiple documents are selected.

⑧ Special Features

Press to select and use the Special Features modes available for printing.

⑨ Initial Settings

Press to cancel all settings and restore the machine to Standard Local Print Settings.

⑩ Store Pr. Settings

Press to store the print settings for documents.

■ Scan Screen

The screen below, which appears when you press [Scan] on the Document Selection screen of a User Inbox, is called the Scan screen.

Display this screen when you want to scan an original and store it as a document in the selected User Inbox.
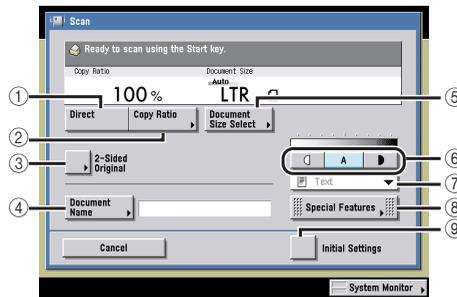
① **Direct**

Press to scan your document in the same size as your original.

② **Copy Ratio**

Press to reduce or enlarge the scanning size of the original.

③ **2-Sided Original**

Press if you are scanning a two-sided original.

④ **Document Name**

Press to assign the document a name.

⑤ **Document Size Select**

Press to set the size of the original that you are going to scan.

⑥ **Scan Exposure**

Press [◁] or [▷] to manually control the scan exposure. Press [A] to select or cancel the automatic exposure control.

⑦ **Original Type Drop-Down List**

Press to select the type of original ([Text/Photo], [Printed Image], [Photo], or [Text] you are going to scan.

⑧ **Special Features**

Press to select and use the Special Features modes available for scanning.

⑨ **Initial Settings**

Press to cancel all settings and restore the machine to the Standard Scan settings.

■ Send Screen

The screen below, which appears when you select a document and press [Send] on the Document Selection screen of a User Inbox or the Memory RX Inbox, is called the Send screen.

Display this screen when you want to send a document that you have stored in a User Inbox using the Send function or a document received and stored in the Memory RX Inbox.
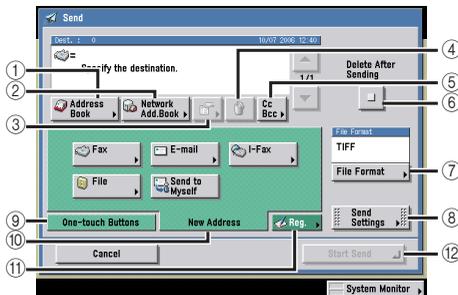
① Address Book

Press to select a destination from the Address Book.

② Network Add.Book

Press to select a destination from an LDAP (Lightweight Directory Access Protocol) server.

③ Details

Press to check or change the destination selected in the destination list.

④ Erase

Press to delete the destination selected in the destination list.

⑤ Cc Bcc

Press to specify addresses destinations for the Cc and Bcc addresses when sending an e-mail.

⑥ Delete After Sending

Press to have the document automatically deleted after sending is complete.

⑦ File Format

Press to select the file format (TIFF, PDF) of the document you are sending.

⑧ Send Settings

Press to specify the send settings, such as delayed sending, which enables you to send documents at a specified time.

⑨ One-touch Buttons

Press to select the destinations stored in one-touch buttons.

⑩ New Address

Press to specify a destination not stored in the Address Book.

⑪ Reg.

Press to register new destinations in the Address Book or one-touch buttons from the Send screen.

⑫ Start Send

Press to start sending.

Flow of Mail Box Operations

This section describes the flow of two basic Mail Box operations: scanning originals and printing documents.

📝 NOTE

- Before using the Mail Box function, it is useful to read the following topics:
  - Main power and control panel power (See Chapter 1, "Before You Start Using This Machine," in the *Reference Guide.*)
  - Entering characters from the touch panel display (See Chapter 2, "Basic Operations," in the *Reference Guide.*)
  - Routine maintenance (See Chapter 7, "Routine Maintenance," in the *Reference Guide.*)
- If you are using a login service, log in and log out using the procedure for the login service you are using before and after operating the machine.
  - If you are using Department ID Management with the optional Card Reader-C1, see Chapter 3, "Optional Equipment," in the *Reference Guide.*
  - If you are using Department ID Management, see Chapter 2, "Basic Operations," in the *Reference Guide.*
  - If you are performing user authentication using the SDL or SSO login service, see Chapter 2, "Basic Operations," in the *Reference Guide.*

Storing Originals into an Inbox

Place the original that you want to scan in the feeder or on the platen glass, the same as when you are using the Copy function.

🖑 IMPORTANT

You cannot store scanned originals in the Memory RX Inbox or a Confidential Fax Inbox. For instructions on storing documents in the Memory RX Inbox and Confidential Fax Inboxes, see Chapter 6, "Sending and Receiving Documents Using the Inboxes."

📝 NOTE

- If the machine is used as a network printer, you can store data directly into an inbox from a computer.
- To cancel all settings, press [Initial Settings]. (The machine returns to the Standard Scan mode.) To return to the Inbox Selection screen, press ⊘ (Reset).

1 Press [Mail Box].

The Inbox Selection Screen

2 Select the desired User Inbox number.

If the desired User Inbox is not displayed, press [▼] or [▲].

If you enter the User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you make a mistake when entering the User Inbox number, press ⓒ (Clear) → enter the correct number.

✎ NOTE

- If a document is stored in an inbox, that inbox is displayed with the documents icon (🗁).
- If an inbox is set with a password, a locked icon (🔒) is displayed next to the icon of that inbox.
- If you make a mistake when selecting an inbox, press [Done] → select the correct inbox.

3 **If the message <Enter the password using the numeric keys.> appears, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].**

Enter the password set for the selected User Inbox. (See "Setting/Storing a User Inbox," on p. 8-17.)

If a password is not set for the selected User Inbox, this step is not necessary.

4 **Place your originals.**
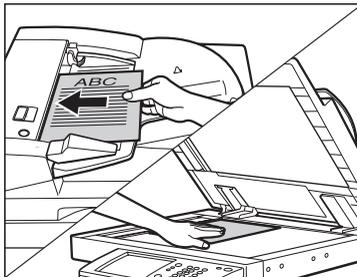
✐ NOTE

For instructions on placing originals, see Chapter 2, "Basic Operations," in the *Reference Guide.*

5 Press [Scan].
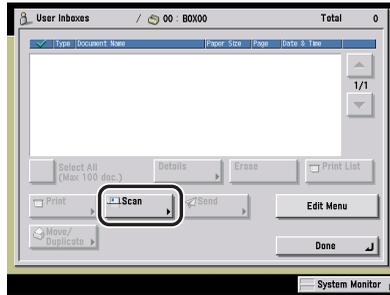
6 Specify the desired scan settings.
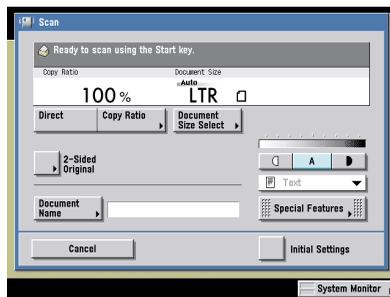
✎ NOTE

- To adjust scan exposure and select original type, see "Exposure and Original Type Settings," on p. 3-2.
- To change zoom ratio, see "Changing the Copy (Zoom) Ratio," on p. 3-9.
- To scan two-sided originals, see "Scanning Two-Sided Originals," on p. 3-47.
- Additional scan settings are available by pressing [Special Features].
- You can set various modes when scanning originals, similar to the Copy function.

● To specify a document name:

❑ Press [Document Name] → enter a name for the document → press [OK].

✎ NOTE

If you scan a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was scanned. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2006, its name will be <20060115133541>.

● **To specify a document size:**

❑ Press [Document Size Select].

❑ Select the document size ➞ press [Done].
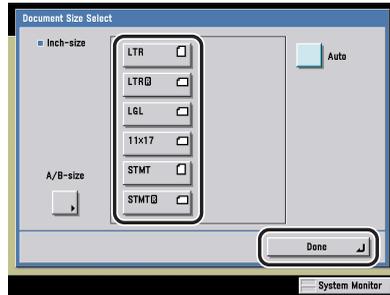
🖐 IMPORTANT

- The Auto (Automatic Document Size Selection) mode cannot be used with the Booklet Scanning, Original Frame Erase, Book Frame Erase, or Image Combination mode.
- You cannot select [Auto] when scanning the following types of originals. Specify the size of the document manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT, STMTR, or smaller originals (however, STMT originals can be detected when placed in the feeder.)

✎ NOTE

To select an A or B series paper size, press [A/B-size].

7 Press ⊚ (Start).

If the following screen is displayed, follow the instructions on the touch panel display ➞ press ⊚ (Start) once for each original. When scanning is complete, press [Done].
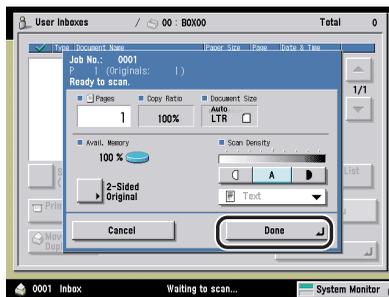
When scanning is complete, the scanned data is stored in the selected inbox.
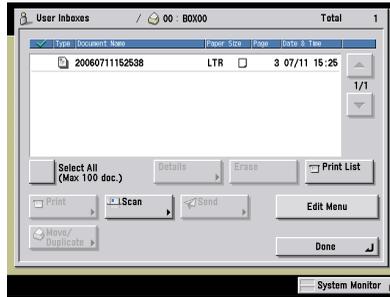
IMPORTANT

- You cannot change settings, such as the document size or the scanning ratio, while the machine is scanning.
- The stored data is deleted after three days (default setting). This setting can be changed to any time period between 1 hour and 30 days. Also, data can be stored indefinitely if the time period is set to '0' (Off). (See "Setting/Storing a User Inbox," on p. 8-17.)

NOTE

If you want to cancel scanning, press [Cancel] or ⊘ (Stop).

8 **When scanning is complete, remove your originals.**

Printing Documents Stored in an Inbox

This section describes the procedure for printing out documents stored in an inbox on the machine. If the machine is connected to a network, you can also specify printing from your computer. For more information on how to operate the machine from your computer, see Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.

🖐 IMPORTANT

- You can print documents stored in the Memory RX Inbox and Confidential Fax Inboxes only with the settings that were used when the documents were received.
- A document stored in the Memory RX Inbox is automatically deleted after printing.

✎ NOTE

- You can select and print up to 32 documents in one inbox at a time. If you merge documents, you can select and print up to 100 documents. However, if there are reserved jobs in the inbox, the number of documents you can select and print varies, depending on the number of documents reserved.
- You can only select multiple documents when the documents are stored in the same User Inbox. To print multiple documents stored in different User Inboxes, you need to move the documents to one User Inbox beforehand. (See "Moving/Duplicating a Document," on p. 2-49.)
- If you do not change the print settings when printing out documents stored in inboxes from a computer or using the Store In User Inbox mode of the Copy function, documents sent from computers are printed with the settings set at the computers, and the documents scanned into memory are printed with Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- If you want to print a document stored in the machine from a computer or using [Store In User Inbox] on the Copy Basic Features screen with the settings that were set when the document was stored, do not print the document from the Change Print Settings screen. If you print the document from the Change Print Settings screen, the document may not be printed with the same settings that were set when the document was stored.
- To cancel all settings and return the machine to the Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press ◎ (Reset).
- A User Inbox is used as an example in this section.

1 Press [Mail Box].

2 Press the desired User Inbox number.

If the desired User Inbox is not displayed, press [▼] or [▲].

If you enter the User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

If you make a mistake when entering the User Inbox number, press ⓒ (Clear) → enter the correct number.

✐ NOTE

- If a document is stored in an inbox, that inbox is displayed with the documents icon (📭).
- If an inbox is set with a password, a locked icon (🔒) is displayed next to the icon of that inbox.
- If you make a mistake when selecting an inbox, press [Done] → select the correct inbox.

3 If the message <Enter the password using the numeric keys.> appears, enter the password using ⓪ - ⑨ (numeric keys) → press [OK].

Enter the password set for the selected User Inbox. (See "Setting/Storing a User Inbox," on p. 8-17.)

If a password is not set for the selected User Inbox, this step is not necessary.

4 Select the document that you want to print → press [Print].
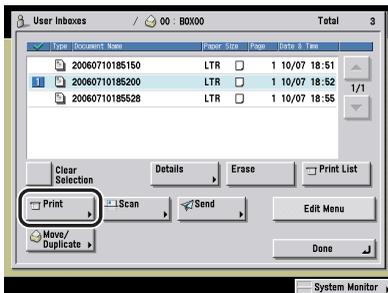
If there are seven or more stored documents, press [▼] or [▲] to display the other documents.

You can select multiple documents stored in the User Inbox.

To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

NOTE
- The selected documents are numbered in the order specified, and are printed in that order.
- You can cancel a selection by selecting the document again.
- To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

5 If you want to change the print settings, press [Change Pr. Settings].
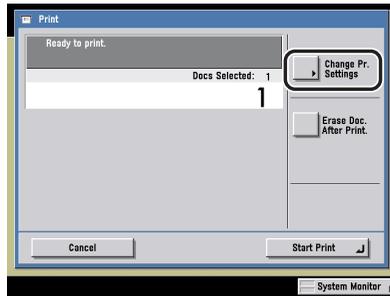
To change the number of prints, enter the desired number using ⓪ - ⑨ (numeric keys).

If multiple documents are selected, you can change the number of prints by pressing [Change The Copies].
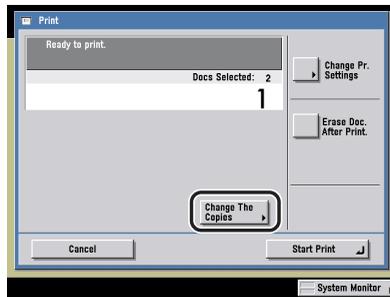
If you do not want to change the print settings, proceed to step 7.

6 Select the print settings on the Change Print Settings screen.
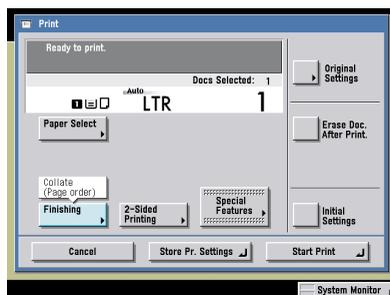
NOTE

- If you press [Original Settings], the settings for documents stored in inboxes from a computer or using the Store In User Inbox mode of the Copy function are returned to the settings specified at the computer, and the settings for documents scanned and recorded at the machine are returned to Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- You can set paper selection, 2-Sided printing, finishing, and special features on the Change Print Settings screen.

7 Press [Start Print].
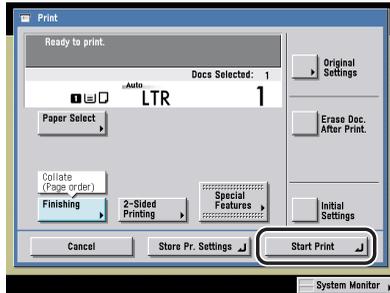
When one document is selected
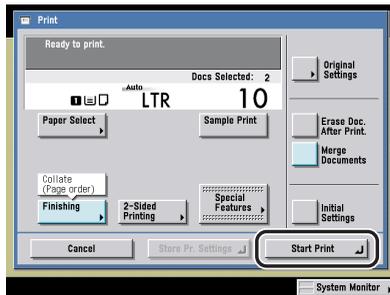
When multiple documents are selected

If you want to print a sample of the document, press [Sample Print]. (See "Sample Print," on p. 2-41.)

If you want to store the print settings for documents, press [Store Pr. Settings]. (See "Storing Print Settings," on p. 2-43.)

If you want to automatically delete the selected document after it is printed, press [Erase Doc. After Print.].

If there is a current or reserved print job, the machine will start printing your document after that job is complete.

When printing starts, the following screen appears.
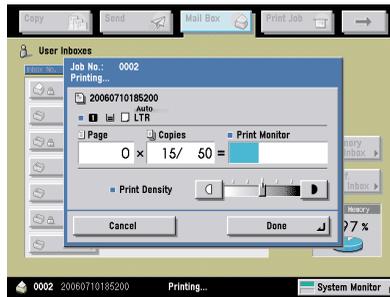
When printing is complete, the display returns to the Inbox Selection screen.

✎ NOTE

- If you notice a difference between the document size specified when scanning originals and the actual print size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide.*)
- You can change the print density or cancel printing while the machine is printing.
- To cancel printing, press [Cancel]. (You cannot cancel printing by pressing ⬡ (Stop).)
- To reserve the next print job, press [Done] → select the inbox containing the document you want to print → select the document → press [Print]. (See "Reserving Jobs," on p. 2-32.)

Paper Selection

You can specify the paper size when printing out documents stored in User Inboxes.

IMPORTANT
- You cannot change the print settings when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

NOTE

For information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Paper Select].**
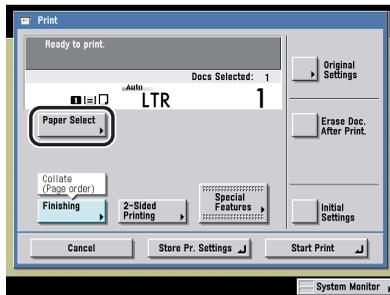
NOTE
- If you press [Original Settings], the settings for documents stored in inboxes from a computer or using the Store In User Inbox mode of the Copy function are returned to the settings specified at the computer, and the settings for documents scanned and recorded at the machine are returned to the Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- The paper size/type that can be used may vary depending on the settings for the finisher. (See "Collating Copies/Prints," on p. 3-25.)

2 **Select the desired paper size.**

● **If you want to set the machine to automatically select a paper size:**

❑ Press [Auto].
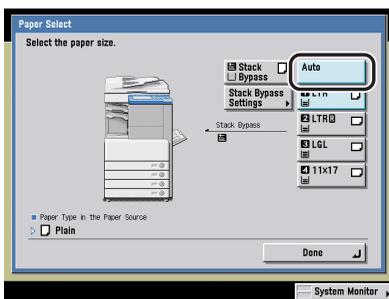
● **If you want to select a paper size manually:**

❑ Select the desired paper size.

✐ NOTE

- The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers.
- Icons indicating the type of paper loaded in each paper drawer can be displayed on paper selection screens, if you store that information into the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- ❑ indicates that the paper is set vertically, and ❑ indicates that the paper is set horizontally. The suffix <R> (such as in LTRR) used in paper size designations indicates that the paper is loaded in a paper drawer or the stack bypass horizontally.

● **If you want to select a standard paper size:**

❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❑ Select the desired paper size ➞ press [Next].
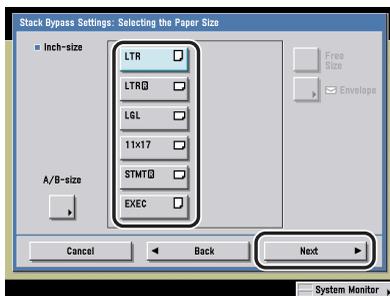
✐ NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type ➞ press [OK].

If the desired paper type is not displayed, press [Detailed Settings] ➞ select the paper type from the list ➞ press [OK].
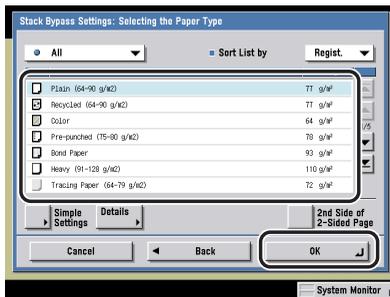
If you are printing on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

$\varnothing$ **NOTE**

- [Transparency] can be selected only if [LTR] is selected as the paper size.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

● **If you want to select a nonstandard paper size:**

❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for the current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❑ Press [Free Size] → [Next].

❑ Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

IMPORTANT

If you select a nonstandard paper size, the Finishing, 2-Sided Printing, Booklet, Cover/Sheet Insertion, Cover/Job Separator, Form Composition, Pg/Copy Set Numbering, Secure Watermark, or Watermark/Print Date mode cannot be specified.

● **To print on envelope loaded in the stack bypass:**

❑ Press [Stack Bypass].

If you want to select the stack bypass when a paper size/type is already selected for current or reserved job, press [Stack Bypass Settings] to specify the desired paper size/type.

❑ Press [Envelope].

❑ Select the desired envelope type → press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.
- If you select [Envelope], the Finishing, 2-Sided Printing, Cover/Sheet Insertion, Cover/Job Separator, Booklet, or Form Composition mode cannot be specified.

❑ Press [OK].

3 **Press [Done].**

4 **Press [Start Print].**

Canceling a Job

You can cancel the scanning of a document to be stored in an inbox from the touch panel display or by pressing ⬦ (Stop) on the control panel.

However, the printing of a document stored in an inbox can only be canceled from the touch panel display and System Monitor screen.

While Scanning

Using the Touch Panel Display

1 **Press [Cancel] on the pop-up screen that appears while the machine is scanning.**

The job is canceled.

2 **Remove the original.**

Using the Stop Key

1 **Press ⬦ (Stop).**

The job is canceled.

2 **Remove the original.**

Using the Touch Panel Display

1 **Press [Cancel] on the pop-up screen that appears while the machine is printing.**
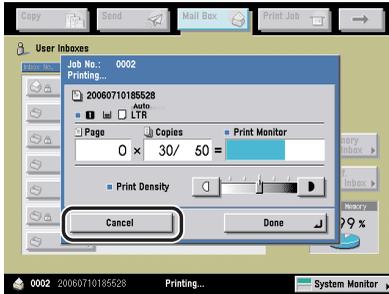
The job is canceled.

Using the System Monitor Screen

1 **Press [System Monitor].**
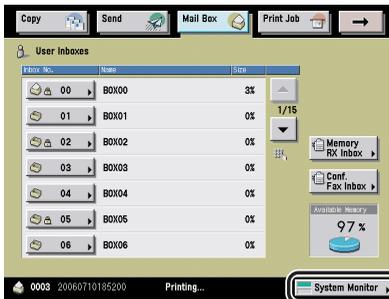
2 Press [Print].
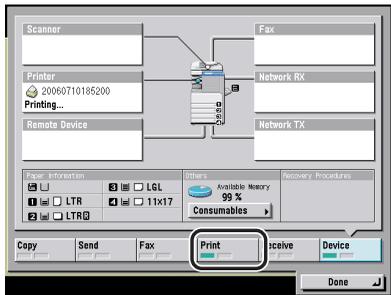
3 Press [Status] → select the print job that you want to cancel → press [Cancel].
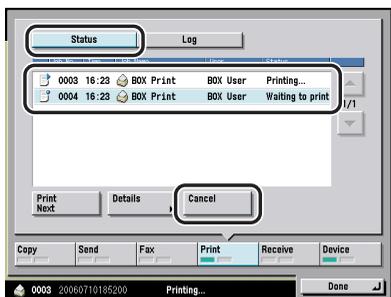
You cannot select multiple jobs and cancel them all at once. Select and cancel one job at a time.

4 Press [Yes].

The print job is canceled.

✐ NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

5 Press [Done].

The display returns to the Inbox Selection screen.

Reserving Jobs

You can set the machine to scan originals even while it is printing or waiting to process a job.

📝 NOTE
- You can specify up to 32 documents to be reserved, including the current job.
- You can set different modes and paper sources, including the stack bypass for each reserved job.
- A User Inbox is used as an example in this section.

Storing Originals While Printing

You can scan and store an original while the machine is printing.

1 **Press [Done] on the pop-up screen that appears while the machine is printing → select the desired User Inbox number → press [Scan].**
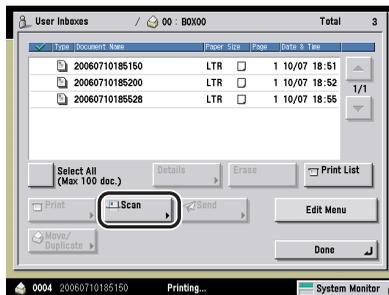
If the screen displayed on the touch panel display is from a function other than the Mail Box function, press [Done] → [Mail Box] to display the Inbox Selection screen.

📝 NOTE
In the above example, User Inbox 00 has three documents stored in it already.

2 Place your originals → specify the desired scan modes → press ⊙ (Start).

✎ NOTE

You can assign a document name before scanning, or you can change the (time-coded) assigned name after you scan the document. (See step 7 of "Storing Originals into an Inbox," on p. 2-12, or "Changing the Name of a Document," on p. 2-45.)

Reserving Print Jobs

Reserved printing can be specified in the following cases:

■ While the Machine Is Waiting

You can specify print settings while the machine is in the waiting state, such as when the power is just turned ON, or after a paper jam is cleared. Printing automatically begins when the machine is ready.

✎ NOTE

You can specify reserved printing while the machine is in the waiting state in the following cases:
- Between the time that the machine is turned ON and when it is ready to print
- After a paper jam is cleared
- After a cover on the main unit or an optional unit, such as a finisher, is opened and closed

■ While the Machine Is Printing

You can specify print settings for a new job while the machine is printing. Printing of the new job automatically begins when the current job is complete.

Reserving Print Jobs

1 **Press [Done] on the pop-up screen that appears while the machine is printing.**

If the screen displayed on the touch panel display is from a function other than the Mail Box function, press [Done] → [Mail Box] to display the Inbox Selection screen.

2 **Select the desired User Inbox number and document to print → press [Print].**
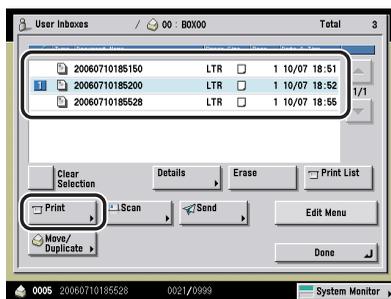
3 **Print the selected document.**
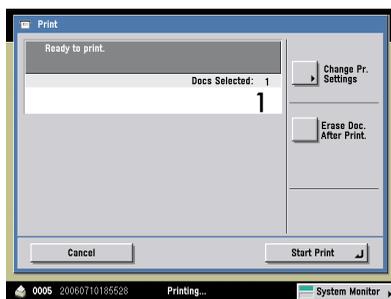
● **If you want to print without changing any settings:**

❑ Press [Start Print].

● **If you want to change the print settings:**

❑ Press [Change Pr. Settings] → specify the desired print settings → press [Start Print].

If you select 33 or more documents to print at one time, the screen below is displayed. To print out the first 32 documents that you selected, press [Yes]. Press [No], if you want to cancel printing altogether.
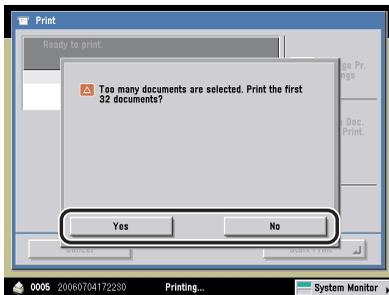
If the machine can no longer accept any more reserved jobs, the screen below is displayed. Press [OK] → try reserving the job again after the current job is complete.
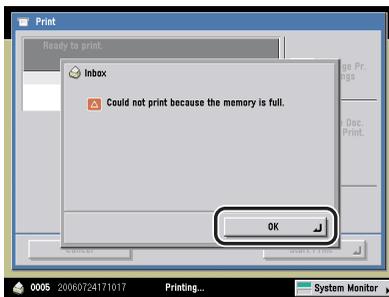
🔔 IMPORTANT

You cannot change print settings or make sample prints when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

📝 NOTE

- To make a sample print, press [Sample Print]. (See "Sample Print," on p. 2-41.)
- If you want to automatically delete a document after it is printed, press [Erase Doc. After Print.].

Using the Stack Bypass

Reserved printing using the stack bypass is possible only if paper is being fed from the stack bypass for the current job.

The following example assumes that 11" x 17" plain paper is being fed from the stack bypass for the current job, and that you are selecting LTR plain paper to be fed from the stack bypass for a reserved job.

🖑 IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

✐ NOTE

- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', reserved printing can be performed only for the registered paper size and type. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- For information on paper types, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 **Press [Done] on the pop-up screen that appears while the machine is printing.**

Normally, when reserved copying is not being set, the Stack Bypass Settings screen is automatically displayed when paper is loaded into the stack bypass.

2 **Select the desired User Inbox number and document to print → press [Print] → [Change Pr. Settings] → [Paper Select] → [Stack Bypass Settings].**

3 **Select the desired paper size.**

- If you select [Free Size], [Envelope], [Tracing Paper], [Transparency], or [Labels], you cannot specify any Finishing modes (Collate, Group, or Staple).
- If Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen) is set to 'On', and the paper size/type have been stored, the selected paper size/type are displayed on the screen. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

● **If you want to select a standard paper size:**

❑ Select the desired paper size → press [Next].

⌀ NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

⌀ NOTE
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size] → [Next].

❑ Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

● **If you want to select an envelope size:**

❑ Press [Envelope].

❑ Select the desired envelope type → press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.

❑ Press [OK].

The paper size/type currently loaded and the paper size/type reserved to be loaded are displayed, as shown on the screen below.

The last paper size/type specified for the reserved print job

The paper size/type currently loaded

NOTE

If there is more than one reserved job waiting to print, only the last paper size/type specified for the reserved print job is shown on the Paper Select screen.

4 Press [Done].

This completes the settings for reserving a print job using the stack bypass. The subsequent steps show you how to start printing and load paper into the stack bypass.

5 Press [Start Print].

6 When it is time for the reserved copy job to be printed, load the specified paper into the stack bypass.

NOTE

- The specified paper size/type is displayed on the screen when it is time for the reserved print job to be printed.
- Make sure to load the same paper size and type selected in step 3 into the stack bypass. Printing does not start if paper of a different size or type is loaded.

7 Select the desired paper size.

If the following screen is displayed, adjust the width of the slide guides ➞ specify the paper size ➞ press [OK].

If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

IMPORTANT

Set the paper size to the same size as the paper loaded in the stack bypass.

● **If you want to select a standard paper size:**

❑ Select the desired paper size ➞ press [Next].

NOTE

To select an A or B series paper size, press [A/B-size].

❑ Select the paper type ➞ press [OK].

If the desired paper type is not displayed, press [Detailed Settings] ➞ select the paper type from the list ➞ press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

Introduction to the Mail Box Functions

2

● **If you want to select a nonstandard paper size:**

❑ Press [Free Size] → [Next].

❑ Select the paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are printing onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

● **If you want to select an envelope size:**

❑ Press [Envelope].

❑ Select the desired envelope type → press [OK].

IMPORTANT

- If the envelope type is not set correctly, a paper jam will occur.
- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.

Sample Print

Before making multiple prints of a document stored in an inbox, you can print a sample of it to check its contents or the print results with the settings that were set when the document was stored.

🖐 IMPORTANT

- You cannot make a sample print of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.
- When you select more than one document, [Sample Print] appears only if you select [Merge Documents] and set the Collate, Offset Collate, Rotate Collate, Staple, Cover/Job Separator, Cover Sheet Insertion, or Booklet mode. [Sample Print] does not appear if the Group or Offset Group mode is set.

1 **Select the desired User Inbox number and the document to print → press [Print] → [Sample Print].**
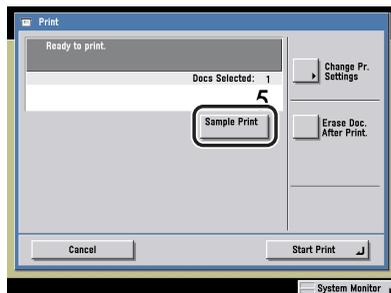
🖐 IMPORTANT

[Sample Set] is not displayed if only one copy is set.

2 **Press [Start Print].**

3 **Check the sample print → select [Start Print], [Cancel], or [Change Settings].**

● **To print the remaining prints:**

❑ Press [Start Print].

● **To cancel printing:**

❑ Press [Cancel].

● **To change the print settings:**

❑ Press [Change Settings] → change the necessary settings → press [Done].

To enter the number of prints, use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) to clear your entry.

To change the paper size, press [Paper Select]. (See "Paper Selection," on p. 2-24.)

To collate the prints, press [Finishing]. (See "Collating Copies/Prints," on p. 3-25.)

To make two-sided prints, press [2-Sided Printing]. (See "Two-Sided Copying/Printing," on p. 3-38.)

To change the Special Features mode settings, press [Special Features]. (See Chapter 4, "Special Copying and Mail Box Features.")

If you want to check the changes that you have made, press [Sample Print] → repeat step 2.

✎ NOTE

Press [Change Pr. Settings] to change the print settings.

Storing Print Settings

You can store the print settings for documents stored in a user inbox. This is useful to print most frequently printed documents with the same print settings.

✋ IMPORTANT

You cannot select multiple documents and store the print settings at the same time.

✎ NOTE

- The printing settings in memory are not erased, even if the power is turned OFF.
- You can store the following print settings and modes: the number of printouts, paper select, 2-Sided Printing, Finishing, Cover/Sheet Insertion, Booklet, and Margin
- If Erase Document After Printing is set to 'On' from the Standard Local Print Settings, the selected documents are erased after the documents for which the print settings are stored are printed.
- You can overwrite the stored print settings.

1 **Select the desired User Inbox number → select the document to print → press [Print] → [Change Pr. Setting].**

2 **Specify the print settings that you want to store → press [Store Pr. Settings].**
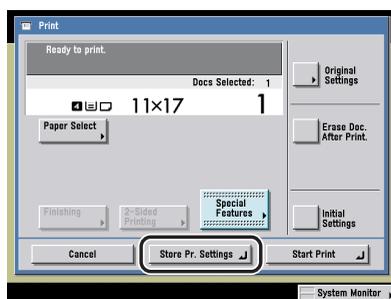
✎ NOTE

In the above example, the Booklet mode is selected.

3 A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].

✐ NOTE

- The document for which the print settings are stored is overwritten, its name is changed to the current date and time, and the document moves to the end of list.
- An icon (🖼) indicating that the document is stored with print settings, is displayed next to the document name.

4 Press [Done].

Arranging Documents Stored in an Inbox

From the Inbox Selection screen, you can change the document's name, check a document's detailed information, move and duplicate a document, and view the contents of the User Inboxes.

Changing the Name of a Document

IMPORTANT

(●) IMPORTANT

You cannot change the name of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

1 **Select the desired User Inbox number → select the document whose name you want to change → press [Details].**
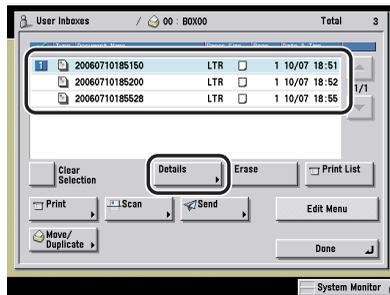
📝 NOTE

If you select multiple documents and press [Details], only the details of the selected (highlighted) document are displayed.

2 **Press [Change Document Name].**

3 **Enter a new name for the document → press [OK].**

(●) IMPORTANT

You cannot press [OK] without entering a name for the document.

4 **Press [Done] repeatedly until the Inbox Selection screen appears.**

Checking a Document's Detailed Information

1 **Select the desired Inbox → select the document whose detailed information you want to check → press [Details].**
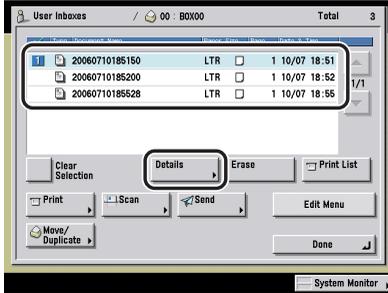
To select a document from the Memory RX Inbox, refer to step 1 of "Printing a Document in the Memory RX inbox," on p. 6-5.

To select a document from the Confidential Fax Inbox, refer to step 1 of "Printing a Document in the Confidential Fax Inbox," on p. 6-11.

✎ **NOTE**

If you select multiple documents and press [Details], only the details of the selected (highlighted) document are displayed.

2 **Check the detailed information → press [Done] repeatedly until the Inbox Selection screen appears.**

Erasing a Document

1 **Select the desired Inbox → select the document that you want to erase → press [Erase].**
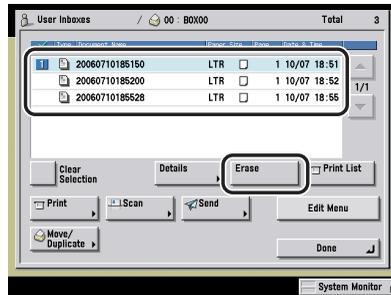
To select a document from the Memory RX Inbox, refer to step 1 of "Printing a Document in the Memory RX inbox," on p. 6-5.

To select a document from the Confidential Fax Inbox, refer to step 1 of "Printing a Document in the Confidential Fax Inbox," on p. 6-11.

To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

To erase multiple documents in the Memory RX Inbox or in a Confidential Fax Inbox, select and erase one document at a time.

NOTE
• You can cancel a selection by selecting the document again.
• To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

2 **Press [Yes].**

3 **Press [Done].**

Printing Lists

You can print a list of documents stored in a User Inbox.

🖐 **IMPORTANT**

You cannot print a list of documents stored in the Memory RX Inbox or Confidential Fax Inboxes.

📝 **NOTE**

- The document list can be printed only if 11" x 17", LGL, LTR, or LTRR paper (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- The following information is printed: The User Inbox number, type of document, document name, paper size, number of pages, user name, and date and time.

1 **Select the desired User Inbox number → press [Print List].**
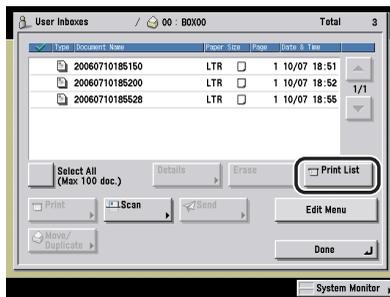
2 **Press [Yes].**

Moving/Duplicating a Document

⚠️ **IMPORTANT**

You cannot move or duplicate a document stored in the Memory RX Inbox or a Confidential Fax Inbox to another inbox. Similarly, you cannot move or duplicate a document stored in a User Inbox to the Memory RX Inbox or any Confidential Fax Inbox.

1 **Select the desired User Inbox number → select the document that you want to move or duplicate → press [Move/Duplicate].**
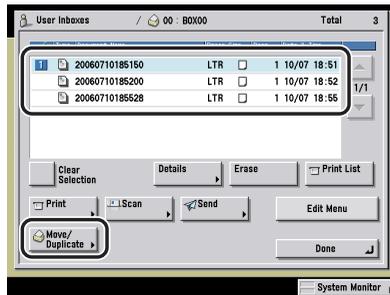
To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

✎ **NOTE**

- You can cancel a selection by selecting the document again.
- To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

2 Select the inbox into which you want to move or duplicate the document → press [Start].
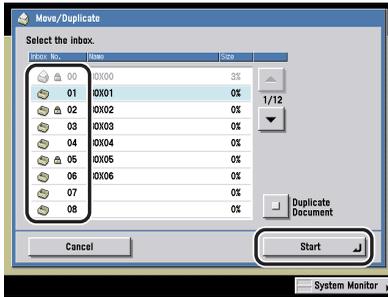
If you want to duplicate the selected document, press [Duplicate Document].

You cannot move or duplicate a document to multiple inboxes at once.

If the document cannot be moved or duplicated to the selected inbox, a message appears telling you that the move or duplication cannot be performed.

If the document cannot be moved or duplicated to the selected inbox, it remains in the original User Inbox.

If an error occurs while multiple documents are being moved or duplicated, the number of documents that are moved or duplicated successfully is displayed.

NOTE

- The name of the moved or duplicated document is the same as that of the original document.
- If the control panel power switch is turned OFF while documents are being moved or duplicated, only those documents that have been processed up to the time when the power is turned OFF, are moved or duplicated successfully.

3 Press [Done].

Editing/Checking the Contents of a Document

You can edit or check documents in User Inboxes.

✋ IMPORTANT

You cannot edit a document which has been stored in the Memory RX Inbox or a Confidential Fax Inbox.

Checking an Image in a Document

1 **Select the desired User Inbox number → select the document whose contents you want to view → press [Edit Menu] → [View Page].**
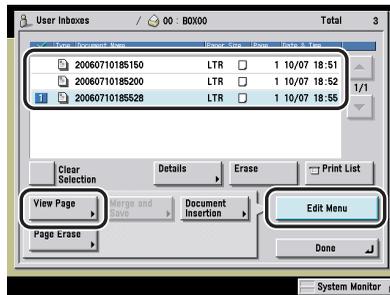
⌀ NOTE

If you press [View Page] while multiple documents are selected, only the contents of the selected (highlighted) document are displayed.

2 **Press [◀] or [▶] to display the page that you want to check.**
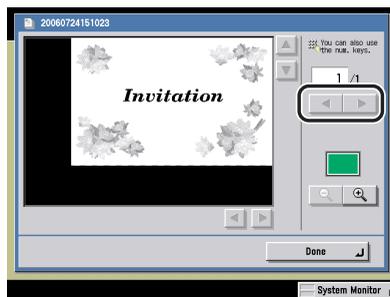
3 Check the contents of the page → press [Done].

Press [🔍] or [🔍] to change the magnification of the displayed image.

Press [◀], [▶], [▼], or [▲] to move around the magnified image.

The position of the image shown in ▇ can be checked.

4 Press [Done].

Storing Multiple Documents as One Document

This mode enables you to combine multiple documents in the same inbox as one document to create a new document.

🖑 IMPORTANT

- You cannot use the Merge and Save mode if either of the selected documents contain an image of a resolution other than 600 x 600 dpi.
- You can set the Merge and Save mode only for documents in the same inbox.
- If there are 2,000 documents in all of the User Inboxes, you cannot perform the Merge and Save mode.

1 Select the desired User Inbox number → select the documents to be merged in the order in which you want to merge them → press [Edit Menu] → [Merge and Save].
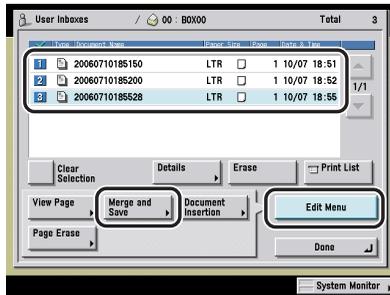
2 Press [Doc. Name after Merg.] → enter the document's name → press [OK] → [Start].
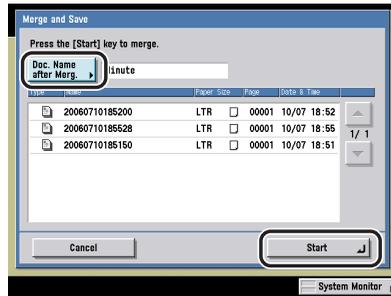
If the memory is full while you are merging and saving, a message informing you that you cannot merge is displayed.

⌀ NOTE

- If you create a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was created. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2006, its name will be <20060115133541>.
- If print settings have been stored for the selected documents, the settings are not carried over to the new document.

3 Press [Done].

Inserting a Document into Another Document

This mode enables you to insert a document before a specified page of another document in the same User Inbox, to create a new document.

⚠ IMPORTANT

- You cannot use the Document Insertion mode if either of the selected documents contain an image of a resolution other than 600 x 600 dpi.
- You can set the Document Insertion mode only for documents in the same User Inbox.
- If there are 2,000 documents in all of the User Inboxes, you cannot set the Document Insertion mode.

1 **Select the desired User Inbox number → select the document into which you want to insert another document → press [Edit Menu] → [Document Insertion].**
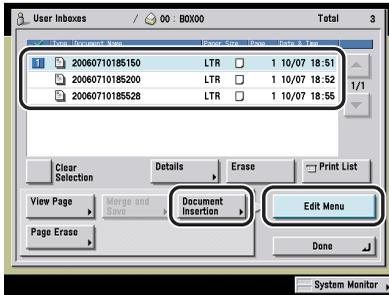
*NOTE

If you select multiple documents and press [Document Insertion], the selected (highlighted) document becomes the document that is inserted.

2 **Select the document you want to insert.**
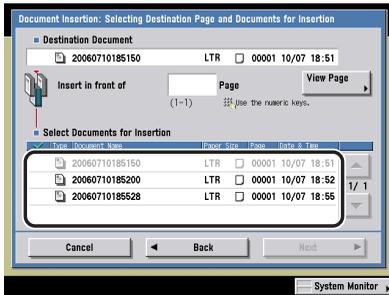
A checkmark is displayed to the left of the selected document.

You can cancel a selection by selecting the document again.

*IMPORTANT

You cannot select multiple documents.

3 **Enter the number of the page before which you want to insert the selected document using ⓪ - ⑨ (numeric keys) → press [Next].**

You can check images stored in the document in which you are inserting by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-51.)

4 Press [Doc. Name after Insert.] → enter the name of the document → press [OK] → [Start].

If memory is insufficient while you are using the Document Insertion mode, a message appears to inform you that you cannot insert the document.

NOTE

- If you create a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was created. For example, if a document is created at 1:35 PM, 41 seconds, on January 15, 2006, its name will be <20060115133541>.
- If print settings have been stored for the selected documents, the settings are not carried over to the new document.

5 Press [Done].

Erasing Part of a Document

This mode enables you to erase pages from a document that is stored in a User Inbox.

IMPORTANT

If you select all the pages of a document, the entire document is erased.

1 Select the desired User Inbox number → select the document containing the pages you want to erase → press [Edit Menu] → [Page Erase].
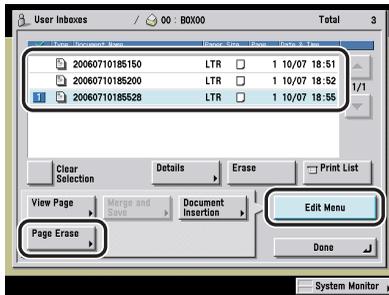
NOTE

If you select multiple documents and press [Page Erase], the selected (highlighted) document becomes the document pages will be erased from.

2 Press [Erase Single Page] or [Erase Pages Consecutively] → specify the number(s) of the page(s) you want to erase.

● If [Erase Single Page] is selected:

❑ Select the page to be erased using [-] and [+].
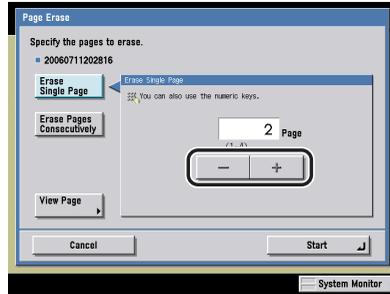
You can check image stored in the document you have selected by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-51.)

● If [Erase Pages Consecutively] is selected:

❑ Press [First Page] and [Last Page] → select the first and last pages to be erased using [-] or [+].
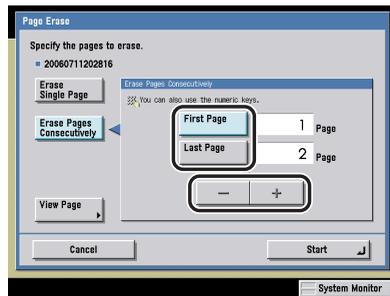
You can check image stored in the document you have selected by pressing [View Page]. (See "Checking an Image in a Document," on p. 2-51.)

3 Press [Start].

4 Press [Yes].

5 Press [Done].

Basic Copying and Mail Box Features

3

This chapter describes the basic Copying and Mail Box features.

Exposure and Original Type Settings

Manual Exposure Adjustment

You can manually adjust the exposure to the most appropriate level for the original.

Copying

1 **Place your originals → press [◖] or [◗].**
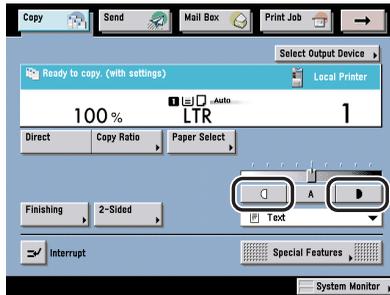
Press [◖] to move the indicator to the left to make the exposure lighter, or press [◗] to move it to the right to make the exposure darker.

2 **Press ◉ (Start).**

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [◖] or [◗].**
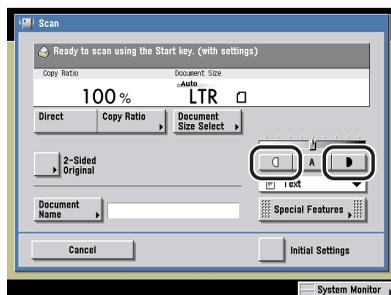
2 **Press ⊚ (Start).**

Original Type Selection

You can manually select the original type according to the type of image. The following three original type modes are available.

| **Text Mode** | **Text/Photo Mode** | **Photo Mode** |

IMPORTANT

If you make copies of an original containing halftones, such as a printed photo, the moiré effect (a shimmering, wavy pattern) may occur. If this happens, you can lessen the moiré effect by using the Sharpness mode. (See "Adjusting the Contrast (Sharpness)," on p. 4-57.)

NOTE

- If you select the Text, Text/Photo, or Photo mode, the exposure can only be adjusted manually. Automatic exposure adjustment cannot be used.
- If the original is a transparency, select the original type → adjust the exposure to the most appropriate level for the original.

■ **Text Mode**

This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied/scanned clearly.

■ **Text/Photo Mode**

This mode is best suited for originals containing both text and photos.

■ **Photo Mode**

This mode is best suited for photos printed on photographic paper.

Copying

1 **Place your originals → press the original type drop-down list → select the original type ([Text], [Text/Photo], or [Photo]).**

Original Type
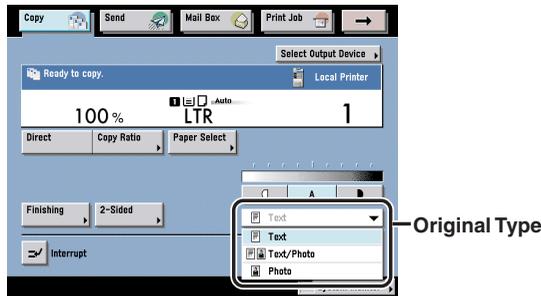
✐ **NOTE**

If Photo Mode in Copy Settings (from the Additional Functions screen) is set to 'On', you can select [Printed Image]. (See "Setting the Photo Mode for the Copying Function," on p. 8-10.)

2 **Press ⊙ (Start).**

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan].**

2 **Press the original type drop-down list → select the original type ([Text], [Text/Photo], or [Photo]).**

Original Type
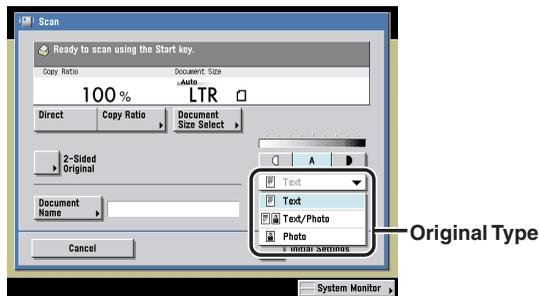
📎 NOTE

If Photo Mode in Mail Box Settings (from the Additional Functions screen) is set to 'On', you can select [Printed Image]. (See "Setting the Photo Mode for the Copying Function," on p. 8-10.)

3 **Press ⊙ (Start).**

Automatic Exposure Adjustment

This mode enables you to set the machine to automatically adjust the exposure to the level best suited to the quality of the original.

Copying

1 **Place your originals → press [A].**
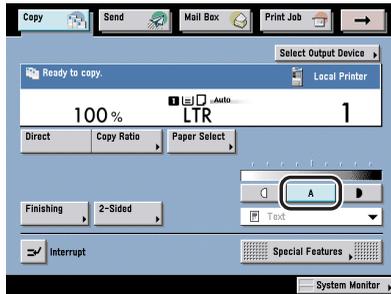
✐ NOTE

- An automatic copy exposure adjustment may not work with transparencies. In this case, adjust the exposure manually by pressing [◁] or [▷].
- If automatic copy exposure adjustment is set, the copy exposure may differ according to the orientation of the original. In this case, press [A] to cancel automatic copy exposure adjustment → select the type of your original from the original type drop-down list.

2 **Press ◎ (Start).**

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [A].**
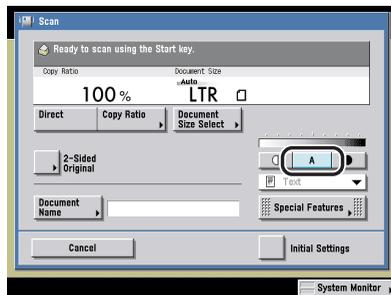
2 **Press ⊙ (Start).**

Exposure Adjustment during Copying/Printing

You can change the exposure while the machine is printing.

🖐 IMPORTANT

- You cannot change the exposure when printing documents stored in the Memory RX Inbox or Confidential Fax Inboxes.
- You cannot change the print exposure while printing in the Secure Watermark mode.

Copying

1 **Press [◖] or [◗] on the screen that is displayed while the machine is Copying.**
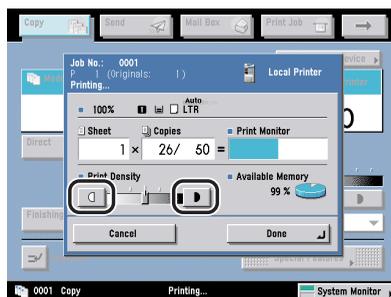
Press [◁] to move the indicator to the left to make the exposure lighter, or press [▷] to move it to the right to make the exposure darker.

✎ NOTE

If the copy exposure has been changed on the Copy Basic Features screen, adjusting the exposure during printing may not have any effect on the output.

Mail Box (Print)

🖐 IMPORTANT

If you change the exposure when scanning an original into an inbox, the selected exposure may be modified by the machine if you select to merge the document when printing it.

1 **Press [◁] or [▷] on the screen that is displayed while the machine is printing.**
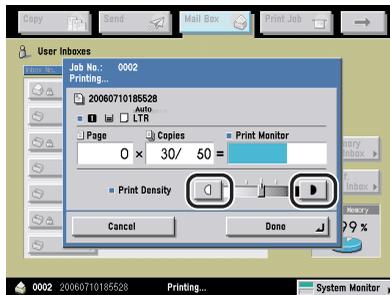
Changing the Copy (Zoom) Ratio

You can set the machine to adjust the copy (zoom) ratio automatically, or you can specify the copy (zoom) ratio manually.

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

NOTE

To set the copy (zoom) ratio to 100%, press [Direct].

Preset Zoom

The machine offers you a variety of preset copy (zoom) ratios to reduce or enlarge standard size originals to another standard paper (record) size.

IMPORTANT

- Place the originals horizontally in the following cases:
  - If you are enlarging LTR originals to 11" x 17"
  - If you are enlarging STMT originals to 11" x 17" (when the original is placed on the platen glass)
- If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', load LTRR paper in a paper drawer or the stack bypass.

NOTE

Placing an original horizontally means setting the original with the longer side sideways. (See Chapter 2, "Basic Operations," in the *Reference Guide*.)

■ Reduction

The available preset copy (zoom) ratios for reducing originals are:

- LGL → LTR (78%)
- 11" x 17" → LGL or 11" x 15" → LTR (73%)
- 11" x 17" → LTR (64%)
- 11" x 17" → STMT (50%)
- Minimum (25%)

■ **Enlargement**

The available preset copy (zoom) ratios for enlarging originals are:

- Maximum (400%)[*1]
- STMT → 11" x 17" (200%)
- LTR → 11" x 17" (129%)
- LGL → 11" x 17" (121%)

*1 Only when placed on the platen glass

Copying

1 **Place your originals → press [Copy Ratio].**
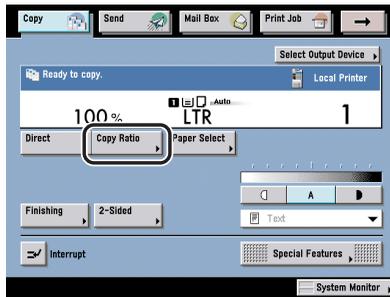
(IMPORTANT icon) **IMPORTANT**

The Paper Select setting must be set to 'Auto'.

2 **Select the desired copy ratio → press [Done].**

Enlargement

Reduction

3 **Press ⊙ (Start).**

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals
→ press [Scan] → [Copy Ratio].**

2 **Specify the zoom ratio and scan originals in accordance with
steps 2 and 3 of "Copying," on p. 3-10.**

Zoom by Percentage

You can reduce or enlarge originals by any copy ratio in 1% increments. The
available copy ratios are from 25% to 400% when the original is placed on the
platen glass, and from 25% to 200% when the original is placed in the feeder. The
same copy ratio is used for the horizontal (X) and vertical (Y) axes.
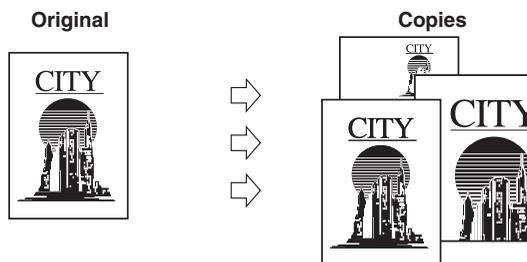
Copying

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [-] or [+] to set a copy ratio → press [Done].
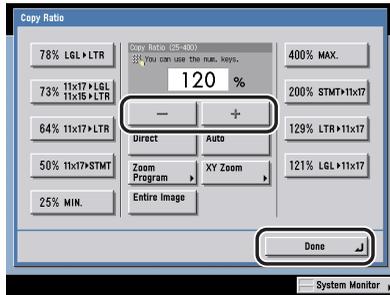
3 Press ⊙ (Start).

Mail Box (Scan)

1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 Specify the zoom by percentage and scan originals in accordance with steps 2 and 3 of "Copying," on p. 3-12.

Basic Copying and Mail Box Features

3

Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The same copy ratio is used for the horizontal (X) and vertical (Y) axes. The available copy ratios are from 25% to 400% when the original is placed on the platen glass, and from 25% to 200% when the original is placed in the feeder.
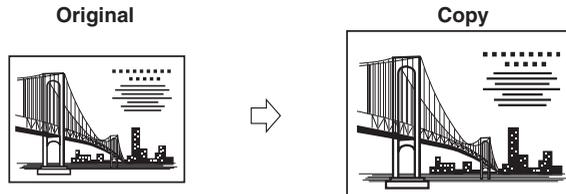
Original   **Copy**

🖐 IMPORTANT

- You cannot scan/copy highly transparent originals, such as transparencies, using the Auto setting on the Copy Ratio screen. Use the preset Zoom or Zoom by Percentage mode instead.
- To use the Auto setting on the Copy (Zoom) Ratio screen, your originals must conform to one of the standard paper sizes: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR. (You can place STMT and STMTR originals only into the feeder.)

✐ NOTE

- If you notice a difference between the automatic copy (zoom) ratio and the actual copy/record size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- When copying, to cancel this setting, press [Copy Ratio] → [Auto].
- When storing a document in an inbox, to cancel this setting, press [Copy Ratio] → [Auto] → [Cancel].

Basic Copying and Mail Box Features

Copying

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [Auto] → [Done].

IMPORTANT

If you set [Auto], you have to select a paper size manually. If you do not select a paper size, the copy ratio is automatically set to match the size of paper loaded in paper drawer 1.

3 Press ⊚ (Start).

NOTE

- If the original is placed on the platen glass, the copy ratio automatically appears when the feeder/platen cover is closed, provided that the original size can be detected.
- If the original is placed in the feeder, the copy ratio appears when ⊚ (Start) is pressed.

Mail Box (Scan)

1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 Press [Auto] → [OK].

✏ NOTE

To select an A or B series paper size, press [A/B-size].

3 Press ⊙ (Start).

✏ NOTE
- If the original is placed on the platen glass, the zoom ratio automatically appears when the feeder/platen cover is closed, provided that the original size can be detected.
- If the original is placed in the feeder, the zoom ratio appears when ⊙ (Start) is pressed.

Entire Image

If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. However, if you set the Entire Image mode, the image is slightly reduced so that the entire image is copied without being cut off.

✏ NOTE
- The Entire Image mode is available for the Copy function only.
- The reduction ratios when the Entire Image mode is specified are:
  - 11" x 17": 98.1%
  - LGL: 97.7%
  - LTR: 97.1%
  - STMT: 96.3%
- To cancel this setting, press [Copy Ratio] → [Entire Image].

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [Entire Image] → [Done].
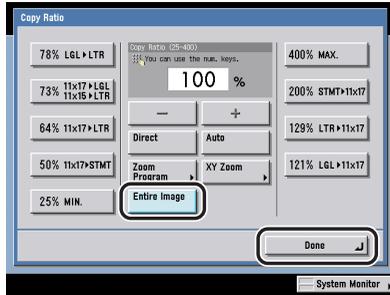
3 Press ⊙ (Start).

Reducing/Enlarging Using the Original and Copy/Record Sizes

The Zoom Program mode enables you to reduce or enlarge originals by individually entering the dimensions of the original and copy paper (record size).

The available copy ratios are from 25% to 400% when the original is placed on the platen glass, and from 25% to 200% when the original is placed in the feeder.

The following two Zoom Program modes are available.

✐ NOTE

- The specified sizes are converted into a copy (zoom) ratio (%) by the machine using the formula below. The result is rounded to the closest integer.
  Copy (zoom) ratio (%) = (copy (record) size/original size) x 100
- To cancel this setting, press [Copy Ratio] → [Zoom Program] → [Cancel].
- For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

■ **Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)**
You can set the same copy (zoom) ratio for both the horizontal (X) and vertical (Y) axes.

Original

Copy

X = 4" (100 mm)
LTR

X = 5 7/8" (150 mm)
LTR
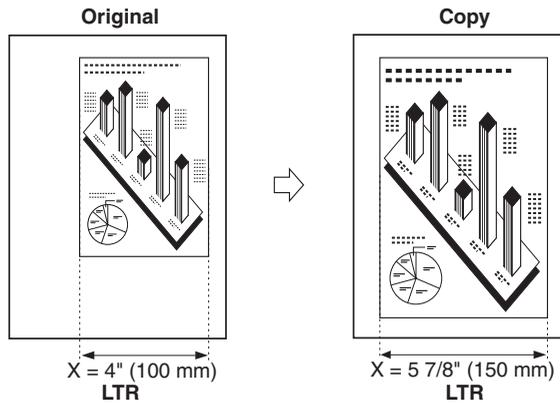
■ **Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom)**
You can set different copy (zoom) ratios for the horizontal (X) and vertical (Y) axes.

Original

Copy

Y = 4 3/4" (120 mm)

Y = 7 1/8" (180 mm)

X = 4" (100 mm)
LTR

X = 3 1/8" (80 mm)
LTR
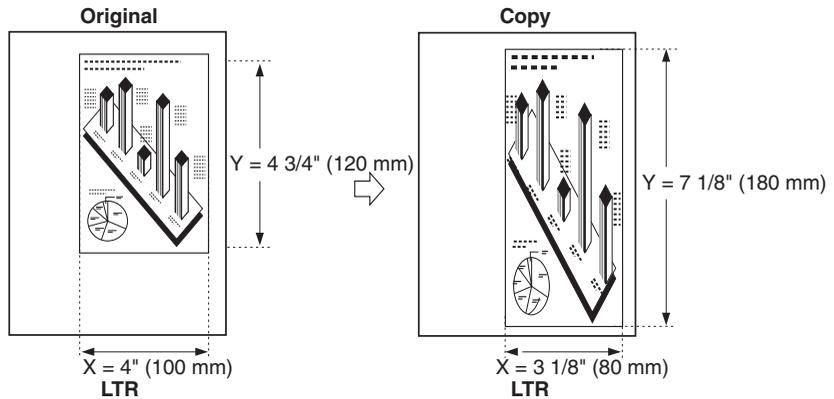
Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)

■ *Copying*

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [Zoom Program].
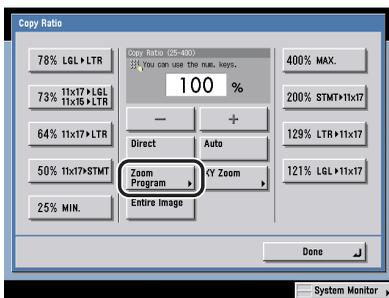
3 Use the numeric keys on the touch panel display to enter values for the original size and copy size.

❏ Press [Original Size] → enter a value.

❏ Press [Copy Size] → enter a value.

❏ Press [OK].

You can enter either the width or the length of the original size. If you enter the width for the original size, make sure to enter the width for the copy (record) size as well, and vice versa.

The machine automatically calculates the correct copy (zoom) ratio based on the values you entered; however, the original image may be cut off slightly depending on the paper (record) size.

If the computation results in a copy ratio greater than 200%, place your original on the platen glass.

If the computation results in a zoom ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.

📎 **NOTE**

To specify the horizontal (X) and vertical (Y) axis independently, press [XY Zoom].

4 Press ◎ (Start).

■ *Mail Box (Scan)*

1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 Specify the Zoom Program (Zoom) mode and scan originals in accordance with steps 2 and 3 of "Copying," on p. 3-18.

For the Mail Box function, enter the Original Size and Record Size.

Making Copies (Scanning) with Different XY Copy/Zoom Ratios (XY Zoom)

■ *Copying*

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [Zoom Program].

If necessary, see the screen shot in step 2 of "Copying" in "Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)," on p. 3-18.

3 Press [XY Zoom].

4 Use the numeric keys on the touch panel display to enter values for the original size and copy (record) size.

❑ Press [X] (horizontal axis) for Original Size → enter a value.

❑ Press [Y] (vertical axis) for Original Size → enter a value.

❑ Press [X] (horizontal axis) for Copy Size → enter a value.

❑ Press [Y] (vertical axis) for Copy Size → enter a value.

❑ Press [OK].

You can enter either the width or the length of the original size. If you enter the width for the original size, make sure to enter the width for the copy (record) size as well, and vice versa.

The machine automatically calculates the correct copy (zoom) ratio based on the values you entered; however, the original image may be cut off slightly depending on the paper (record) size.

If the computation results in a copy ratio greater than 200%, place your original on the platen glass.

If the computation results in a zoom ratio less than 25% or greater than 400%, a message appears telling you that values below 25% will be set to 25%, and values above 400% will be set to 400%.

NOTE
To specify the same copy ratio for both the horizontal (X) and vertical (Y) axes, press [Zoom].

5 Press ⊙ (Start).

■ *Mail Box (Scan)*

1 Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 Specify the Zoom Program (XY Zoom) mode and scan originals in accordance with steps 2 to 5 of "Copying," on p. 3-19.

For the Mail Box function, enter the Original Size and Record Size.

Setting the X and Y Axes Independently

The XY Zoom mode enables you to make reduced or enlarged copies with different XY copy ratios expressed in percentages. The available copy ratios are from 25% to 400% when the original is placed on the platen glass, and from 25% to 200% when the original is placed in the feeder.

The following two XY Zoom modes are available.

✐ NOTE

To cancel this setting, press [Copy Ratio] → [XY Zoom] → [Cancel].

■ Manually Specifying the Copy/Zoom Ratio (XY Zoom)

You can manually set different copy (zoom) ratios for the horizontal (X) and vertical (Y) axes, expressed in percentages and in 1% increments.

Original		Copy
	Enlarging and Reducing with Different XY Copy Ratios	
Y = 100%	⇨	Y = 80%
X = 100%		X = 120%
LTR		LTR
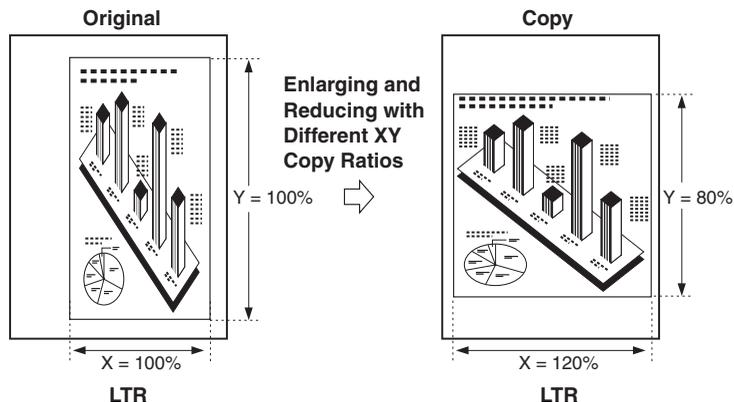
If you set the copy (zoom) ratio with the XY Zoom mode, the image of the original may be rotated before being printed on the paper depending on the outcome of the computation executed by the machine using the original size and the specified copy (zoom) ratio.

■ Automatically Specifying the Copy Ratio (Auto XY Zoom)

The XY copy ratio is automatically set to suit the size of the selected paper.
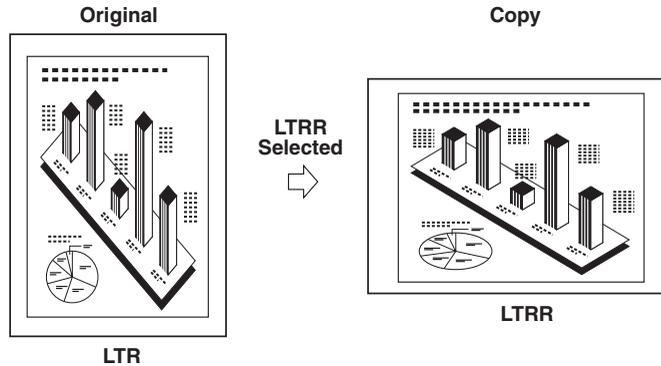
- You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode. Manually specify the copy (zoom) ratio for these types of originals.
- If you set the Auto XY Zoom mode, select the paper size using the Manual Paper Selection mode. If you do not select a paper size, Paper Drawer 1 is automatically selected and the copy ratio is set to match the size of the paper loaded in that drawer.
- If you set the copy ratio in the Auto XY Zoom mode, Auto Orientation is not performed.

- The Auto XY Zoom mode is available for the Copy function only.
- If you notice a difference between the copy (zoom) ratio and the actual print size, you can try to eliminate this error by making a Zoom Fine Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

Copying

1 Place your originals → press [Copy Ratio].

If necessary, see the screen shot in step 1 of "Copying" in "Preset Zoom," on p. 3-9.

2 Press [XY Zoom].
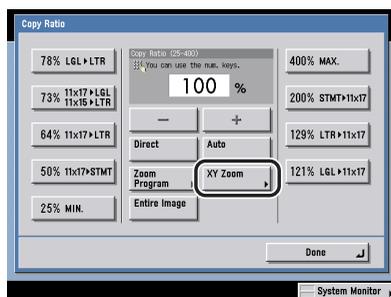
3 Specify the desired copy ratios.

● **To manually specify the copy ratios (XY Zoom):**

❏ Press [X] (horizontal axis) → enter a value.

❏ Press [Y] (vertical axis) → enter a value.

❏ Press [OK].
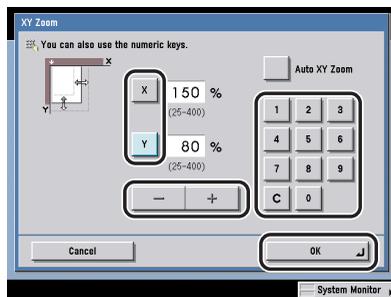
● **To have the copy ratios automatically specified (Auto XY Zoom):**

❑ Press [Auto XY Zoom] → [OK].

🖐 IMPORTANT

If you set [Auto XY Zoom], you have to select a paper size manually. If you do not specify a paper size, the copy ratio is set to match the size of the paper loaded in paper drawer 1.

4 **Press ◉ (Start).**

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Copy Ratio].**

If necessary, see the screen shot in step 1 of "Mail Box (Scan)" in "Preset Zoom," on p. 3-9.

2 **Specify XY Zoom mode and scan originals in accordance with steps 2 to 4 of "Copying," on p. 3-23.**

Collating Copies/Prints

The Finishing modes can be selected to collate the outputs in various ways, either by pages or copy/print sets.

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- The Finishing modes cannot be set if free size, envelopes, transparencies, tracing paper, or labels is selected.

NOTE

- For information for the optional finishers, see Chapter 3, "Optional Equipment," in the *Reference Guide*.
- To cancel this setting, press [Finishing] → [Cancel].

Basic Copying and Mail Box Features

3

√: Available
−: Unavailable

Optional Unit	Offset	Rotate	Staple			Hole Punch
			Corner	Double	Saddle Stitch	
None	−	√ LTR, LTRR	−	−	−	−
Copy Tray-J1	−	√ LTR, LTRR	−	−	−	−
Finisher-S1 or Finisher-S1 and Puncher Unit-R1	√ 11" x 17", LGL, LTR, LTRR	−	√ 11" x 17", LGL, LTRR (30 sheets), LTR (50 sheets)	−	−	√ 11" x 17", LGL, LTR, LTRR
Inner 2way Tray-D1 or Inner 2way Tray-D1 and Copy Tray-J1	−	√ LTR, LTRR	−	−	−	−
Finisher-AE1	√ 11" x 17", LGL, LTR, LTRR, EXEC	−	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	−	−
Finisher-AE1 and Puncher Unit-M1	√ 11" x 17", LGL, LTR, LTRR, EXEC	−	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	−	√ 11" x 17", LGL, LTR, LTRR
Saddle Finisher-AE2	√ 11" x 17", LGL, LTR, LTRR, EXEC	−	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	√ 11" x 17", LGL, LTRR (15 sheets)	−
Saddle Finisher-AE2 and Puncher Unit-M1	√ 11" x 17", LGL, LTR, LTRR, EXEC	−	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	√ 11" x 17", LGL, LTRR (30 sheets), LTR, EXEC (50 sheets)	√ 11" x 17", LGL, LTRR (15 sheets)	√ 11" x 17", LGL, LTR, LTRR

■ **If the Collate Mode Is Set:**
The copies are automatically collated into sets arranged in page order. The output is as follows:

Originals **Three Copies of Each Page Collated in Page Order** **Set 1** **Set 2** **Set 3**
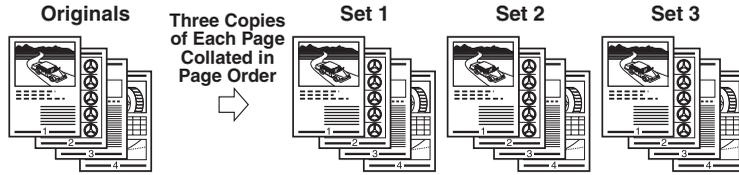
■ **If the Group Mode Is Set:**
All copies of the same original page are grouped together. The output is as follows:

Originals **Three Copies of Each Page Grouped by Page** **Group 1** **Group 2** **Group 3** **Group 4**
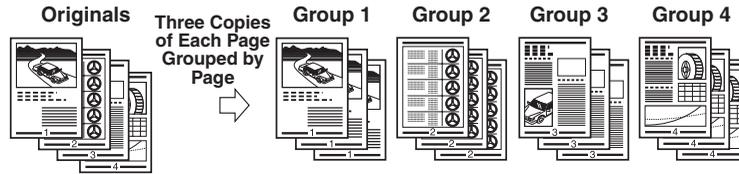
■ **If the Staple Mode Is Set:**
The copies are automatically collated into sets arranged in page order and stapled. The output is as follows:

• If you select [Corner] (Top Left):

Originals **Three Copies of Each Page Collated in Page Order** **Set 1** **Set 2** **Set 3**
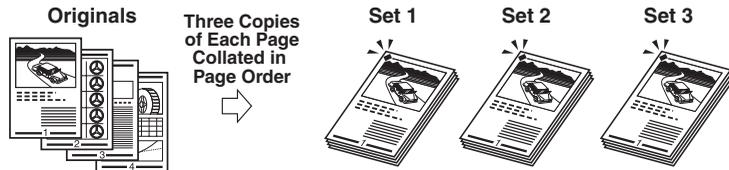
• If you select [Double] (Left):

Originals **Three Copies of Each Page Collated in Page Order** **Set 1** **Set 2** **Set 3**

- If you select [Saddle Stitch]:

Originals → **Three Copies of Each Page Collated in Page Order** → **Set 1** **Set 2** **Set 3**
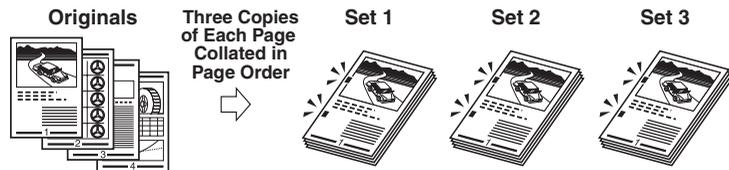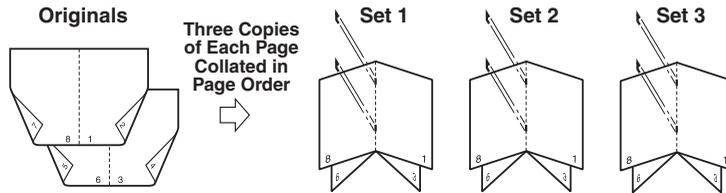
🖐 IMPORTANT

- If the optional Finisher-S1 is attached, you cannot select the stapling position. For more information on stapling positions, see Chapter 3, "Optional Equipment," in the *Reference Guide*.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.

📝 NOTE

To use the Saddle Stitch mode, the original (stored document) must already be in booklet form, as shown in the illustration above. (See "Booklet Mode," on p. 4-19 and "Booklet Scanning," on p. 4-25.)

■ If No Finishing Mode Is Set:

If the Collate, Group, and Staple modes are not set, copies are output as follows:

Originals → **Copies**
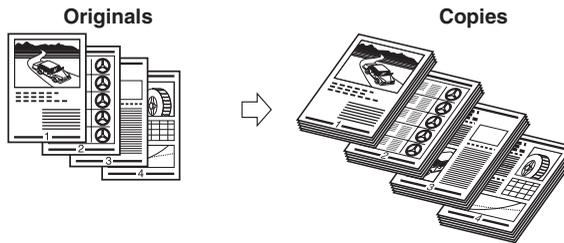
■ If the Hole Punch Mode Is Set:

The machine punches two or three holes in the output.

Originals → **Copy**
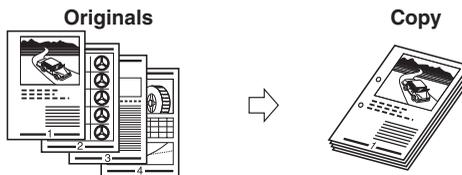
■ If the Rotate Mode Is Set:
If the copies are of the same size, the sheets are automatically collated into sets arranged in page order, and are output in alternating directions as follows:
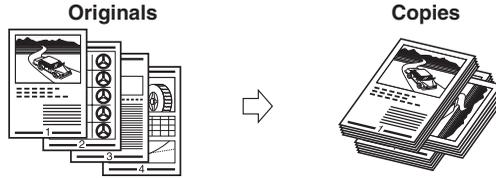
Originals   **Copies**

■ If the Offset Mode Is Set:
The copies are slightly offset vertically in the output tray as follows: (You can also specify the number of copy sets to offset.)

Originals   **Copies**
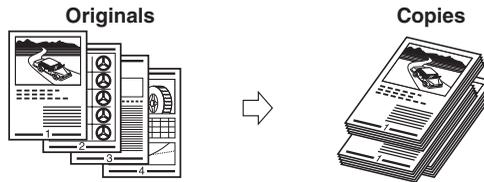
Page Order (Collate)

Copying

1 **Place your originals → press [Finishing].**
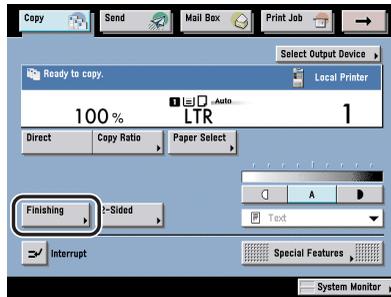
 NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [Collate (Page order)].

The optional finisher is attached.

The optional Finisher-S1 and Puncher Unit-R1, or Finisher-AE1/Saddle Finisher-AE2 and Puncher Unit-M1 are attached.

A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

If you want to make hole punches, press [Hole Punch].

● **If you select [Rotate]:**

❑ Press [Next] ➞ select [LTR] or [LTRR].

ⓘ IMPORTANT

- [Rotate] can be selected only in the following cases:
  - If the available paper size is selected manually
  - If the available paper size is loaded in both the horizontal and vertical directions
  - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- When you have selected Automatic Paper Selection for the Rotate Mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
- If there is no paper which can be rotated, the output will be collated.

3 **Press [OK].**

4 **Press ⊚ (Start).**

Mail Box (Print)

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Finishing].**

2 **Specify the Collate settings in accordance with steps 2 and 3 of "Copying," on p. 3-30.**

3 **Press [Start Print].**

Same Page (Group)

Copying

1 **Place your originals → press [Finishing].**

If necessary, see the screen shot in step 1 of "Copying" in "Page Order (Collate)," on p. 3-29.

✐ NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [Group (Same pages)].

The optional Finisher-S1 is attached.

The optional Finisher-S1 and Puncher Unit-R1, or Finisher-AE1/Saddle Finisher-AE2 and Puncher Unit-M1 are attached.

A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

If you want to make hole punches, press [Hole Punch].

● **If you select [Rotate]:**

❑ Press [Next] ➞ select [LTR] or [LTRR].

IMPORTANT
- [Rotate] can be selected only in the following cases:
  - If the available paper size is selected manually
  - If the available paper size is loaded in both the horizontal and vertical directions
  - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- When you have selected Automatic Paper Selection for the Rotate Mode, make sure to select a paper size which can be rotated. Otherwise, output will not be rotated.
- If there is no paper which can be rotated, the output will be collated.

3 **Press [OK].**

4 **Press ⊚ (Start).**

Mail Box (Print)

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Finishing].**

If necessary, see the screen shot in step 1 of "Mail Box (Print)" in "Page Order (Collate)," on p. 3-29.

2 **Specify the Group settings in accordance with steps 2 and 3 of "Copying," on p. 3-32.**

3 **Press [Start Print].**

Page Order (Staple)

 IMPORTANT

- The Staple mode can be set only if an optional finisher is attached.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

Copying

1 **Place your originals → press [Finishing].**

If necessary, see the screen shot in step 1 of "Copying" in "Page Order (Collate)," on p. 3-29.

✐ NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [Staple].

If you want to make hole punches, press [Hole Punch].

● If the optional Finisher-S1 is attached:

❑ Press [OK].
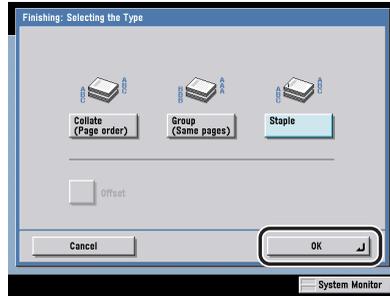
The optional Finisher-S1 is attached.
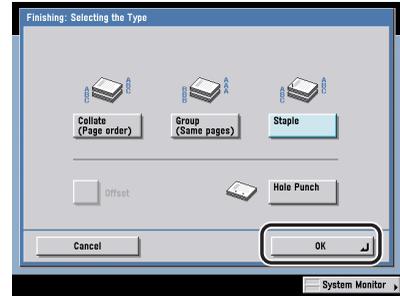
The optional Finisher-S1 and Puncher Unit-R1 are attached.

● If the optional Finisher-AE1 is attached:

❑ Press [Next].
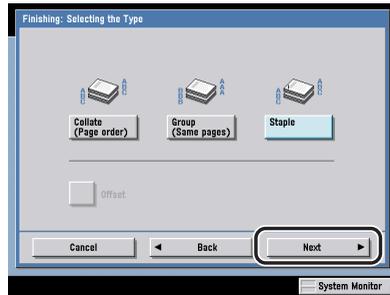
The optional Finisher-AE1 is attached.
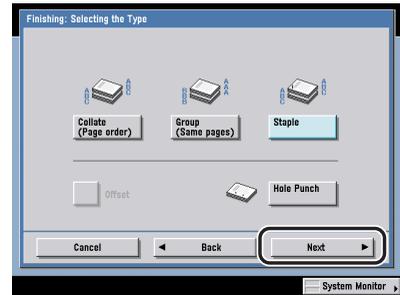
The optional Finisher-AE1 and Puncher Unit-M1 are attached.

❑ Select the stapling type ([Corner] or [Double]) → select the stapling position → press [OK].
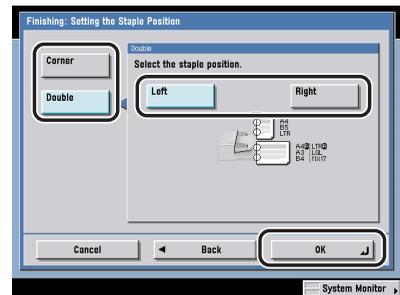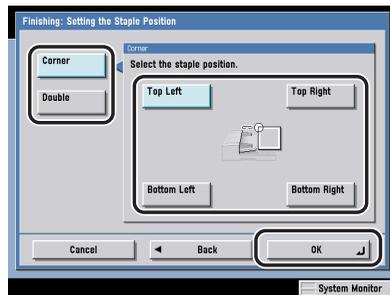
● **If the optional Saddle Finisher-AE2 is attached:**

❑ Press [Next].

❑ Select the stapling type ([Corner], [Double], or [Saddle Stitch]).

If you want to select [Corner] or [Double]:

• Press [Corner] or [Double] ➞ select the stapling position ➞ press [OK].
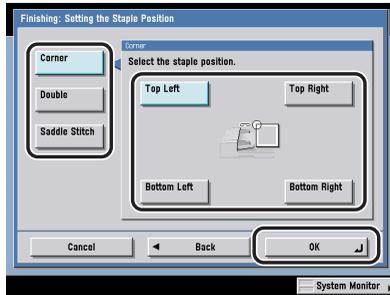
The optional Saddle Finisher-AE2, or the optional Saddle Finisher-AE2 and Puncher Unit-M1 are attached.

If you want to select [Saddle Stitch]:

• Press [Saddle Stitch] ➞ [Next].

• Select the paper source to use for the main document ➞ press [OK].
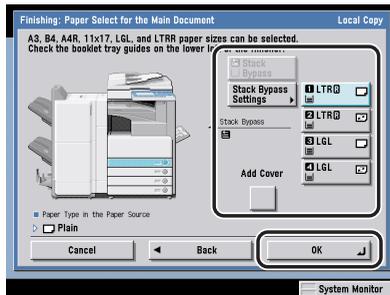
If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] ➞ select the paper type and press [OK].

If you pressed [Add cover], press [Next] → select the paper source to use for the cover page.
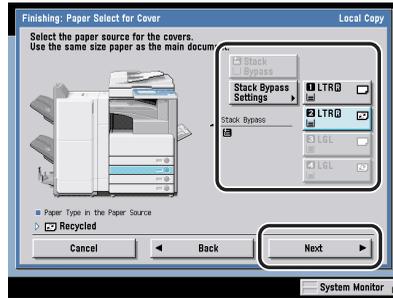
If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type → press [OK].

Press [Next] → select whether to print on the cover → press [OK].

(IMPORTANT) IMPORTANT

- Make sure to use the same paper size for the cover and the main document.
- If you select [No] for <Select whether to print on covers.>, [Heavy] can be selected.
- Only 17 to 20 lb bond (64 to 80 g/m2) paper can be used for the main document, and 17 to 32 lb bond (64 to 128 g/m2) paper can be used for the cover page.

(NOTE) NOTE

- If you are setting the paper for the cover page in the paper drawer, you must load the paper face up.
- If you are setting the paper for the cover page in the stack bypass, you must load the paper face down.

3 **Press ⊙ (Start).**

Mail Box (Print)

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Finishing].**

If necessary, see the screen shot in step 1 of "Mail Box (Print)" in "Page Order (Collate)," on p. 3-29.

2 **Specify the Staple settings in accordance with step 2 of "Copying," on p. 3-34.**

3 **Press [Start Print].**

Basic Copying and Mail Box Features

3

Two-Sided Copying/Printing

This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals. For the Mail Box function, this mode enables you to print two successive pages of a document stored in a User Inbox, on both sides of a sheet of paper.

🖐 IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- You may not be able to make two-sided copies/prints on some types of paper, depending on the paper.

✐ NOTE

- If you are copying in the 2-Sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the back edge of the feeder.
- The 2-Sided mode you have selected is displayed above [2-Sided] on the Regular Copy Basic Features screen, or above [2-Sided Printing] on the Change Pr. Settings screen.
- Paper used to make two-sided copies/prints must conform to the following specifications:

  - Paper size: 11" x 17", LGL, LTR, LTRR, EXEC, or STMTR (envelopes cannot be used for two-sided copying)

  - Paper weight: 17 to 20 lb bond (64 to 80 g/m^2)

- When copying, to cancel this setting, press [2-Sided] → [Cancel].
- When storing or printing a document in an inbox, to cancel this setting, press [2-Sided Printing] → [Cancel].

1 to 2-Sided

This feature enables you to make two-sided copies from one-sided originals, or to print two successive pages of a document stored in a User Inbox onto both sides of a sheet of paper.
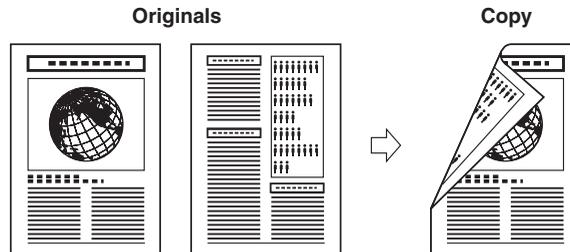
Originals   **Copy**

Copying

IMPORTANT

Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.

NOTE

- If there are an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as a copy.)
- If the 2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand.

1 Place your originals → press [2-Sided].
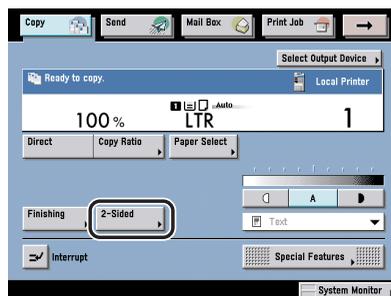
2 **Press [1 ▶ 2-Sided].**

To set the orientation of two-sided copies, press [Option] → select the type of two-sided orientation → press [Done].

Details of each item are shown below.

[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

3 **Press [OK].**

4 **Press ⊚ (Start).**

Mail Box (Print)

✐ NOTE

- If there are an odd number of pages in a document, the back side of the last print is left blank. (The machine's counter does not count the blank page as a print.)
- If the 2-Sided Printing mode is used together with the Automatic Paper Selection mode, and the pages that you want to print are of different size, the different sized documents will be printed as one-sided prints on paper of their respective sizes. If you want such pages to be printed as two-sided documents, select the desired paper size beforehand.

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [2-Sided Printing].**
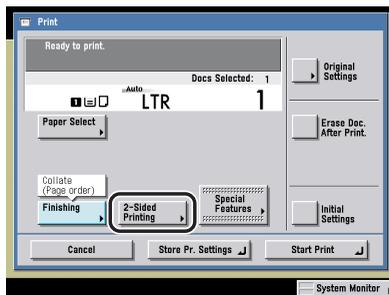
2 Select the desired orientation → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the copy will have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-bottom orientations.

If you want to print the first page of each document on the front when documents are merged and the Finishing mode is selected (except for [Group]), press [Non continuous].

If you want to print continuously without inserting any blank pages between the documents, press [Continuous].

3 Press [Start Print].

2 to 2-Sided

This feature enables you to make two-sided copies from two-sided originals. If a two-sided original is placed in the feeder, it is automatically turned over so that both sides of the original are copied onto the front and back sides of a copy sheet.
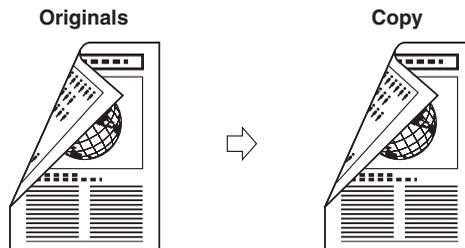
Originals   **Copy**

🖐 IMPORTANT

2▶2-Sided copying is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).

📝 NOTE

• The 2▶2-Sided mode is available for the Copying function only.

• If you placed your originals on the platen glass, follow the instructions displayed on the screen to scan each side of the originals.

1 Place your originals → press [2-Sided].

If necessary, see the screen shot in step 1 of "Copying" in "1 to 2-Sided," on p. 3-39.

✏ NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [2 ▶ 2-Sided].

To set the orientation of the originals and the copies, press [Option] → select the type of two-sided orientation for the originals and the copies → press [Done].

Original

| [Book Type]: | The front and back sides of the original have the same top-bottom orientation. |
| [Calendar Type]: | The front and back sides of the original have opposite top-bottom orientations. |

Copy

| [Book Type]: | The front and back sides of the copy will have the same top-bottom orientation. |
| [Calendar Type]: | The front and back sides of the copy will have opposite top-bottom orientations. |

3 Press [OK].

4 Press ◎ (Start).

2 to 1-Sided

This feature automatically turns over two-sided originals placed in the feeder to make one-sided copies on different sheets of paper.
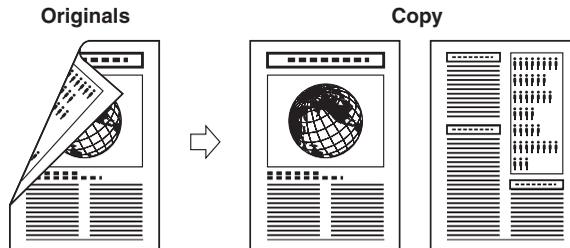
Originals   **Copy**

IMPORTANT

- 2▶1-Sided copying is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the copy is printed upside down.

NOTE

- The 2▶1-Sided mode is available for the Copying function only.
- If you want to place your two-sided original on the platen glass, use the Job Build mode in Special Features to execute 2▶1-Sided copying. (See "Job Build," on p. 4-49.)

1 Place your originals in the feeder → press [2-Sided].

If necessary, see the screen shot in step 1 of "Copying" in "1 to 2-Sided," on p. 3-39.

NOTE

If Auto Collate in Copy Settings (from the Additional Functions screen) is set to 'On', the Collate or Offset Collate mode is automatically set when you place your originals in the feeder. (See "Auto Collate," on p. 8-9.)

2 Press [2▶1-Sided].

To set the orientation of the originals, press [Option] → select the orientation of the originals → press [Done].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

3 Press [OK].

4 Press ⊚ (Start).

Book to 2-Sided

This feature enables you to make two-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

• Left/Right Two-sided
 This setting makes two-sided copies from facing pages.
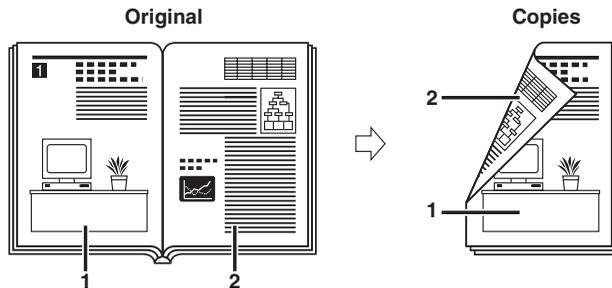
• Front/Back Two-sided
This setting makes two-sided copies from the front and back sides of a page.

Original

Copies
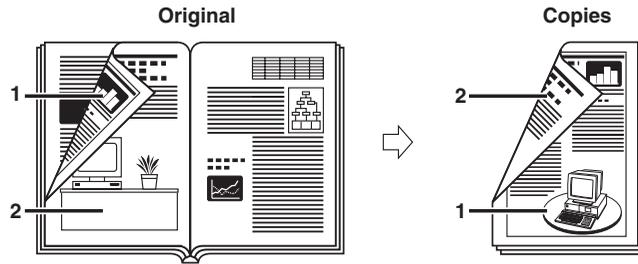
IMPORTANT
- Only LTR paper can be used for Book▶2-Sided copying.
- If you select [Front/Back 2-Sided], the front side of the first two-sided page and the back side of the last two-sided page are left blank. (The machine's counter does not count the blank pages as copies.)
- Place your original on the platen glass. The Book▶2-Sided mode cannot be used when the original is placed in the feeder.

NOTE
The Book▶2-Sided mode is available for the Copying function only.

1 Place your original on the platen glass → press [2-Sided].

If necessary, see the screen shot in step 1 of "Copying" in "1 to 2-Sided," on p. 3-39.

To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press [Book▶ 2-Sided] → [Next].

Basic Copying and Mail Box Features

3

3 Select the desired type of two-sided layout → press [OK].

Details of each item are shown below.

[Left/Right 2-Sided]:   The facing pages of a book or bound original are copied onto the front and back sides of a single sheet of paper.

[Front/Back 2-Sided]:   The front and back sides of the left page, or the front and back sides of the right page, are copied onto the front and back sides of a single sheet of paper.

4 Press ⊙ (Start).

To copy the next two facing pages, turn the page of the original → place your original on the platen glass → press ⊙ (Start).

5 When scanning is complete, press [Done].

Scanning Two-Sided Originals

You can set the machine to automatically turn over two-sided originals that are placed in the feeder, and scan each side separately.

✋ IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- When you are scanning originals with a horizontal (landscape) orientation, such as LTRR and STMTR, make sure to place them horizontally in the feeder. If these originals are placed vertically, the back sides of the originals are scanned upside down.

✎ NOTE

- The 2-Sided Original mode is available for the Mail Box function only.
- If you placed your originals on the platen glass, follow the instructions displayed on the screen to scan each side of the originals.
- To cancel this setting, press [2-Sided Original] → [Cancel].

1 **Select the desired User Inbox number → place your originals in the feeder → press [Scan] → [2-Sided Original].**
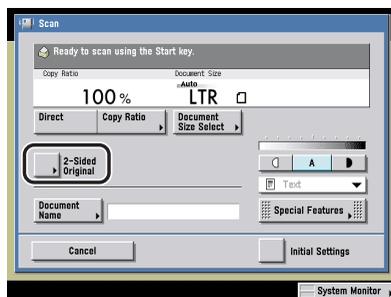
2 Select the type of original → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

3 Press ⊙ (Start).

Merging Documents

The Merge Documents mode enables you to print multiple documents, such as scanned documents and documents sent from a computer, as one document−if they are stored in the same inbox. You can combine documents with different settings into one document, which is useful when you want to print the following kinds of documents:

- Documents created with different programs, or documents created by multiple users for printing and stapling as a single document.
- Documents combining cutout artwork, transparencies, and data sent from one or more computers, using the Two-sided Printing mode.

⚠ IMPORTANT
- You can set the Merge Documents mode only if you select multiple documents.
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

✎ NOTE
- The Merge Documents mode is available for the Mail Box function only.
- If you use the Merge Documents mode to combine and print multiple documents, the documents are printed using Standard Local Print Settings instead of the individual settings of the respective documents. However, the settings of each document are not changed or erased, and remain the same as when the document was created.
- You can change Standard Local Print Settings. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)

1 **Select the desired User Inbox number and the documents to print in the order that you want to print them → press [Print] → [Change Pr. Settings] → [Merge Documents].**
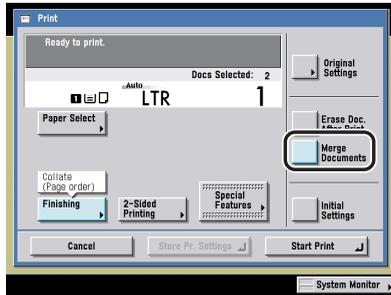
To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

To cancel all documents, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

[Merge Documents] is displayed only when multiple documents are selected.

2 **Press [Start Print].**

✎ NOTE

While the merged documents are being printed, only the name of the first document is displayed on the screen.

Special Copying and Mail Box Features

This chapter describes the special features of both the Copying and Mail Box functions.

4. Special Copying and Mail Box Features

What are Special Features?

Special features, such as the Booklet and Job Build modes, are modes for performing various kinds of editing according to your needs, when copying, printing, or storing documents in an inbox.

🖐 IMPORTANT

Depending on the mode, some combinations of modes will not be available. See "Combination of Functions Chart," on p. 9-2.

Specifying the Special Copying Features

1 **Place your originals.**
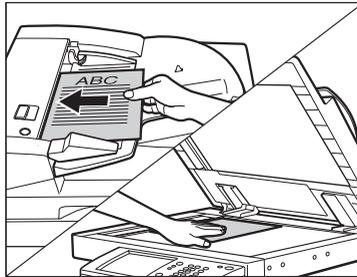
2 **Press [Special Features].**
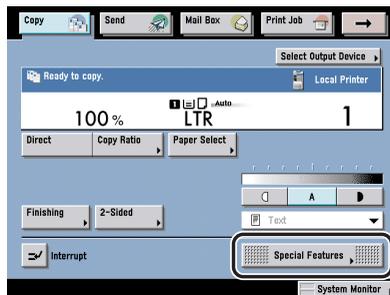
3 Select the desired mode from the Special Features screen.
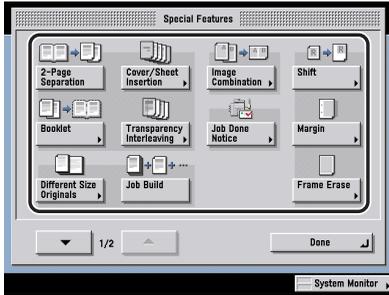
Special Features Screen (1/2)
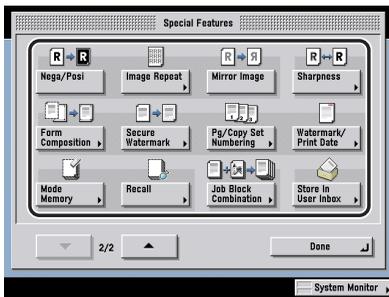
Special Features Screen (2/2)

IMPORTANT

Depending on the mode, you may have to place your original on the platen glass or in the feeder. See the corresponding section on each mode for detailed information.

NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

4 Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

5 Press ⊙ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

Copying starts.

✐ NOTE

- To cancel this setting, follow the procedure below.
  - For modes which have a right triangle (▶) on the bottom right of their key:
    Example: Frame Erase
    Press [Special Features] → [Frame Erase] → [Cancel].
  - For modes which do not have a right triangle (▶) on the bottom right of their key:
    Example: Job Build
    Press [Special Features] → [Job Build].
- To cancel all settings and return the machine to the Standard mode, press ⊘ (Reset).

Specifying the Special Mail Box Features for Scanning

1 Select the desired User Inbox number → place your originals → press [Scan].

If necessary, see the screen shots in steps 1 to 5 of "Storing Originals into an Inbox," on p. 2-12.

The Scan screen is displayed.

2 Press [Special Features].
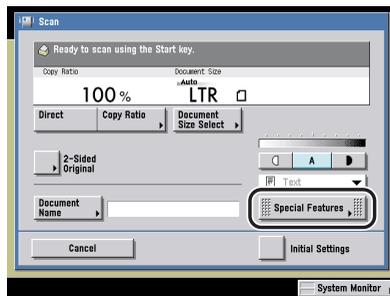
3 Select the desired mode from the Special Features screen.
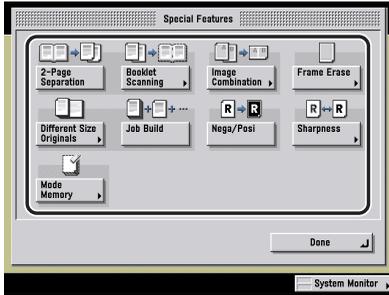
ⓘ IMPORTANT

Depending on the mode, you may have to place your original on the platen glass or in the feeder. See the corresponding section on each mode for detailed information.

4 Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

5 Press ⊚ (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

Scanning starts.

✏ NOTE

- To cancel this setting, follow the procedure below.
  - For modes which have a right triangle (▶) on the bottom right of their key:
    Example: Frame Erase
    Press [Special Features] → [Frame Erase] → [Cancel].
  - For modes which do not have a right triangle (▶) on the bottom right of their key:
    Example: Job Build
    Press [Special Features] → [Job Build].
- To cancel all settings and return the machine to the Standard Scan mode, press [Initial Settings]. To return to the Inbox Selection screen, press ⊚ (Reset).

Specifying the Special Mail Box Features for Printing

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings].**

If necessary, see the screen shots in steps 1 to 5 of "Printing Documents Stored in an Inbox," on p. 2-18.

The Change Print Settings screen is displayed.

2 **Press [Special Features].**
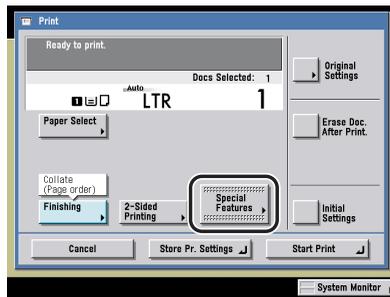
3 **Select the desired mode from the Special Features screen.**
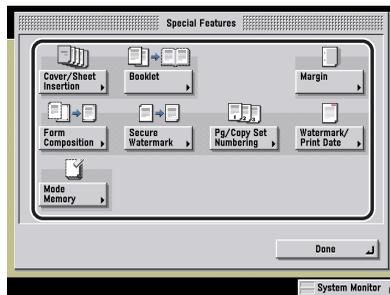
4 **Set the desired mode.**

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

5 Press [Start Print].

If there is a current or reserved print job, the document is placed in the queue and is printed after the current or reserved job is complete.

Printing starts.

✎ NOTE

- To cancel this setting, follow the procedure below.
  - Example: Booklet
    Press [Special Features] → [Booklet] → [Cancel].
- To cancel all settings and return the machine to Standard Local Print Settings, press [Initial Settings]. To return to the Inbox Selection screen, press ⊘ (Reset).

Special Copying and Mail Box Features

4

2-Page Separation

This mode enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages.

Original   **Copies**
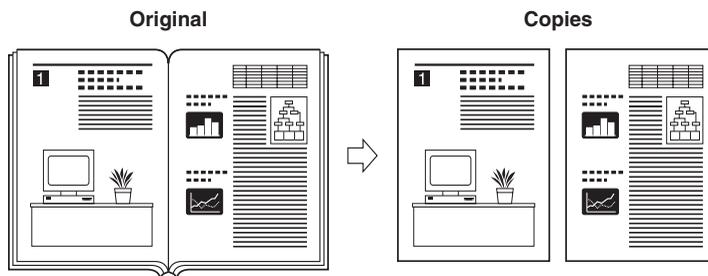
> ⚠ **IMPORTANT**
>
> - For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
> - Place your original on the platen glass. The 2-Page Separation mode cannot be used when the original is placed in the feeder.

> ✐ **NOTE**
>
> To make two-sided copies of books or bound originals, use the Book▶2-Sided copying feature of the 2-Sided mode. (See "Book to 2-Sided," on p. 3-44.)

Special Copying and Mail Box Features

Copying

1 Place your originals on the platen glass → press [Special Features] → [2-Page Separation] → [Done].

When placing an original, to make copies in the correct page order, begin scanning from the first open page of the book or bound original. Place your originals face down, making sure that their top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press ⊙ (Start).

To scan the next two facing pages, turn the page of the original → place your original on the platen glass → press ⊙ (Start).

3 When scanning is complete, press [Done].

Mail Box (Scan)

1 Select the desired User Inbox number → place your originals on the platen glass → press [Scan] → [Special Features] → [2-Page Separation].

2 Specify the 2-Page Separation settings in accordance with steps 2 and 3 of "Copying" on p. 4-10.

Cover/Sheet Insertion

This mode enables you to set the machine to automatically add front and back covers, sheet insertions, or chapter pages using a different type of paper from that used for the main document. In addition, you can decide whether the front and back covers, and the sheet insertions are copied or printed on as well. Chapter pages are always copied or printed on.

IMPORTANT
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- For the Mail Box function, you cannot set the Cover/Sheet Insertion mode when you select multiple documents. In this case, set the Cover/Job Separator mode.
- If you select the Staple mode when an optional finisher is attached, you cannot staple more than 30 sheets of 11" x 17", LGL, or LTRR paper, or 50 sheets of LTR or EXEC paper, including sheet insertions.

NOTE
- If you are copying/printing on the front cover, back cover, or sheet insertions, these sheets are included in the count of the total number of copies/prints made. If these sheets are left blank, however, the machine's counter does not count them as copies/prints.
- If you are adding chapter pages, these sheets are included in the count of the total number of copies/prints made.

■ **Front Cover/Back Cover**
This setting adds a front cover and back cover sheet to each set of copies/prints. You may also copy/print on the front/back cover sheet.

Originals　　　**Copies**

REPORT → Printed Front Cover

→ Printed Back Cover
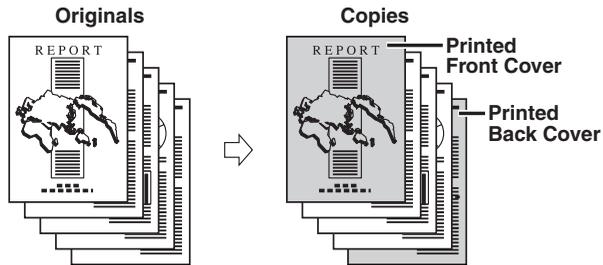
■ **Sheet Insertion/Chapter Page**
This setting inserts a sheet of paper between copies/prints. The Sheet Insertion mode is useful when you want to use a blank sheet to help sort out the copies/prints. You may also copy/print on the sheet insertions. Since the chapter page is always copied/printed on one side, the Chapter Page mode is useful when you want to organize the copies/prints by chapter.

Originals　　　**Copies**

REPORT → Printed Sheet Insertion

→ Printed Chapter Page

Copying
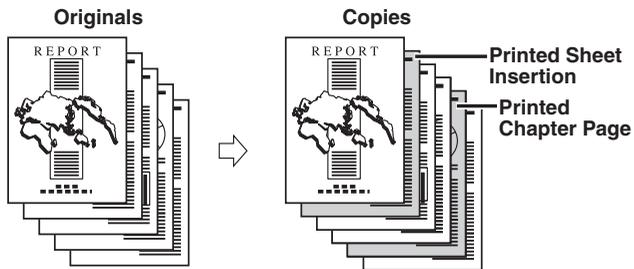
1 **Place your originals → press [Special Features] → press [Cover/Sheet Insertion].**

2 **Select the desired Cover/Sheet Insertion feature → press [Paper Select] for each selected feature.**
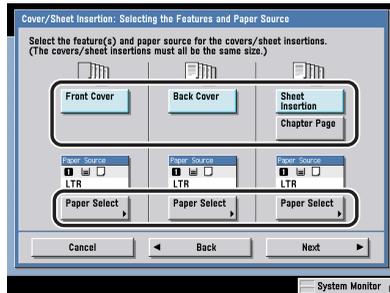
You cannot select [Sheet Insertion] and [Chapter Page] at the same time.

✎ NOTE

To cancel a selected feature, press that key again.

3 **Select the paper source → press [Done].**

🖐 IMPORTANT

- Select the same size paper for [Front Cover], [Back Cover], and [Sheet Insertion] (or [Chapter Page]).
- If you try to set a different paper size for one feature, the paper sizes for the other features are automatically changed to the new paper size. However, if you are only changing the paper source with the same paper size, the settings for the other features will not change.

4 **Press [Next].**

If only [Chapter Page] was selected, proceed to step 6.

5 **Select whether to copy/print on the front cover, back cover, or sheet insertion → press [Next].**

If [Sheet Insertion] or [Chapter Page] is not selected, press [OK].

- A chapter page is always copied/printed on one side.

- If you select [Leave Blank] for the front and/or back cover and/or sheet insertion, the machine inserts a sheet of paper from the paper source that you selected in step 3 to be used as the copy's/print's front and/or back cover. You can also select the paper source for the sheet insertion in step 7.

  - If you are using paper that already has printing on it (e.g., company logo) as your front and/or back cover and/or sheet insertion, then you must select [Leave Blank]. Otherwise, the machine will copy/print your original's first or last page on the preprinted paper.

- If you select [Print on Front Side], [Print on Back Side], or [Copy on Both Sides] for the front and/or back cover and/or sheet insertion, the machine inserts a sheet of paper from the paper source that you selected in step 3, and prints your original on its front side, back side, or on both sides. This will then be used as the copy's/print's front cover. You can also select the paper source for the sheet insertion in step 7.

6 Press [Add].

7 Specify where the sheet insertions or chapter pages should be added using ⓪ - ⑨ (numeric keys) → press [OK].

If you are inserting the sheet insertions, you can change the paper source and side(s) to be printed on.

If you are inserting the chapter pages, you can change the paper sources.

Repeat steps 6 and 7, as necessary.

IMPORTANT

You cannot insert a sheet insertion or chapter page on the first page. Set their positions starting from the second page.

NOTE

- The settings are displayed in the order of insertion.
- You can insert up to 100 sheet insertions or chapter pages.

8 Press [OK].

Mail Box (Print)

1 **Select the desired User Inbox number and document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Cover/Sheet Insertion].**

2 **Specify the Cover/Sheet Insertion settings in accordance with steps 2 to 8 of "Copying," on p. 4-13.**

Special Copying and Mail Box Features

4

Cover/Job Separator

If you select multiple documents and set the Merge Documents mode, you can specify the Cover/Job Separator mode. The Cover/Job Separator mode automatically adds front and back covers, or job separator sheets to divide each document, using a different type of paper from that used for the main document.

🖐 IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- You can set the Cover/Job Separator mode only if you select multiple documents and set the Merge Documents mode. (See "Merging Documents," on p. 3-49.)
- You cannot print on the job separator sheets.
- If you select the Staple mode when an optional finisher is attached, you cannot staple more than 30 sheets of 11" x 17", LGL, or LTRR paper, or 50 sheets of LTR or EXEC paper, including sheet insertions.

🖉 NOTE

- The Cover/Job Separator mode is available for the Mail Box function only.
- Job separator sheets are not counted as prints.

■ Front Cover/Back Cover

This setting adds a front cover or back cover sheet to each set of prints. You may also print on the front cover or back cover sheet.
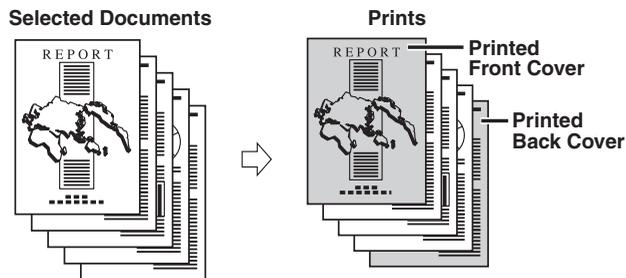
■ **Job Separator**

This setting inserts a sheet of paper between documents. You cannot print on the job separator sheets.

Selected Documents

Prints
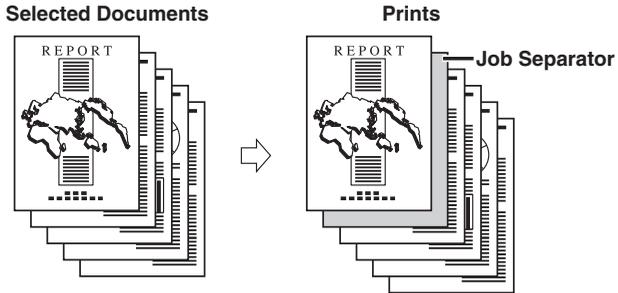
Job Separator

1 **Select the desired User Inbox number and documents to print in the order that you want to print → press [Print] → [Change Pr. Settings] → [Merge Documents] → [Special Features] → [Cover/Job Separator].**

[Merge Documents] is displayed only when the multiple documents are selected.

2 **Select the desired Cover/Job Separator feature(s) → press [Paper Select] for each selected feature.**
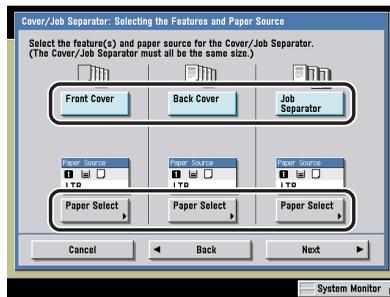
🖑 IMPORTANT

You cannot print on the job separator sheets.

📝 NOTE

To cancel a Cover/Job Separator feature, press the feature key again.

3 Select the paper source for each selected feature → press [Done] → [Next].

If only [Job Separator] is selected, select the paper source for the job separator sheets → press [Done] → [OK].

🖐 IMPORTANT

- Select the same paper size for [Front Cover], [Back Cover], and [Job Separator].
- If you try to set a different paper size for one feature, the paper sizes for the other features are automatically changed to the new paper size. However, if you are switching to another paper source with the same paper size, the settings for the other features will not change.

4 Select the side(s) to be printed for the front and/or back cover → press [OK].

📝 NOTE

- The screens that appear on your machine may differ depending on the setting in step 2.
- If you select [Leave Blank] for the front and/or back cover, the machine inserts a sheet of paper from the paper source that you selected in step 3 to be used as the print's front and/or back cover.
  - If you are using paper that already has printing on it (e.g., company logo) as your front and/or back cover, you must select [Leave Blank].
- If you select [Print on Front Side], [Print on Back Side], or [Print on Both Sides] for the front and/or back cover, the machine inserts a sheet of paper from the paper source that you selected in step 3, and prints your original on its front side, back side, or on both sides. This will then be used as the print's front and/or back cover.

Booklet Mode

This mode enables you to copy/print one-sided or two-sided originals in such a way that the copies/prints are made into a booklet.

For the Booklet Scanning mode of the Mail Box function, see "Booklet Scanning," on p. 4-25.

■ **Booklet**
This mode enables you to copy/print one-sided or two-sided originals in such a way that the copies/prints are made into a booklet.

Originals   **Copy**

When the Saddle Finisher-AE2 is attached
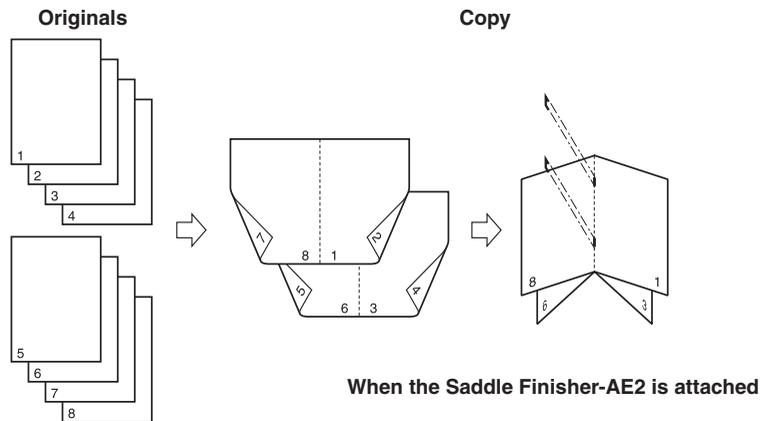
■ Divided Booklet

This mode enables you to make a multiple page document with a large number of pages into a divided booklet.
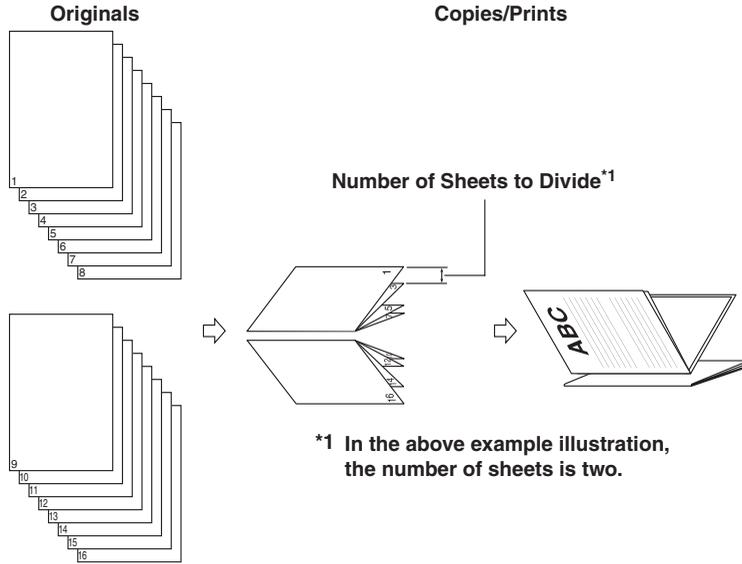
Originals   **Copies/Prints**

Number of Sheets to Divide[1]

[1] In the above example illustration, the number of sheets is two.

IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- Saddle stitching is not performed if there is only one output sheet.
- Saddle stitching can be performed only if the optional Saddle Finisher-AE2 is attached.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the type and quantity of paper.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

Copying

1 **Place your original → press [Special Features] → [Booklet].**

2 **Select the original size → press [Next].**
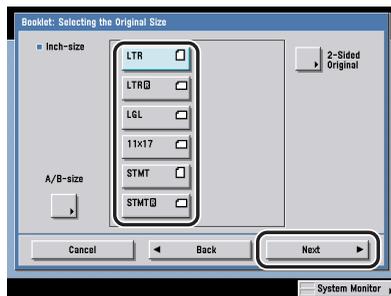
If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

📝 NOTE
- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

3 Select the paper source to use for the main document → press [Next].
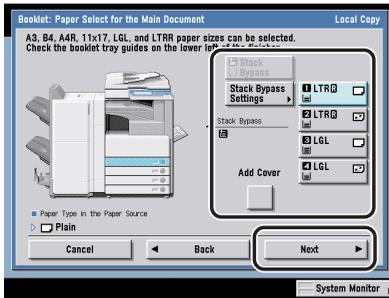
If the optional Saddle Finisher-AE2 is not attached, press [OK].

Only 11" x 17", LGL, or LTRR paper can be used for the Booklet mode.

If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] → select the paper type and press [OK].

● If you want to add a cover:

❑ Press [Add Cover] → [Next].

❑ Select the paper source to use for the cover page → press [Next].

If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type → press [OK].

❑ Select whether to copy on the cover page → press [Next].

If the optional Saddle Finisher-AE2 is not attached, press [OK].

IMPORTANT

- You must select the same paper size for the cover page as that used for copying the main document.
- If you select [Print] for only <Front Inside Cover> and/or <Back Inside Cover>, [Heavy] can be selected.
- Only 17 to 20 lb bond (64 to 80 g/m^2) paper can be used for the main document, and 17 to 32 lb bond (64 to 128 g/m^2) paper can be used for the cover page.

NOTE

- If you are setting the paper for the cover page in the paper drawer, you must load the paper face up.
- If you are setting the paper for the cover page in the stack bypass, you must load the paper face down.

4 Select whether to saddle stitch the booklet → press [OK].

● **If [Divided Booklet] is selected:**

❏ Specify the number of sheets that you want to divide by using [-] and [+] → press [OK].

NOTE

- Even if you selected to saddle stitch the booklet, it will not be saddle stitched if the number of sheets that are output is 16 or more.
- The number of saddle stitched booklets that the booklet tray can hold depends on the number of sheets that each booklet contains.
  - 1 to 5 sheets: 25 sets
  - 6 to 10 sheets: 15 sets
  - 11 to 15 sheets: 10 sets
- If you selected [Add Cover] in step 3, the maximum number of sets that the booklet tray can hold is 10.
- If you set the Booklet mode, the Center Shift mode is also automatically set.

5 Set the Booklet Tray guide to match the paper size.
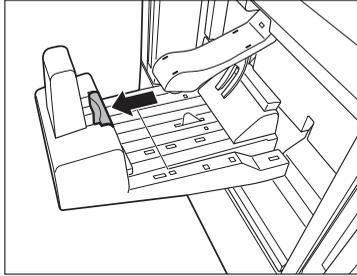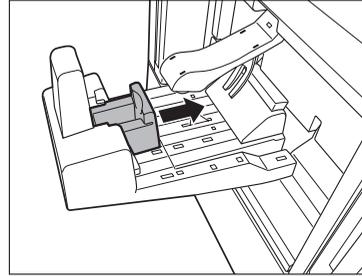
11" x 17" or LGL

LTRR

> 📒 IMPORTANT
>
> Make sure to set the Booklet Tray guide correctly to match the paper size. Setting the Booklet Tray guide incorrectly may result in a paper jam.

Mail Box (Print)

> 📒 IMPORTANT
>
> - The Booklet mode can only be specified for the following paper sizes: LTR, LTRR, STMT, or STMTR.
> - The Booklet mode cannot be set if multiple documents are selected, and their record sizes are different.
> - The Booklet mode cannot be used with documents whose resolution is other than 600 x 600 dpi.

> 📝 NOTE
>
> If you want to print documents for use as a booklet, we recommend that you scan the originals using the Booklet Scanning mode. (See "Booklet Scanning," on p. 4-25.)

1 Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Booklet].

2 Specify the Booklet settings in accordance with steps 3 to 5 of "Copying," on p. 4-22.

Booklet Scanning

This mode enables you to scan originals in such a way that, when printing the scanned data, the output paper can be made into a booklet. Specify the Booklet mode when printing the scanned data. (See "Booklet Mode," on p. 4-19.)

🖐 IMPORTANT
- [2-Sided Original] is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- Make sure to place originals with a vertical (portrait) orientation vertically. If these originals are placed horizontally, the even numbered pages will be printed upside down.

✎ NOTE
The Booklet Scanning mode is available for the Mail Box function only.

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Booklet Scanning].**

2 **Select the original size → press [Next].**
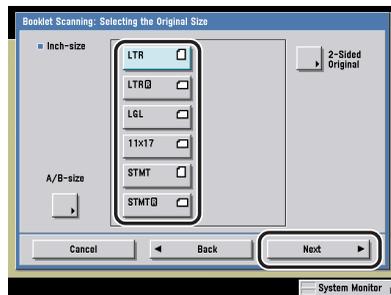
If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

📎 NOTE
- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

3 Select the booklet layout size → press [OK].

📎 NOTE
To select an A or B series paper size, press [A/B-size].

Transparency Interleaving

When copying onto transparencies loaded into the stack bypass, this mode enables you to automatically add an interleaving sheet of paper between each sheet of transparency that is output. The interleaf sheets protect the copied surface of the transparencies. You can also set to copy the content of the transparencies onto interleaf sheets.

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- Even if an optional finisher is attached, you cannot use any of the Finishing modes with the Transparency Interleaving mode.
- Only LTR is available for the Transparency Interleaving mode.

NOTE

- The Transparency Interleaving mode is available for the Copying function only.
- The machine's counter does not count blank interleaf sheets as copies.
- If Tray Designation settings are set only for Copy Tray-J1, transparencies are output to Tray A. The Tray Designation settings may vary depending on the optional output units that are attached to the machine. For details on the tray designations, see Chapter 4, Customizing Settings," in the *Reference Guide*."

■ If You Do Not Want to Print on the Interleaf Sheets:
The [Leave Blank] setting outputs a printed transparency and a blank interleaf sheet alternately.

Originals　　　　**Copies**

Transparencies

Blank Interleaf Sheets
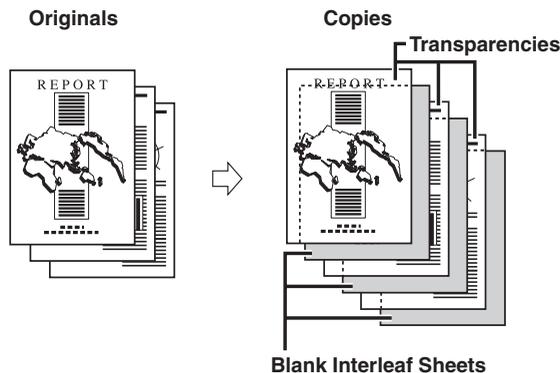
■ **If You Want to Print on the Interleaf Sheets:**
The [Print] setting outputs a printed transparency and a printed interleaf sheet alternately.

Originals

Copies

Transparencies

REPORT

Printed Interleaf Sheets
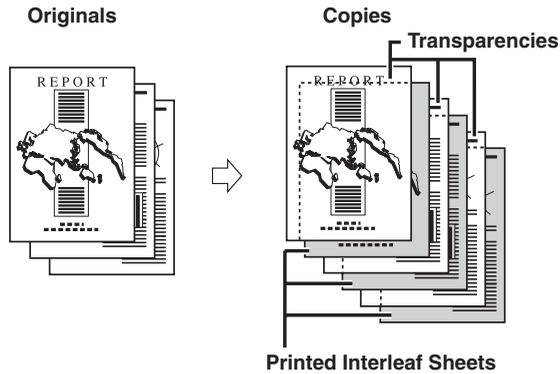
1 **Place your originals → press [Special Features] → [Transparency Interleaving].**

2 **Load transparencies into the stack bypass.**
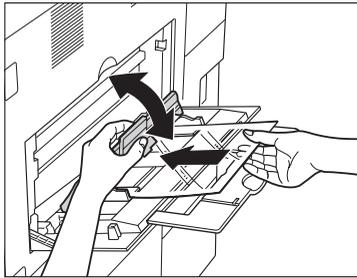
3 **Select the transparency size → select whether to copy on the interleaf sheets → press [Next].**
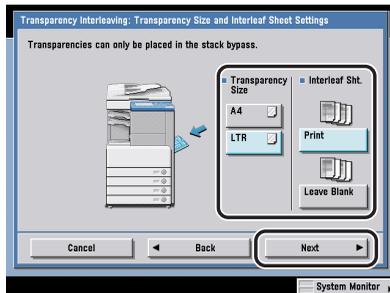
4 Select the paper source for the interleaf sheets → press [OK].

✍ NOTE

- If you are copying onto the interleaf sheets, these sheets are included in the count of the total number of copies made.
- The copies are output with the copied side face down, alternating between transparency and interleaf sheet.
- In the Transparency Interleaving mode, transparencies are loaded from the stack bypass while interleaf sheets are loaded from a paper drawer.

Special Copying and Mail Box Features

Image Combination

This mode enables you to automatically reduce two, four, or eight originals, as well as two-sided originals or the facing pages of a book, to fit onto one side or both sides of a selected paper (record) size.

🛑 IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p 9-2.
- Originals copied/scanned in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.
- For the Copy function, you can change or specify the number of copies or 2-Sided Original mode before scanning the next batch of originals (i.e., between batches).
- For the Mail Box function, you can change or specify the 2-Sided Original mode before scanning the next batch of originals (i.e., between batches).

✐ NOTE

The reduction ratio is automatically set so that the originals fit onto the selected paper (record) size.

Originals　　　　　　　　　　　**Copy**

or
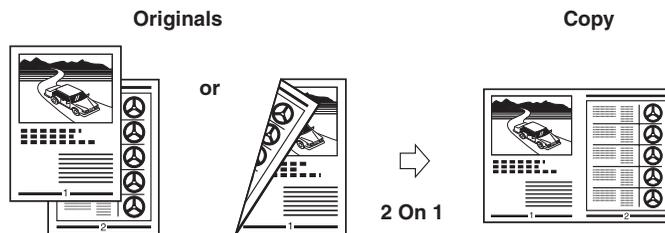
2 On 1

■ 2 On 1
This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of one sheet of paper.

■ 4 On 1
This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of one sheet of paper.

■ 8 On 1
This setting reduces eight 1-sided or four 2-sided originals to fit onto one side or both sides of one sheet of paper.

Copying

1 **Place your originals → press [Special Features] → [Image Combination].**

2 **Select the original size → press [Next].**
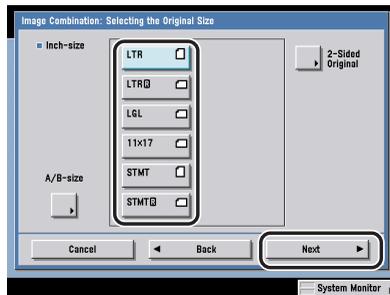
If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

NOTE

- To select an A or B series paper size, press [A/B-size].
- [2-Sided Original] cannot be selected if STMTR is the selected original size.

3 **Select the desired Image Combination feature → press [Next].**

If you want to make two-sided copies, press [2-Sided Copy] → select the type of two-sided orientation → press [OK] → [Next].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

If you want to specify the image order, press [Option] → select the image order → press [Done] → [Next].

If you do not change the image order by pressing [Option], the images are printed as follows:

2 On 1: Left → Right

4 On 1 and 8 On 1: Upper Left → Upper Right → Lower Left → Lower Right

4 **Select the desired paper size → press [OK].**

▨ NOTE

• The machine automatically selects the copy ratio depending on the selected paper size.
• If you set the Image Combination mode, the Center Shift mode is also automatically set.

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Image Combination].**

2 **Specify the Image Combination settings in accordance with steps 2 to 4 of "Copying," on p. 4-31.**

▨ NOTE

• To select an A or B series paper size, press [A/B-size].
• The original is scanned with the reduction ratio automatically set, depending on the selected record size.

Shifting the Original Image

You can make copies with the entire original image shifted to the center or a corner.

✋ IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- If [Center/Corner Shift] is selected, and the original and the copy paper are the same size and the copy ratio is set at 100%, the image of the original is not shifted.
- If you use the numeric keys to enter the shift position, the original image may be partially cut off on the copy, depending on the size of the original, the size of the copy paper, and the amount of shift specified.

✏ NOTE

The Shift mode is available for the Copying function only.

Using the Arrow Keys

The [Center/Corner Shift] setting enables you to use the arrow keys on the touch panel display to make copies with the entire original image shifted to the center or a corner.

Original → Copy with the Original Image Shifted to the Center / Copy with the Original Image Shifted to a Corner
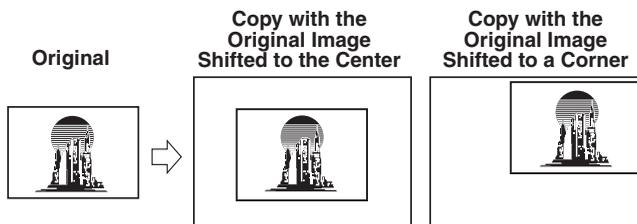
1 **Place your originals → press [Special Features] → [Shift].**

2 **Press [Center/Corner Shift] → select the shift direction with an arrow key → press [OK].**
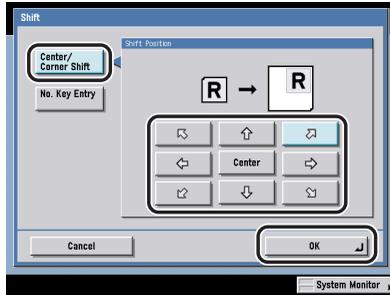
The shift direction is the direction that you want the original image moved to, if you first visualize the original image as being face up and appearing in the center of the copy page.

Using the Numeric Keys

The [No. Key Entry] setting enables you to shift the entire image to a position that you specify using ⓪ - ⑨ (numeric keys).
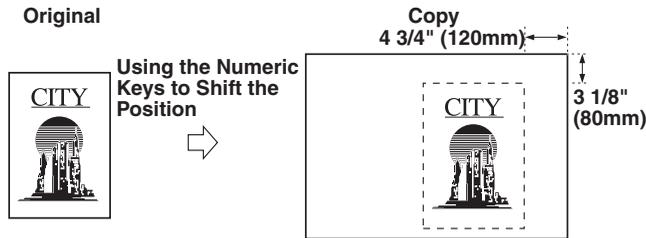
NOTE

For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

1 Place your originals → press [Special Features] → [Shift].

2 Use ⓪ - ⑨ (numeric keys) to enter the shift position.

❑ Press [No.Key Entry].

❑ Select the shift direction.

❑ Enter the shift value.

📝 NOTE

To change a value you entered, select the shift direction → enter the correct value using ⓪ - ⑨ (numeric keys).

● Example: To move the original image in a diagonal direction:

❑ Press the top [▢].

❑ Enter the shift value.

❑ Press the right [▢].

❑ Enter the shift value.
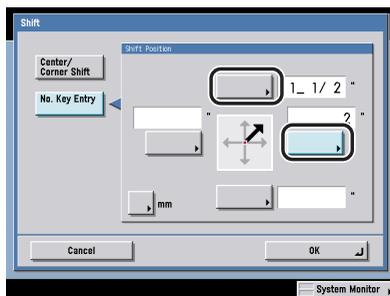
3 Press [OK].

Margin Mode

This mode enables you to make copies or prints with the entire original image shifted by a designated width to the left, right, top, or bottom in order to create a margin on the copies. Use this mode to make copies or prints ready for placement in ring binders.
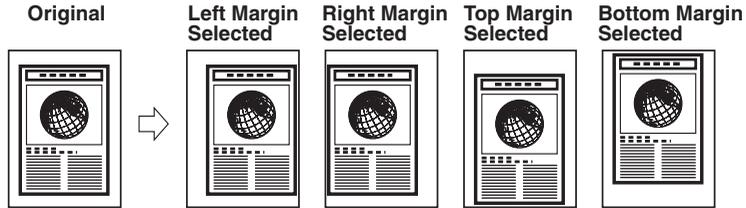
Original   **Left Margin Selected**   **Right Margin Selected**   **Top Margin Selected**   **Bottom Margin Selected**

🖐 IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- The Margin mode shifts the entire original image by the designated width. Therefore, an original whose image extends all the way to the edges of the sheet may be partially cut off on the copy.

📝 NOTE

You can choose to only create a margin on the back side of a copy. Therefore, originals that already have a margin can be copied in the 1▶2-Sided mode or 2▶1-Sided mode.

1 **Place your originals → press [Special Features] → [Margin].**

2 **Select the desired margin type.**
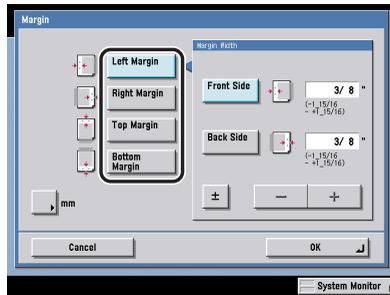
3 **Select [Front Side] or [Back Side] → press [-] or [+] to set the margin width → press [OK].**

🖐 IMPORTANT

- If you are using the Margin and 2-Sided modes together and copying or printing a document that already has a margin, follow the instructions below:
  - 1▶2-Sided: Set the Margin mode for the back only.
  - 2▶2-Sided: You do not need to set the Margin mode. Proceed to make copies or prints in the usual way.
  - 2▶1-Sided: Set the Margin mode for the back only.
- If you are using the Margin and 2-Sided modes together and copying or printing a document that already has a left or right margin, follow the instructions below:
  - 1▶2-Sided: Set the Margin mode for both the front and back.
  - 2▶2-Sided: Set the Margin mode for both the front and back.
  - 2▶1-Sided: Set the Margin mode for both the front and back.

📝 NOTE

- If you enter a value other than 0, you can switch between positive and negative margin width by pressing [±].

  Example: (+)10 → [±] → -10

  -50 → [±] → (+)50

- To enter values in millimeters, press [mm].

Mail Box (Print)

1 Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Margin].

2 Specify the Margin settings in accordance with steps 2 and 3 of "Copying," on p. 4-37.

Special Copying and Mail Box Features

4

Frame Erase

This mode enables you to erase shadows and lines that appear when copying (scanning) various types of originals. There are three types of the Frame Erase mode: Original Frame Erase, Book Frame Erase, and Binding Erase.

✋ IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy (scanned image) if the original is smaller than the selected paper size. You can also use this mode to create a blank border around the edge of the copy (recorded page).
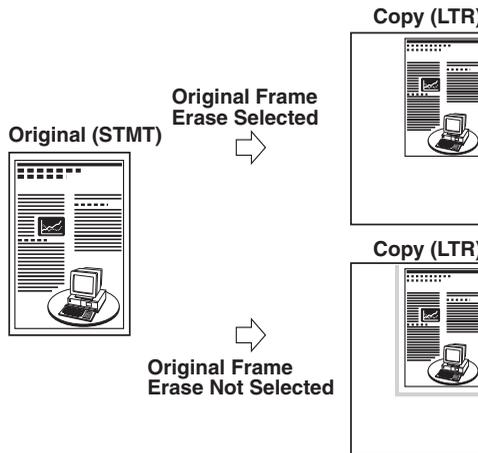
Copying

1 Place your originals → press [Special Features] → [Frame Erase].

2 Press [Original Frame Erase].
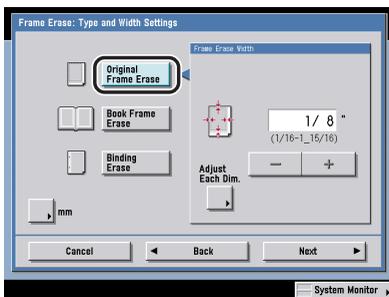
3 Press [-] or [+] to set the frame erase width.

● **If you want to set the same width for all four borders:**

❑ Press [-] or [+] to set the frame erase width → press [Next].

● **If you want to set the top, left, right, and bottom widths independently:**

❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [Next].

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

📎 NOTE

To enter values in millimeters, press [mm].

4 Select the original size → press [OK].

🖐 IMPORTANT

You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Frame Erase].**

2 **Specify the Frame Erase settings in accordance with steps 2 to 4 of "Copying," on p. 4-40.**

Book Frame Erase

This mode erases the dark border, as well as center and contour lines that appear if you are copying (scanning) facing pages in a book or bound original onto a single sheet of paper (recorded page).
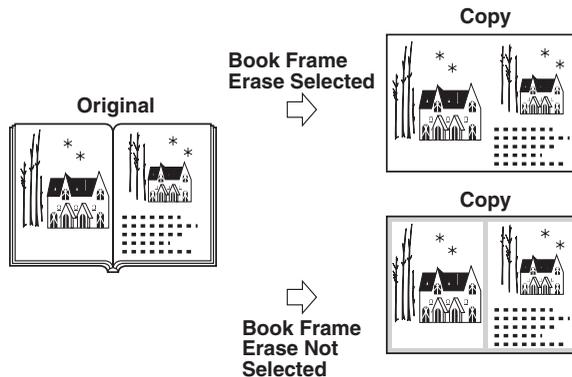
Copying

1 **Place your original on the platen glass → press [Special Features] → [Frame Erase].**

2 **Press [Book Frame Erase].**
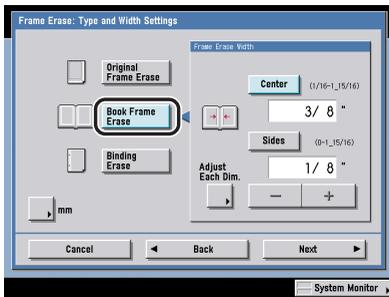
3 **Press [-] or [+] to set the frame erase widths.**

● **If you want to set the same width for all four borders:**

❑ Press [Center] and [Sides] → press [-] or [+] to set their respective frame erase widths → press [Next].

● **If you want to set the top, left, center, right, and bottom widths independently:**

❑ Press [Adjust Each Dim.].

❑ Select the desired frame erase borders → press [-] or [+] to set their respective frame erase widths → press [Next].

To return to the screen for setting the same width for all four borders, press [Adjust All At Once].

✎ NOTE

To enter values in millimeters, press [mm].

4 **Select the size of the bound original when it is open → press [OK].**

⚠ IMPORTANT

You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.

Mail Box (Scan)

1 **Select the desired User Inbox number → place your original on the platen glass → press [Scan] → [Special Features] → [Frame Erase].**

2 **Specify the Frame Erase settings in accordance with steps 2 to 4 of "Copying," on p. 4-42.**

Binding Erase

This mode erases the shadows that appear on copies (scanned image) from binding holes on originals.
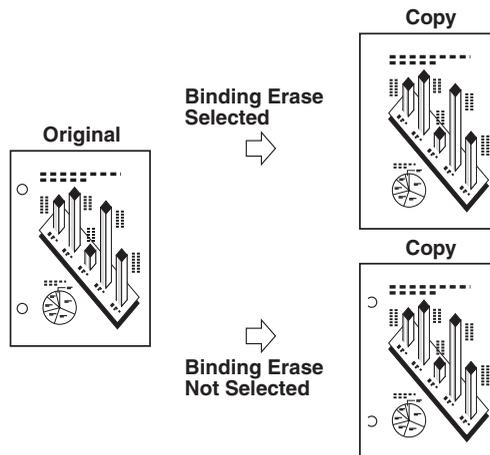
IMPORTANT

- Make sure you place your original on the platen glass. Do not place originals with binding holes in the feeder, as this may damage the originals.
- When using the Binding Erase mode, the borders you do not select are also erased by 1/8" (4 mm).

Copying

1 **Place your originals on the platen glass → press [Special Features] → [Frame Erase].**

2 **Press [Binding Erase] → select the border where the binding holes are located.**
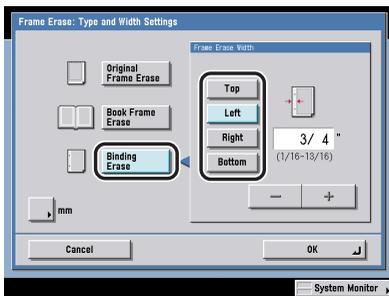
The border is where the binding holes are located on the original, if you visualize the original as being face up.

3 **Press [-] or [+] to set the frame erase width → press [OK].**

 NOTE

To enter values in millimeters, press [mm].

Mail Box (Scan)

1 **Select the desired User Inbox number → place your original on the platen glass → press [Scan] → [Special Features] → [Frame Erase].**

2 **Specify the Frame Erase settings in accordance with steps 2 and 3 of "Copying," on p. 4-44.**

Job Done Notice

This mode enables you to set the machine to notify you through e-mail when the current copy job is done. This is especially useful when you are waiting in line for a large copy job to complete or when you are using the Remote or Cascade Copy mode.

✋ IMPORTANT

To be able to set the Job Done Notice mode, you must first store your e-mail address in the Address Book. (See Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.)

✐ NOTE

- The Job Done Notice is available for the Copying function only.
- The Job Done Notice can be set only if the Universal Send Kit is activated.

1 **Place your originals → press [Special Features] → [Job Done Notice].**

2 **Select the destination of the job done notice → press [OK].**

If you select a destination that is stored with an access number, press [Access Number] and then enter the access number using ⓪ - ⑨ (numeric keys). If you press [No Access Number], the destinations that are not managed with an access number are displayed.

- For instructions on selecting a destination, see Chapter 2, "Basic Sending Methods," in the *Sending and Facsimile Guide*.

- You cannot select multiple destinations at one time.

- Once copying is complete, a job done notice is sent to the selected destination.

- To display the [Access Number] key, set Access Number Management to 'On'. To access the Access Number Management setting, press ◉ (Additional Functions) → [System Settings] → [Restrict the Send Function] → [Access Number Management]. (See Chapter 11, "System Manager Settings, in the *Sending and Facsimile Guide*.)

Different Size Originals

This mode enables you to copy (scan) different size originals with the same widths (11" x 17" and LTR, or LTRR and STMT) or different widths (11" x 17" and STMT, or LTR and LGL), together as one group by setting them in the feeder.

IMPORTANT
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths.
- Set different size originals with different widths and lengths in the following combinations. Other combinations may damage the originals.
  - 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths in the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- Stapling cannot be performed if you place originals with different widths.

NOTE
When copying, if the Different Size Originals mode is used with the 1▶2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes if the originals for the front and back sides of a two-sided copy are different in size.

Copying

1 **Place your originals → press [Special Features] → [Different Size Originals].**

2 **Select the type of originals → press [OK].**
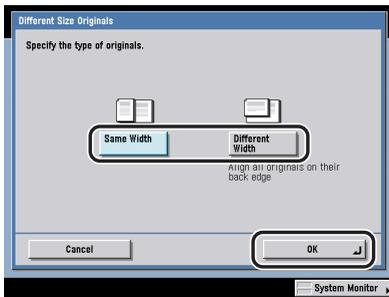
If you are placing originals with the same width, press [Same Width].

If you are placing originals with different widths, press [Different Width].

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Different Size Originals].**

2 **Specify the Different Size Originals settings in accordance with step 2 of "Copying," on p. 4-48.**

Job Build

This mode enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. When copying, the originals are printed as one document after all of the batches have been scanned. When storing a document in an inbox, the originals are stored as one document after all of the batches have been scanned.
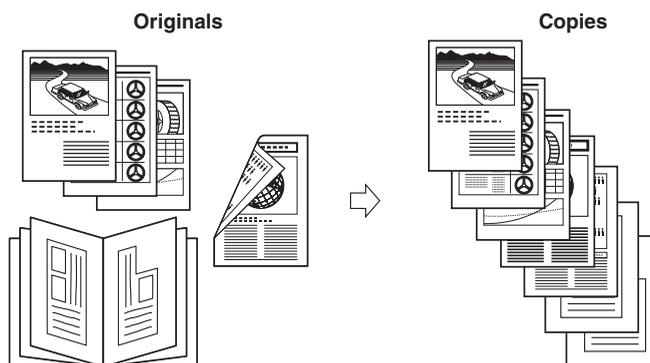
Originals　　　　　　　**Copies**

🖐 IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

- You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy/scan settings beforehand, according to the type of originals or the desired result.

- If you place your originals in the feeder, remove the originals from the original output area when the scanning of each batch is complete.

- When copying, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, 2-Sided Original mode, original type, and copy exposure. However, if you specify the Image Combination mode together with the Job Build mode, you cannot change the copy exposure and original type.

- When storing a document in an inbox, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the 2-sided Original mode, original type, scan exposure. However, you cannot change the original type and scan exposure, while the machine is scanning originals in the Image Combination mode.

- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.

- If you place different size originals in the feeder, set the Different Size Originals mode. (See "Different Size Originals," on p. 4-47.)

- It is useful to store originals in an inbox first, and print them later using the Merge Documents mode if you cannot prepare the originals at one time, or if you want to specify different settings for each original. (See "Merging Documents," on p. 3-49.)

- When copying, if you want to copy one-sided and two-sided originals as two-sided copies, divide the originals into one-sided and two-sided batches. For example, if the first batch of originals to be copied consists of two-sided originals, set the 2-Sided Original mode accordingly. Thereafter, you have to manually set or cancel the 2-Sided Original mode for each batch of originals that you scan.

- When storing a document in an inbox, if you want to scan one-sided and two-sided originals and store them as two-sided documents, divide the originals into one-sided and two-sided batches. For example, if the first batch consists of two-sided originals, set the 2-sided Original mode. Thereafter, you have to manually set or cancel the 2-sided Original mode for each batch of originals that you scan.

Copying

1 **Place your originals → press [Special Features] → [Job Build].**

2 **Press ◎ (Start).**

✐ NOTE

To cancel scanning, press [Cancel] or ▷ (Stop).

3 **When scanning is complete, place your next batch of originals → press ◎ (Start).**

If you want to change the scan settings, change them before pressing ◎ (Start).
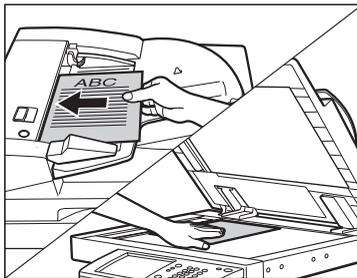
● **If the original is two-sided:**
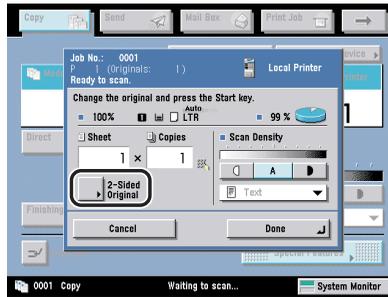
❑ Press [2-Sided Original].

❑ Select the type of two-sided original → press [OK].

Details of each item are shown below.

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

Do not forget to set or cancel the 2-Sided Original mode, according to the type of originals you place next.

To cancel the 2-Sided Original mode, press [2-Sided Original] → [Cancel].

Repeat this step as necessary.

4 **After the last batch of originals is scanned, press [Done].**

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Job Build].**

2 **Specify the Job Build settings in accordance with steps 2 to 4 of "Copying," on p. 4-50.**

Inverting Images (Nega/Posi)

This mode enables you to make copies of, or scan and record the original image by inverting the hues and gradations.
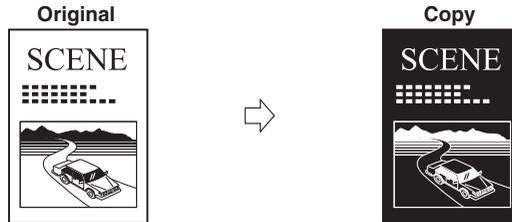
Original

SCENE

Copy

SCENE

⬛ IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

Copying

1 **Place your originals → press [Special Features] → [Nega/Posi].**
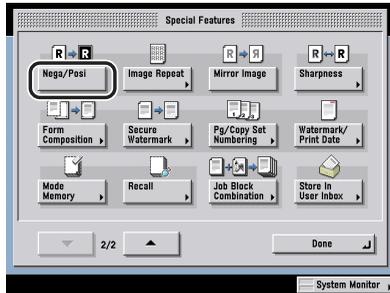
Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Nega/Posi].**

Image Repeat

This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction.

The following two settings are available for the Image Repeat mode.

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

NOTE

The Image Repeat mode is available for the Copying function only.

■ **Automatic Setting**

The original image is copied so that the maximum possible number of repeats fit onto the selected paper size.

Original   **Copy**
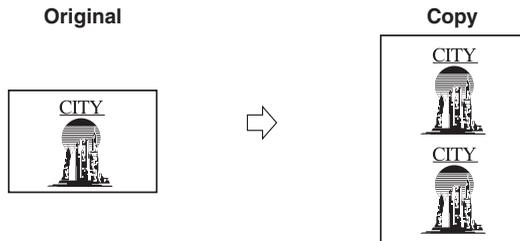
■ **Manual Setting**

The original image is copied the specified number of times.

Original   **Copy**
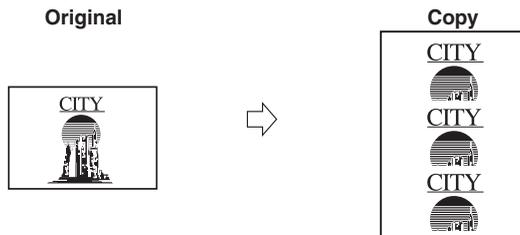
Example: If '3 times' is specified, images overlap when copied.

1 **Place your originals → press [Special Features] → [Image Repeat].**

2 **Set the number of times that you want the image to repeat for both the vertical and horizontal directions.**
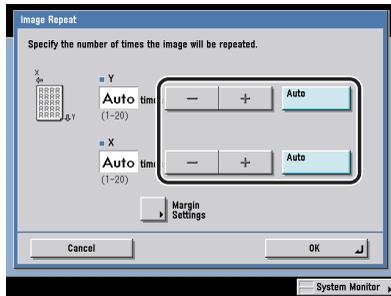
● **If you want to set the number of repeats automatically:**

❑ Press [Auto].

If [Auto] is already selected, this step is not necessary.

● **If you want to set the number of repeats manually:**

❑ Press [-] or [+] to set the number of times that you want the image to repeat.

🖐 IMPORTANT

The repeated images may overlap or have gaps between them, depending on the number of repeats that you set.

3 **To specify the amount of the space between repeated images, press [Margin Settings].**

If you do not specify [Margin Settings], proceed to step 5.

4 **Specify the amount of space between repeated images using [-] and [+].**

● **If you want to set the same amount of space for all four sides:**

❑ Press [-] or [+] to set the amount of space → press [OK].

● **If you want to set the top, left, right, and bottom spaces independently:**

❑ Press [Independent Adjustment].

❑ Select the space to adjust → press [-] or [+] to set its size → press [OK].

To return to the screen for setting the same amount of space for all four sides, press [Uniform Margin].

✎ NOTE

To enter values in millimeters, press [mm].

5 Press [OK].

Mirror Image

This mode enables you to copy the original image reversed, as if it were a reflection in a mirror.
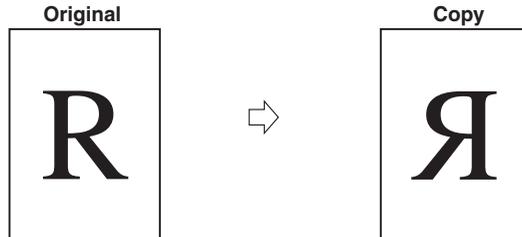
Original   **Copy**

R ⇨ Я

🖐 IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

✎ NOTE

The Mirror Image mode is available for the Copying function only.

1 **Place your originals → press [Special Features] → [Mirror Image].**

Adjusting the Contrast (Sharpness)

This mode enables you to scan and record, or make copies of the originals with a sharper or softer contrast. To reproduce text or lines with a sharper contrast, use [High] as the setting. To scan/copy originals containing printed photographs or other halftones with a softer contrast, use [Low] as the setting.

■ Low

If you make copies, or scan an original containing halftones, such as a printed photograph, using the Photo mode, the moiré effect (a shimmering, wavy pattern) may occur. However, you can lessen this moiré effect by using [Low] as the setting to produce a clearer copy (image).
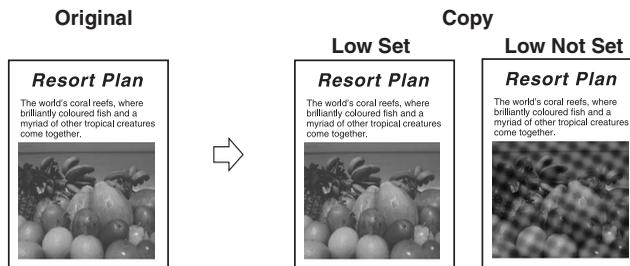
■ High

This setting enhances the edges of original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited to scanning and copying blueprints and faint pencil drawn images.
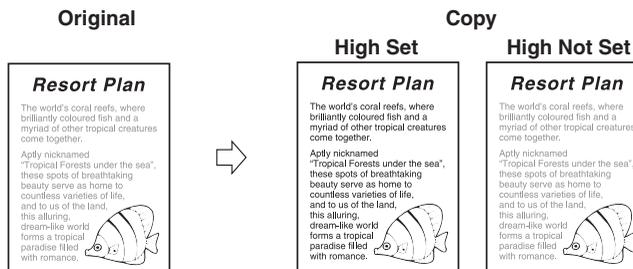
🖐 IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.

Special Copying and Mail Box Features

4

Copying

1 **Place your originals → press [Special Features] →
[Sharpness].**

2 **Press [Low] or [High] to adjust the sharpness → press [OK].**
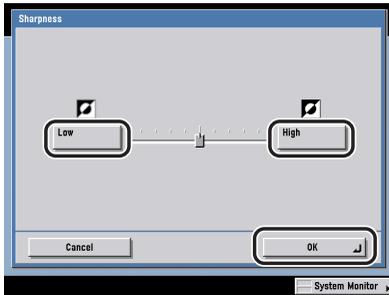
To copy text or lines clearly, the setting should be towards [High]. To copy
originals containing printed photographs or other halftones, the setting should be
towards [Low].

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals
→ press [Scan] → [Special Features] → [Sharpness].**

2 **Specify the Sharpness settings in accordance with step 2 of
"Copying," on p. 4-58.**

Composing Images

The Form Composition mode enables you to superimpose a previously scanned image which has been stored in the memory of the machine (image form) on the output.
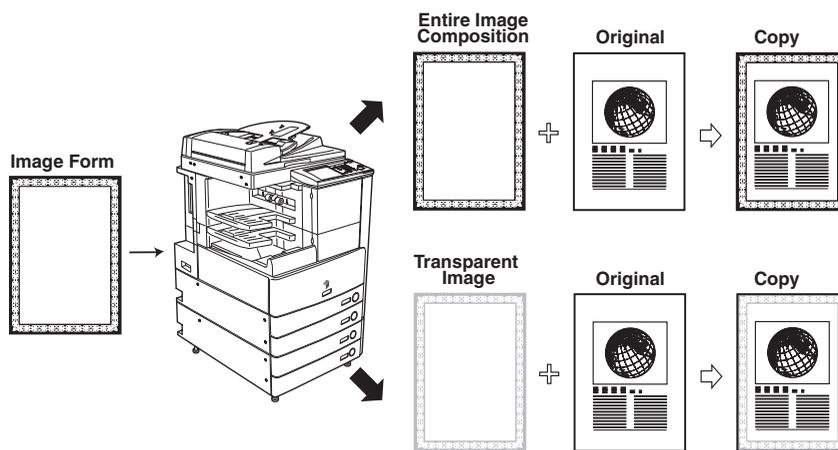
IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- If you specify the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is canceled. If multiple image forms with the same assigned name are stored in the remote copy printer, different images may be used for Form Composition.
- To use the Form Composition mode, the image form must be stored in the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- Form composition can be used with other copy modes to process images. However, copy modes other than the Shift or Mirror Image mode can only be used for copying images, and not for stored image forms.
- Up to 100 image forms can be stored. However, this number varies depending on the free space of the hard disk.
- For the Mail Box function, the Form Composition mode cannot be used with documents whose resolution is other than 600 x 600 dpi.
- Printing performance may not be optimal in the Form Composition mode, depending on the selected document and image form.

Copying

1 **Place your originals → press [Special Features] → [Form Composition].**

2 **Select the image form to be superimposed over the original → press [OK].**

To check images stored as forms, press [Check Print] to print a sample of the image.

Press [Details] to display the detailed information of the image form.

● **If [Check Print] is selected:**

❑ Select the paper size → press [Start Print].

Press [Cancel] to cancel the sample print.

Mail Box (Print)

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Form Composition].**

2 **Specify the Form Composition mode settings in accordance with step 2 of "Copying," on p. 4-60.**

Embedding Hidden Text in the Background

The Secure Watermark mode enables you to embed hidden text in the background of copies/prints. You can embed text such as "CONFIDENTIAL," the date and time, or a department name. The embedded text appears when the copies are copied.
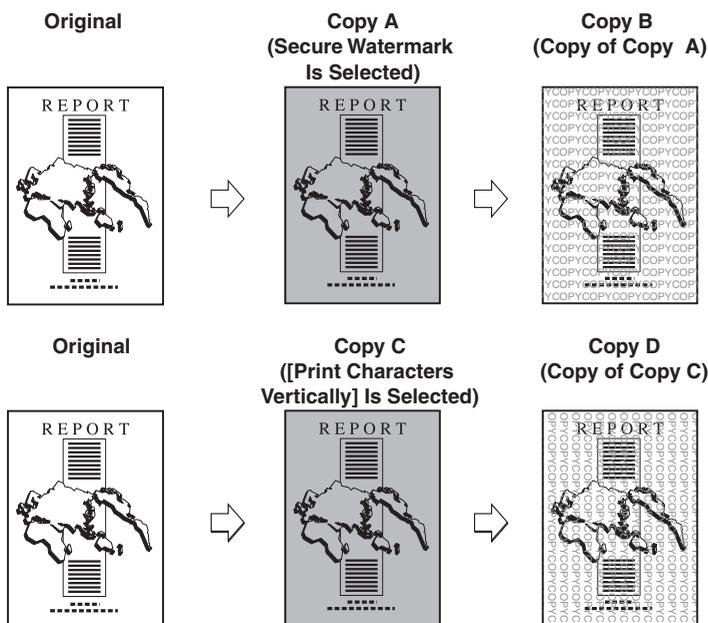
Original	Copy A (Secure Watermark Is Selected)	Copy B (Copy of Copy A)

Original	Copy C ([Print Characters Vertically] Is Selected)	Copy D (Copy of Copy C)

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- You cannot change the copy/print exposure while copying/printing in the Secure Watermark mode.
- The embedded hidden text may not appear as specified even if the copy with the Secure Watermark mode applied is copied, depending on the copy machine.
- Printing performance may not be optimal in the Secure Watermark mode, depending on the selected document and combination of printing modes.
- The Secure Watermark mode is only available if the optional Secure Watermark is activated.

Special Copying and Mail Box Features

Copying

1 **Place your originals → press [Special Features] → press [Secure Watermark].**

2 **Select the type of secure watermark (Watermark, Date, Copy Set Numbering, Serial Number, ID/User Name).**

● **If you select [Watermark]:**

❑ Select a preset watermark → press [Next].
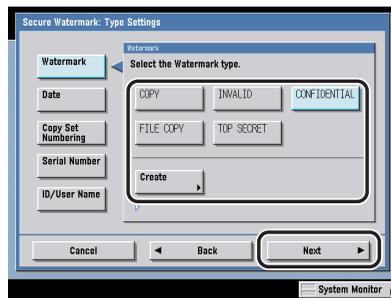
● **If you select [Watermark] → [Create]:**

❑ Press [Enter] → enter the text → press [OK] → [OK].
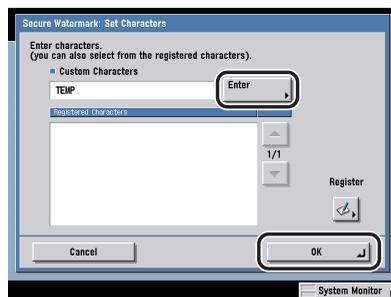
You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

🖐 IMPORTANT

If you want to register your newly created secure watermark to be selected whenever necessary, press [Register] → enter the text to be registered.

● If you select [Date]:

❑ Enter the date using ⓪ - ⑨ (numeric keys) → select the date format from the Date Type drop-down list → press [Next].
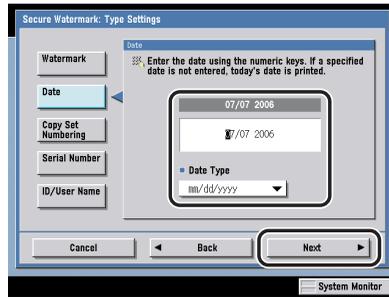
📝 NOTE

- There are six different date formats that you can select in the drop-down list.
- If you do not specify a date, the date set in Date and Time Settings in System Settings (from the Additional Functions screen) is printed. Confirm that the date and time settings are correct.

● If you select [Copy Set Numbering]:

❑ Enter the starting number using ⓪ - ⑨ (numeric keys) → press [Next].
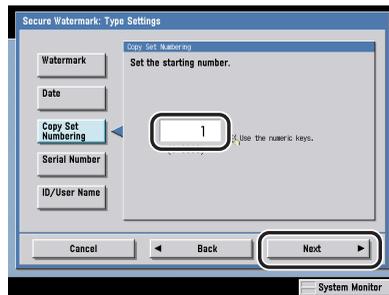
● **If you select [Serial Number]:**

❏ Press [Next].
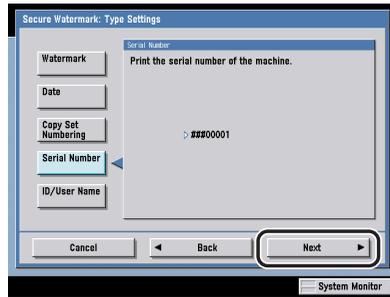
$\oslash$ NOTE

The Serial Number is the number which is displayed at the bottom left of the screen when you press ⊙ (Counter Check) on the control panel.

● **If you select [ID/User Name]:**

❏ Press [Next].
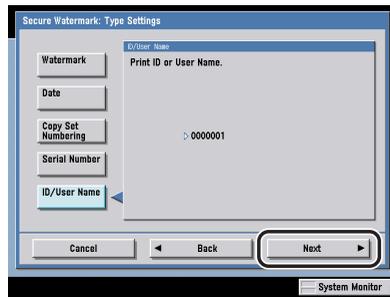
$\oslash$ NOTE

- The current ID or user name is displayed if you are using a login service.
- [ID/User Name] is grayed out and cannot be selected if you are not using a login service.

3 **Select a background pattern from the Background Pattern drop-down list → select the size of the text → press [OK].**
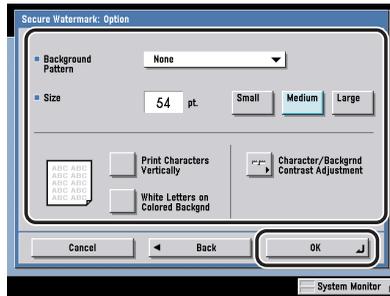
To embed a pattern in the background of the output, select a background pattern from the Background Pattern drop-down list.

You can select [Small] ('36 pt.'), [Medium] ('54 pt.'), or [Large] ('72 pt.') for the size of the text.

To change the orientation of characters, press [Print Characters Vertically].

To use white letters on a colored background, press [White Letters on Colored Backgnd].

To adjust the contrast of the embedded letters and the background pattern, press [Character/Backgrnd Contrast Adjustment].

Mail Box (Print)

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Secure Watermark].**

2 **Specify the Secure Watermark settings in accordance with steps 2 and 3 of "Copying," on p. 4-62.**

Special Copying and Mail Box Features

4

Page and Copy Set Numbering

This mode enables you to print page numbers, copy set numbers, and user-defined text onto the output.

IMPORTANT
- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- For the Mail Box function, the Pg/Copy Set Numbering mode cannot be used with documents whose resolution is other than 600 x 600 dpi.
- Printing performance may not be optimal in the Page/Copy Set Numbering mode, depending on the selected document and combination of printing modes.

NOTE
- If you select [Numbered Chapters] in combination with the Cover/Sheet Insertion (Sheet Insertion or Chapter Page) mode or the Cover/Job Separator mode (for the Mail Box function), the chapter numbers are counted as follows:

  - Copy: After each chapter page is inserted
              After each sheet insertion is inserted

  - Mail Box: After each chapter page is inserted
              After each sheet insertion or job separator sheet is inserted

- If the copy number has fewer than five digits, the machine copies it as follows:
  - Example: If the copy number is 10, "00010" is printed.
- If the Pg/Copy Set Numbering mode is used with the Cover/Sheet Insertion or Cover/Job Separator mode (for the Mail Box function), page numbers are not printed on the inserted pages.

■ Page Numbering

Documents can be copied with page numbers (numbers only, numbers enclosed with hyphens, with chapter numbers, or with the total page number).

Original   **Output**
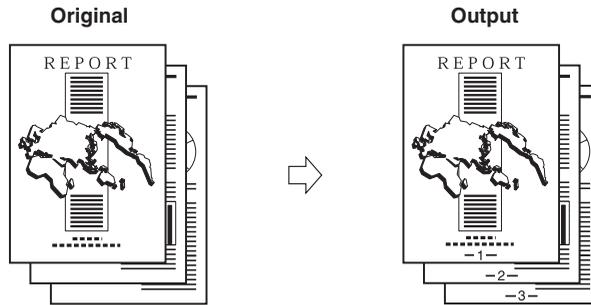
■ Copy Set Numbering

This mode enables you to copy or print a document with a five digit number in the background of each page.

Original   **Output**

Special Copying and Mail Box Features
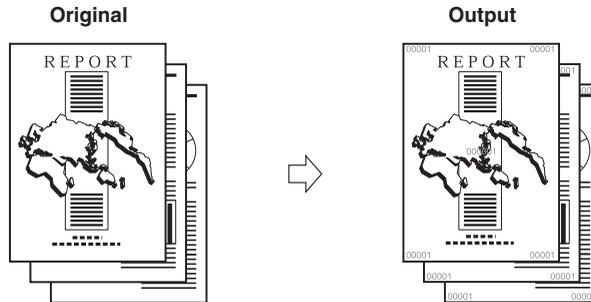
Page Numbering

Copying

1 **Place your originals → press [Special Features] → [Pg/Copy Set Numbering].**

2 **Press [Page Numbering].**

3 **Select the type of numbering ([Numbers Only], [Numbers with Hyphens], [Numbered Chapters], or [Total Page Numbering]).**
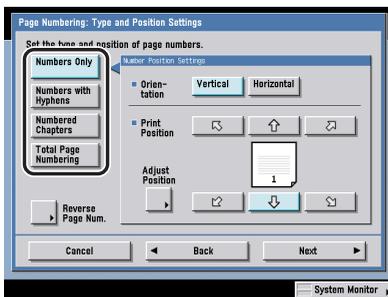
4 **Select the orientation and the position of the page numbers → press [Next].**

Orientation:

[Vertical]: Prints the page number vertically.

[Horizontal]: Prints the page number horizontally.

⊘ NOTE

If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ⊙ (Start).

● **If you press [Reverse Page Num.]:**

❑ Select the desired position of the page numbers → press [Done].

● **If you press [Adjust Position]:**

❑ Press [X] and [Y] → press [-] or [+] to set their respective position → press [OK].

$\oslash$ **NOTE**

To enter values in millimeters, press [mm].

5 **Enter the page number to start numbering from using ⓪ - ⑨ (numeric keys) → press [Next].**
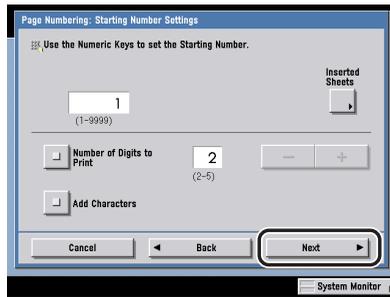
If you want to insert chapter numbers along with page numbers, specify the starting chapter number on the left (1 to 9,999), and the starting page number on the right (1 to 9,999).

If you want to insert the total page number along with page numbers, specify to have the page numbers start on the left side (1 to 9,999), and the total page number starts on the right side (1 to 20,000). To set the total page number automatically, press [Auto].

$\oslash$ **NOTE**

If [Total Page Numbering] is used with the Booklet mode, the total number of pages are printed automatically.

● **If you press [Inserted Sheets]:**

❑ Select whether to count the inserted sheets → press [Done].

[Number]: Counts the sheet insertions, chapter pages, job separator, or back cover that you inserted after the first page, but only prints chapter numbers and page numbers onto the main document pages.

[Do not number]: Does not count the sheet insertions, chapter pages, job separator, or back cover that you inserted after the first page, and only prints chapter numbers and page numbers onto the main document pages.

Special Copying and Mail Box Features

4

● **To specify the number of digits to be printed:**

❑ Press [Number of Digits to Print] → specify the number of digits by pressing [-] or [+].

✐ NOTE

• The number of digits you can specify is '2' to '5'.

  - Example: If the page number is 10 and number of digits is 2, "10" is printed.

    If the page number is 10 and number of digits is 5, "00010" is printed.

• If the specified number of digits is less than the number of digits of the actual page number, the setting is invalid.

● **To add text:**

❑ Press [Add Characters] → [Next].

❑ Press [Enter] → enter the text → press [OK] → [Next].

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

❑ Set the position of the text → press [Next].

6 Set the size of the page numbers → press [OK].

Select the size of the page numbers from [Small], [Medium], and [Large] ('10.5 pt.', '12.0 pt.', and '14.0 pt.').

You can select [Black] or [White] for the color of the page numbers.

Mail Box (Print)

1 Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Pg/Copy Set Numbering].

2 Specify the Page Numbering settings in accordance with steps 2 to 6 of "Copying," on p. 4-68.

Copy Set Numbering

Copying

1 **Place your originals → press [Special Features] → [Pg/Copy Set Numbering].**

2 **Press [Copy Set Numbering].**

3 **Select the orientation and the position of the copy set numbers → press [Next].**
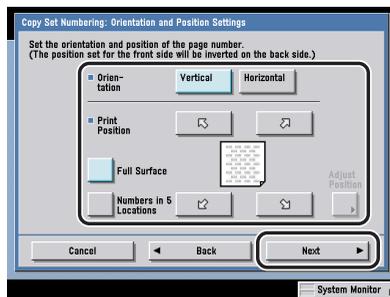
Press [Full Surface] to print the copy set number repeatedly over the surface of the output.

Press [Numbers in 5 Locations] to select all five print positions.

NOTE
- If Copy Set Numbering Option Settings in System Settings (from the Additional Functions screen) is set to 'On', [Numbers in 5 Locations] is grayed out and cannot be selected. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)
- If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ⊙ (Start).

● If [Adjust Position] is selected:

❑ Press [X] and [Y] → press [-] or [+] to set their respective position → press [OK].

NOTE
To enter values in millimeters, press [mm].

4 Enter the number to start numbering from → select the Number size and density → press [OK].

Select the size of the page numbers from [Small], [Medium], and [Large] ('12.0 pt.', '24.0 pt.', and '36.0 pt.').

Adjust the character density by pressing [Light] or [Dark].

✐ NOTE

If Copy Set Numbering Option Settings in System Settings (from the Additional Functions screen) is set to 'On', the size of the page numbers becomes [Small] '10.5 pt.', [Medium] '12.0 pt.', [Large] '14.0 pt.'. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

Mail Box (Print)

1 Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Pg/Copy Set Numbering].

2 Specify the Copy Set Numbering settings in accordance with steps 2 to 4 of "Copying," on p. 4-71.

Printing a Watermark and Date

This mode enables you to print a watermark, date, and user-defined text onto the output.

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- For the Mail Box function, the Watermark/Print Date mode cannot be used with documents whose resolution is other than 600 x 600 dpi.
- Printing performance may not be optimal in the Watermark/Print Date mode, depending on the selected document and combination of printing modes.

NOTE

- You can also adjust the position of watermark and date. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- If the Watermark/Print Date mode is used with the Cover/Sheet Insertion mode or the Cover/Job Separator mode (for the Mail Box function), the watermark/date will not be printed on the inserted pages.

■ **Watermark**
Prints watermark or user-defined text onto the output.
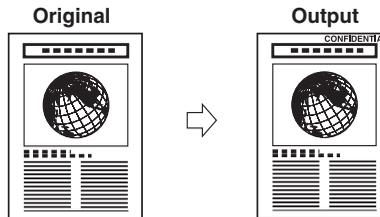
■ **Print Date**
Prints the date onto the output.
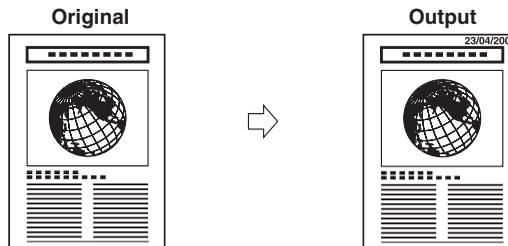
Watermark Printing

Copying

1 **Place your originals → press [Special Features] → [Watermark/ Print Date].**

2 **Press [Watermark].**

3 **Set the watermark orientation and position → press [Next].**
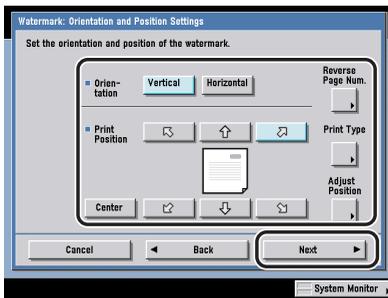
Orientation:

[Vertical]: Prints the watermark vertically.

[Horizontal]: Prints the watermark horizontally.

✎ NOTE

If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ⊙ (Start).

● **If [Reverse Page Num.] is selected:**

❑ Select the desired position of the page numbers → press [Done].

● **If [Print Type] is selected:**

❑ Select [All Pages] or [Print on Top Page Only] → press [Done].

● **If [Adjust Position] is selected:**

❑ Press [X] and [Y] → press [-] or [+] to set their respective position → press [OK].

To enter values in millimeters, press [mm].

4 Select the desired preset watermark → press [Next].

● **If [Create] is selected:**

❑ Press [Enter] → enter the text → press [OK].

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

5 Specify the text size and print type → press [OK].

Select the size of the watermark from [Small], [Medium], and [Large] ('36.0 pt.', '54.0 pt.', and '72.0 pt.').

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

Mail Box (Print)

1 Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Watermark/Print Date].

2 Specify the Watermark settings in accordance with steps 2 to 5 of "Copying," on p. 4-74.

Date Printing

Copying

1 Place your originals → press [Special Features] → [Watermark/ Print Date].

2 Press [Print Date].

3 Set the number orientation and position → press [Next].
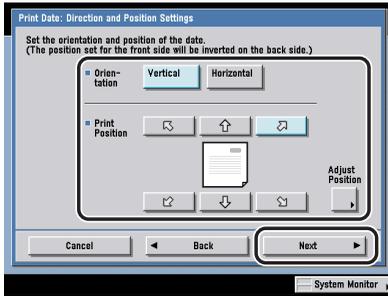
Note icon **NOTE**

If you set any two of the Page Numbering, Copy Set Numbering, Watermark, or Print Date modes to print in the same position, a message asking for your confirmation is displayed when you press ⊙ (Start).

● **If [Adjust Position] is selected:**

❑ Press [X] and [Y] → press [-] or [+] to set their respective position → press [OK].

Note icon **NOTE**

To enter values in millimeters, press [mm].

4 Select the date type → specify the date using ⓪ - ⑨ (numeric keys) → press [Next].

Note icon **NOTE**

• There are six types of date format you can select from.
• If no date is set, the date set in Date and Time Settings in the System Settings (from the Additional Functions screen) is printed. Confirm that the date and time settings are correct.

5 Set the number size and print type → press [OK].

Select the size of the numbers from [Small], [Medium], and [Large] ('10.5 pt.', '12.0 pt.', and '14.0 pt.').

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

Mail Box (Print)

1 **Select the desired User Inbox number and the document to print → press [Print] → [Change Pr. Settings] → [Special Features] → [Watermark/Print Date].**

2 **Specify the Print Date settings in accordance with steps 2 to 5 of "Copying," on p. 4-75.**

4

Special Copying and Mail Box Features

Combining Multiple Batches of Originals with Different Copy Settings

The Job Block Combination mode enables you to scan multiple batches of originals with different copy settings and print them as one document.

You can set copy settings (for example, the Job Separator and Page Numbering modes) for the combined document. You can also store the combined document in a User Inbox.
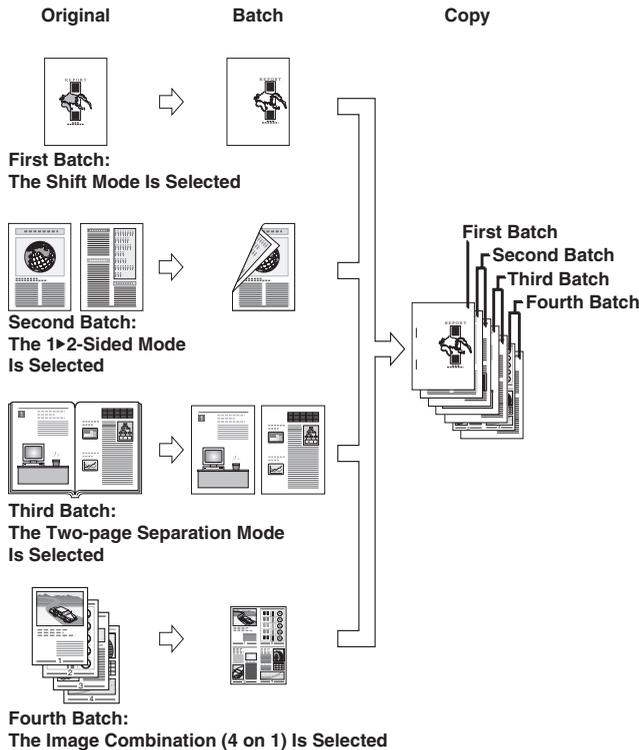
Original Batch Copy

First Batch:
The Shift Mode Is Selected

Second Batch:
The 1▶2-Sided Mode
Is Selected

Third Batch:
The Two-page Separation Mode
Is Selected

Fourth Batch:
The Image Combination (4 on 1) Is Selected

First Batch
Second Batch
Third Batch
Fourth Batch

IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- You can use the Cover/Sheet Insertion mode for the combined document. You cannot use the Cover/Sheet Insertion mode for each batch of originals.
- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.
- You cannot make an Interrupt copy while copying with the Job Block Combination mode.
- You cannot store the Job Block Combination mode in Standard Settings.
- You cannot store the Job Block Combination mode in Mode Memory.
- You cannot recall the Job Block Combination mode.

NOTE

- The Job Block Combination mode is available for the Copy function only.
- The maximum number of batches of originals you can combine as one document is 32.

---

1 **Place your originals → press [Special Features] → [Job Block Combination].**

2 **Specify the copy settings for the combined document → press [OK].**
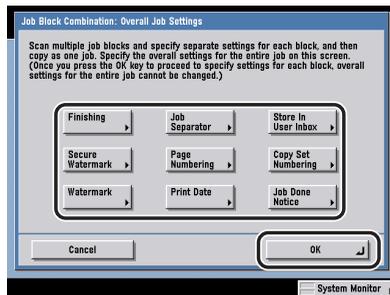
If you select special features before setting the Job Block Combination mode, the selected special features will be retained for the combined document.

For instructions on specifying copy settings, see Chapter 3, "Basic Copying and Mail Box Features," and Chapter 4, "Special Copying and Mail Box Features."

3 For each batch of originals, specify the copy settings → press ⊚ (Start).
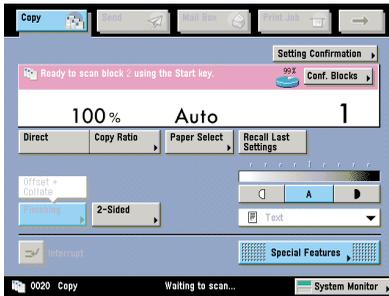
For instructions on specifying copy settings and their available combination, see Chapters 3 through 4.

If you have set two or more batches of originals, you can press [Recall Last Settings] to cancel the settings for the previous batch of originals.

4 Check the settings on the Scan screen.

You can change or specify the 2-Sided Original, Original Type, or Copy Exposure mode before scanning the next batch of originals (i.e., between batches).

If you want to continue to scan another batch of originals without changing the copy settings, place your originals and press ⊚ (Start).

If you want to rescan or cancel the current batch of originals, press [Clear/Re-enter This Block] and repeat the procedure from step 3.

If you want to change the copy modes and scan another batch of originals, press [Next Block] and repeat the procedure from step 3.

5 When you have finished scanning all of your originals, press [Conf./Combine All Blocks].

You can also press [Conf.Blocks] in step 3 to proceed to step 6.

6 Check the copy settings for the combined document and each batch.

To check the copy settings for the combined document, press [Set. Conf. (Overall)].

To select all of the batches of originals, press [Select All]. However, if a batch of originals is already selected, this key changes to [Clear Selection].

To add another batch, press [Add Block] and repeat the procedure from step 3.

❑ Select the batches of originals in the order in which you want to combine them.

❑ To view the detailed information of a batch of originals, select the batch of originals ➞ press [Details].

❑ To erase a batch of originals, select the batch of originals ➞ press [Erase].

❑ To make a sample print of a selected batch of originals or the combined document, press [Sample Print].

To make a sample print of a selected batch of originals, press [Sample Set of Selected Block].

To make a sample print of the combined document, press [Sample Set of Combined Job].

❑ To use the Cover/Sheet Insertion mode for the combined document, press [Cover/Sheet Insertion].

For instructions on using the Cover/Sheet Insertion mode, see "Cover/Sheet Insertion," on p. 4-11.

❑ To change the number of copies, enter the desired copy quantity (1 to 9,999) using ⓪ - ⑨(numeric keys).

NOTE
• The selected batches are numbered and printed in the specified order.
• You can cancel a selection by selecting the batch of originals again.
• To cancel all batches, press [Clear Selection]. ([Clear Selection] changes to [Select All (Max 100 doc.)].)

7 Press [Start Print].

● **If you selected [Copy upon Storing] in the Store In User Inbox mode for the combined document in step 2:**

❑ Press [Print/Store].

The combined document will be stored in the selected User Inbox at the same time as printing.

To store the combined document without printing, press [Store and Finish].

● **If you selected the Store In User Inbox mode without setting [Copy upon Storing] for the combined document in step 2:**

❑ Press [Store].

✎ NOTE

• You can adjust the exposure during printing. However, you cannot adjust the exposure during printing if the Secure Watermark mode is set for the combined document.
• To cancel the Job Block Combination mode with other copy modes, press [Cancel Combination].
• To return to step 3, press ⊘ (Reset).

Storing Scanned Originals with Copy Settings in a User Inbox

This mode enables you to store scanned originals in a User Inbox from the Regular Copy Basic Features screen. The copy settings are stored with the document. You can also make copies of the scanned originals while storing them in the User Inbox.

🖐 IMPORTANT

- For information on the modes which cannot be set in combination with this mode, see "Combination of Functions Chart," on p. 9-2.
- When you press ⬦ (Stop) while copying in the Store In User Inbox mode and if the Store In User Inbox (Copy upon Storing) mode is not set, the job is not paused, but canceled.
- You cannot store documents in the Memory RX Inbox or a Confidential Fax Inbox. For instructions on storing documents in the Memory RX Inbox and Confidential Fax Inboxes, see Chapter 6, "Sending and Receiving Documents Using the Inboxes."

✎ NOTE

The Store In User Inbox mode is available for the Copy function only.

1 **Place your originals → press [Special Features] → [Store In User Inbox].**

2 **Select the User Inbox number → press [OK].**
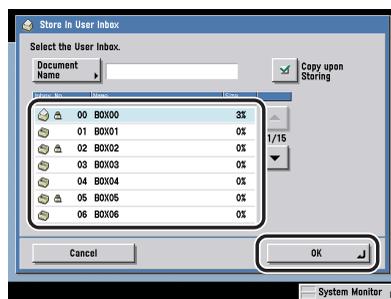
● **If you want to name the document:**

❑ Press [Document Name] → enter a name for the document → press [OK].

✏ NOTE

If you store a document without giving it a name, the machine automatically assigns the document a name using the year, month, day, and time the document was scanned. For example, if a document is stored at 1:35 (PM), 41 seconds, on January 15, 2006, its name will be <20060115133541>.

● **If you want to make copies of the scanned originals while storing them in the User Inbox:**

❑ Press [Copy upon Storing].

To store the scanned originals without copying them, deselect [Copy upon Storing] to clear the check mark.

Memory Features

5
CHAPTER

This chapter describes the memory features.

Recalling Previous Copy Jobs

You can recall the three most recent copy jobs and make copies using these settings.

🖐 IMPORTANT

- The machine considers any one of the following operations a copy job:
  - When copy settings, such as the copy ratio, number of copies, and copy exposure, are specified and then, the control panel power switch, ⊙ (Start), or ⊘ (Reset) is pressed
  - If and when the Auto Clear mode activates after copy settings are specified
  - If you recall copy settings stored in Mode Memory

  Therefore, if you make settings but do not press the control panel power switch, ⊙ (Start), or ⊘ (Reset), and the Auto Clear mode does not activate, the settings you have made are not stored memory for recall by pressing [Recall].
- You cannot recall the Job Block Combination mode.
- The Standard mode is not stored in Recall memory.
- Identical copy settings are stored only once in Recall memory.
- Even if a remote copy printer is stored in Recall mode, and the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to standard Local Print settings. To use the stored remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified time period you set in Startup Time Settings in Network Settings in System Settings (from the Additional Functions screen), and set the Recall mode. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide* or "Specifying the Remote Copy Printer Settings," on p. 8-12.)

✐ NOTE

- The Recall mode is available for the Copying function only.
- Once stored, the last three copy jobs are kept in memory even if the power is turned OFF.

1 **Place your original → press [Special Features] → [Recall].**

2 **Select [1 Before], [2 Before], or [3 Before].**
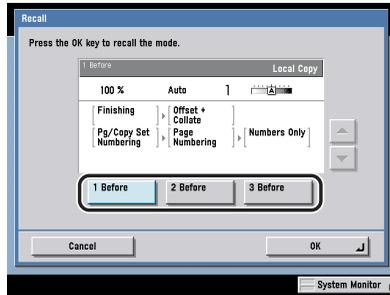
3 **Verify the settings → press [OK].**

📝 NOTE

You can change the recalled copy settings before making copies.

Memory Keys

You can set any possible combination of scan settings, print settings, or copy settings, and then store them in a memory key. There are nine memory keys, and they can be assigned names for increased convenience. This feature is useful for storing frequently used scan, print, and copy settings.

📢 IMPORTANT

Even if a remote copy printer is stored in Memory Key mode, and the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to standard Local Print settings. To use the stored remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified time period you set in Startup Time Settings in Network Settings in System Settings (from the Additional Functions screen), and set the Memory Key mode. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide* or "Specifying the Remote Copy Printer Settings," on p. 8-12.)

✐ NOTE

The scan, print, and copy settings stored in memory are not erased, even if the power is turned OFF.

Storing Scan/Print/Copy Settings

📢 IMPORTANT

You cannot store the Job Block Combination mode in Mode Memory.

Copying

1 **Specify the copy settings on the Copy Basic Features screen and/or Special Features screen.**

2 **Press [Special Features] → [Mode Memory].**

3 Select a key ([M1] to [M9]) for storing the settings → press [Register].
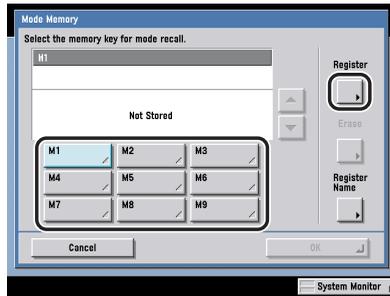
✏️ NOTE

- Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.

● **If you select a key without settings:**

❑ A screen appears, asking for your confirmation to store the settings. Press [Yes].

● **If you select a key that already has settings stored in it:**

❑ A screen appears, asking for your confirmation to overwrite the previous settings. Press [Yes].

4 Press [Cancel].

✏️ NOTE

You can assign a name to the memory key by pressing [Register Name].

Mail Box (Scan)

1 Specify the scan settings on the Scan screen and/or Special Features screen.

2 Press [Special Features] → [Mode Memory].

3 Store the scan settings in accordance with steps 3 and 4 of "Copying," on p. 5-5.

Mail Box (Print)

1 **Specify the print settings on the Change Print Settings screen and/or Special Features screen.**

2 **Press [Special Features] → [Mode Memory].**

3 **Store the print settings in accordance with steps 3 and 4 of "Copying," on p. 5-5.**

Naming a Memory Key

Copying

1 **Press [Special Features] → [Mode Memory].**

2 **Select a key ([M1] to [M9]) to name → press [Register Name].**
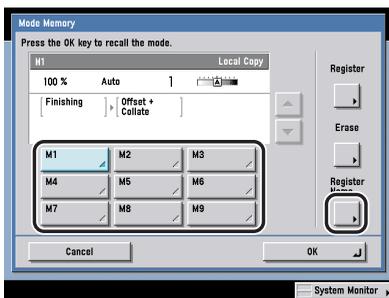
  📝 NOTE
  - Keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
  - If you select a key that already has settings stored in it, the settings are displayed.
  - You can also name keys with no settings stored in them.

3 Enter a name → press [OK].

✍ NOTE

If you press [OK] without entering any characters, the key name reverts to its current name (default M1 to M9).

4 Press [Cancel].

Mail Box (Scan)

1 Select the desired User Inbox number → press [Scan] → [Special Features] → [Mode Memory].

2 Name a memory key in accordance with steps 2 to 4 of "Copying," on p. 5-6.

Mail Box (Print)

1 Select the desired User Inbox number and a document → press [Print] → [Change Pr. Settings] → [Special Features] → [Mode Memory].

2 Name a memory key in accordance with steps 2 to 4 of "Copying," on p. 5-6.

5

Memory Features

Copying

1 **Press [Special Features] → [Mode Memory].**

2 **Select the key containing the copy settings that you want to recall.**
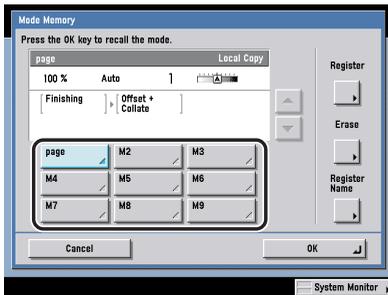
3 **Verify the settings → press [OK].**

If you select a key that does not have settings stored in it, [OK] is grayed out and you cannot press it. You can select another key that has copy settings stored in it, or press [Cancel].

📎 NOTE

- Recalling settings from memory cancels the current settings.
- You can make changes to the recalled settings.
- If you press another key, the settings stored in that key are recalled.

Mail Box (Scan)

1 **Select the desired User Inbox number → place your originals → press [Scan] → [Special Features] → [Mode Memory].**

2 **Recall the scan settings in accordance with steps 2 and 3 of "Copying," on p. 5-8.**

5

Memory Features

Mail Box (Print)

1 **Select the desired User Inbox number and a document →
press [Print] → [Change Pr. Settings] → [Special Features] →
[Mode Memory].**

2 **Recall the scan settings in accordance with steps 2 and 3 of
"Copying," on p. 5-8.**

Erasing Scan/Print/Copy Settings

Copying

1 **Press [Special Features] → [Mode Memory].**

2 **Select the key containing the copy settings that you want to
erase → press [Erase].**
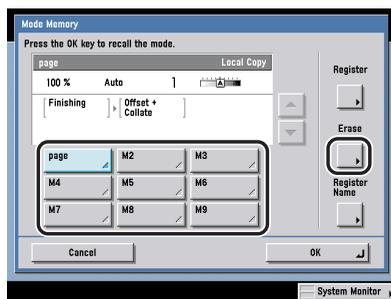
🖐 IMPORTANT

Make sure to check the settings first before erasing them.

✎ NOTE

- Keys that already have settings stored in them are displayed with a colored triangle
  (◢) in the lower right corner of the key.
- If you select a key that already has settings stored in it, the settings are displayed.

3 **Press [Yes].**

✎ NOTE

Key names are not erased. For instructions on changing a key name, see "Naming a Memory Key," on p. 5-6.

4 **Press [Cancel].**

Mail Box (Scan)

1 **Select the desired User Inbox number → press [Scan] → [Special Features] → [Mode Memory].**

2 **Erase the scan settings in accordance with steps 2 to 4 of "Copying," on p. 5-9.**

Mail Box (Print)

1 **Select the desired User Inbox number and a document → press [Print] → [Change Pr. Settings] → [Special Features] → [Mode Memory].**

2 **Erase the scan settings in accordance with steps 2 to 4 of "Copying," on p. 5-9.**

Memory Features

5

Sending and Receiving Documents Using the Inboxes

6

This chapter describes how to save documents received by fax and/or I-fax in the Memory RX Inbox and Confidential Fax Inboxes.

Memory RX Inbox

You can select either the Memory RX Inbox or Divided Data RX Inbox from the Memory RX Inbox screen.

Memory RX Inbox

The Memory RX (Receive) Inbox is an inbox for receiving and storing documents received by Fax and I-Fax. Documents received in the Memory RX Inbox are stored without being printed. You can print or send the stored documents later, or whenever necessary.
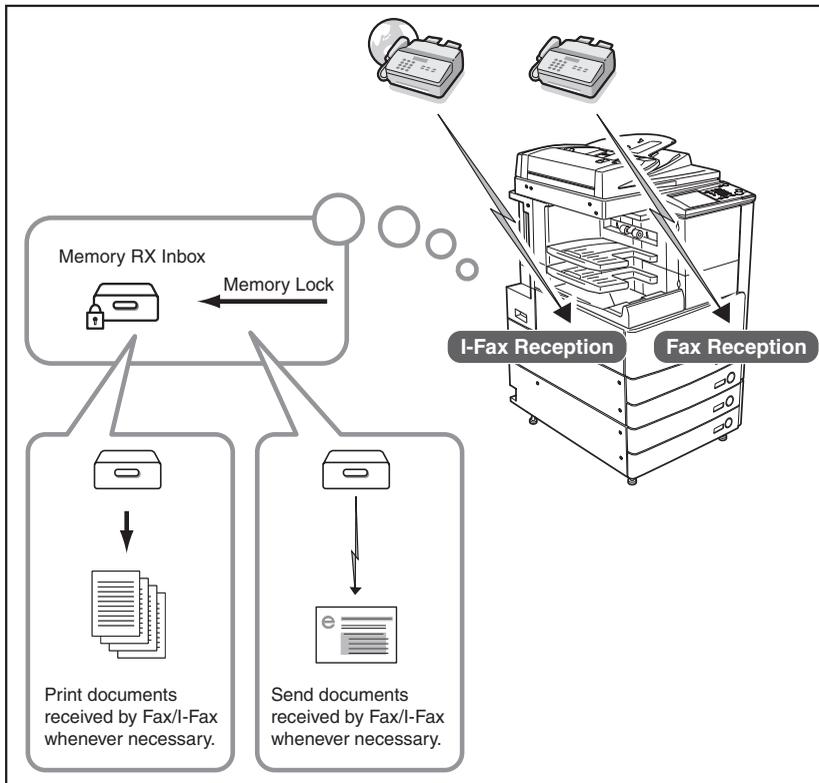
- You can use the Memory RX Inbox function for receiving and storing I-fax documents only if the optional Universal Send Kit is activated.
- You can use the Memory RX Inbox function for receiving and storing fax documents only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.
- If you want to use Memory Lock, you must first set Use Fax Memory Lock and Use I-Fax Memory Lock to 'On' in Memory RX Inbox Settings. To access the Memory RX Inbox Settings screen, press ⊚ (Additional Functions) → [System Settings] → [Communications Settings]. (See Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.)

Receiving Documents through Fax or I-Fax

1 Set Memory Lock to 'On' from the Additional Functions screen.

NOTE

- For instructions on setting the I-Fax Memory Lock and Fax Memory Lock modes, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.
- The following messages are displayed while Memory Lock is being set to 'On':
  - <I-Fax Memory RX is on.>:I-Fax documents will be received in memory
  - <Fax Memory RX is on.>:Fax documents will be received in memory

2 The machine is now ready to receive documents in memory.

NOTE

The message <Check the Memory RX doc.> is displayed when a document is received in the Memory RX Inbox:

Settings for Receiving Documents in Memory

You can use the Memory Lock mode outside of the preset Memory Lock start and end times.

IMPORTANT

If you want to use Memory Lock, you must first set Use Fax Memory Lock and Use I-Fax Memory Lock to 'On' in Memory RX Inbox Settings. To access the Memory RX Inbox Settings screen, press ⊚ (Additional Functions) → [System Settings] → [Communications Settings]. (See Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.)

6

Sending and Receiving Documents Using the Inboxes

1 **Press [Memory RX Inbox] on the Inbox Selection screen →
press [Memory RX Inbox].**

2 **Select [On] or [Off] for I-Fax Memory Lock and/or Fax Memory
Lock.**
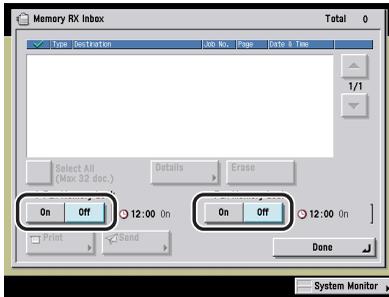
Details of each item are shown below.

[On]: Documents are received and stored in the Memory RX Inbox.

[Off]: Documents are received and printed.

NOTE

- If Memory Lock start and end times have been set, the time at which Memory Lock
  will automatically switch 'Off' is displayed when you set Fax/I-Fax Memory Lock to
  'On', and the time at which Memory Lock will automatically switch 'On' is displayed
  when you set Memory Lock to 'Off'.
- If I-Fax Memory Lock is set to 'Off', documents received through the I-Fax function
  are printed and erased from the Memory RX Inbox.
- If Fax Memory Lock is set to 'Off', documents received through the Fax function are
  printed and erased from the Memory RX Inbox.

3 **Press [Done] repeatedly until the Inbox Selection screen
appears.**

Printing a Document in the Memory RX inbox

🖐 IMPORTANT

- You can use the Memory RX Inbox for storing I-fax or fax documents only if the optional Universal Send Kit is activated or the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- You can print documents stored in the Memory RX Inbox only with the settings that were used when the documents were received.
- A document stored in the Memory RX Inbox is automatically deleted after it is printed.

✐ NOTE

- You can print only one document at a time. You cannot print multiple documents stored in the Memory RX Inbox simultaneously.
- If Fax Memory Lock and I-Fax Memory Lock are set to 'Off', documents transmitted to the Memory RX Inbox are printed as they are received. (See "Memory RX Inbox," on p. 6-2.)

1 **Press [Memory RX Inbox] on the Inbox Selection screen →**
press [Memory RX Inbox].

2 **Select the document that you want to print → press [Print].**
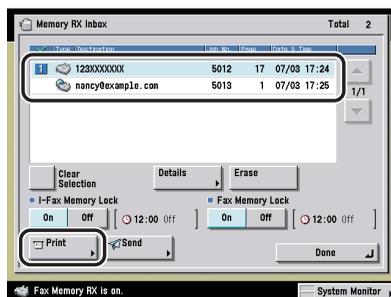
3 **Press [Start Print].**

Divided Data RX Inbox

When the machine receives a large I-fax document which has been divided into several parts before being sent, the Divided Data RX Inbox stores the divided data, and automatically combines it into a single I-fax document. After the document has been combined, it is printed, forwarded, or stored in memory in the same way as when a regular I-fax document is received.
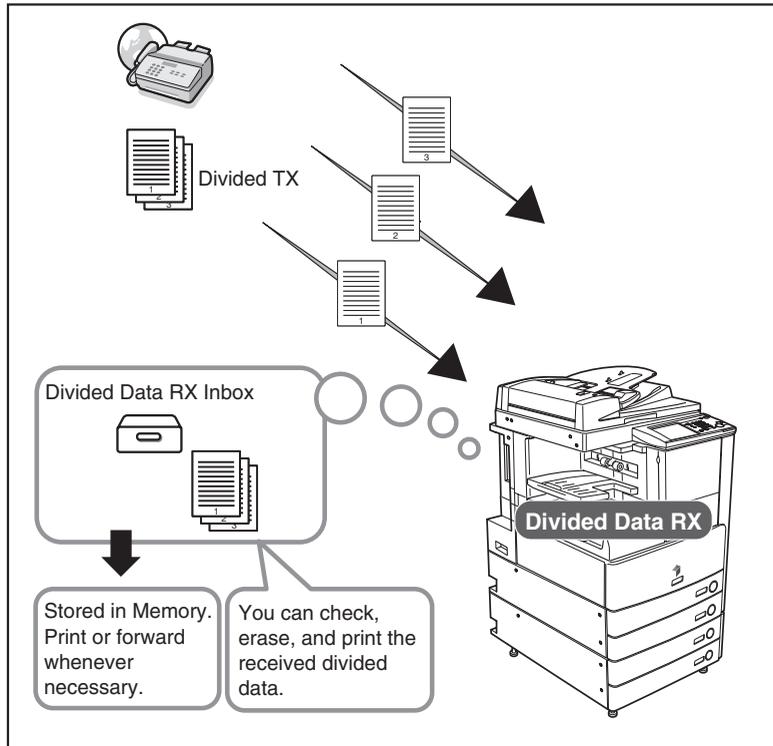
IMPORTANT

You can save I-fax documents in divided data form in the Divided Data RX Inbox only if the Universal Send Kit is activated.

Confirming Documents in the Divided Data RX Inbox

You can check the status of divided data, and the remaining capacity of the Divided Data RX Inbox.

1 **Press [Memory RX Inbox] on the Inbox Selection screen → press [Divided Data RX Inbox].**

2 **Select the document you want to confirm → press [Divide Data List].**
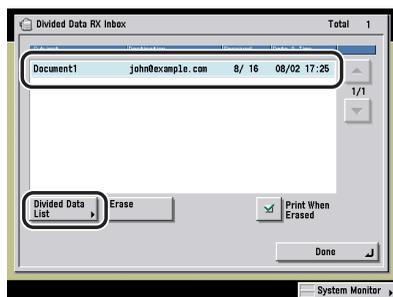
3 **Select the divided data you want to confirm → press [Details].**

Sending and Receiving Documents Using the Inboxes

6

Erasing Divided Data

You can print and erase the divided data while the machine is receiving the divided data.

---

1 **Press [Memory RX Inbox] on the Inbox Selection screen → press [Divided Data RX Inbox].**

2 **Select the data to erase → press [Erase].**
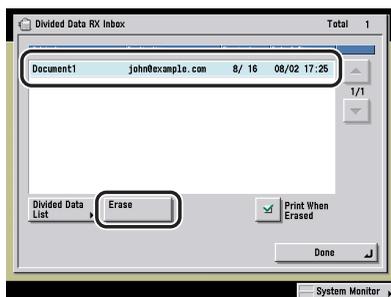
To erase the document without printing it, deselect [Print When Erased].

If you force the machine to print the document which is being erased, only the data which has already been received is combined to form the document. Data which can be combined to form complete pages is printed, and any remaining data is erased without being printed.

IMPORTANT

- If you delete the divided data, it cannot be combined to form a document even if the remaining divided data is received later.
- As the divided data is not valid image data, it will not be printed correctly.
- If the divided data is erased while the forwarding settings or the Memory Lock mode is being set to the divided data, any process for the forced printed image will not be performed.

Confidential Fax Inboxes

If a document received by Fax/I-Fax, matches the specified forwarding conditions, it is stored in a Confidential Fax Inbox without being printed. This feature is useful for receiving confidential documents. You can print the documents stored in Confidential Fax Inboxes whenever necessary.
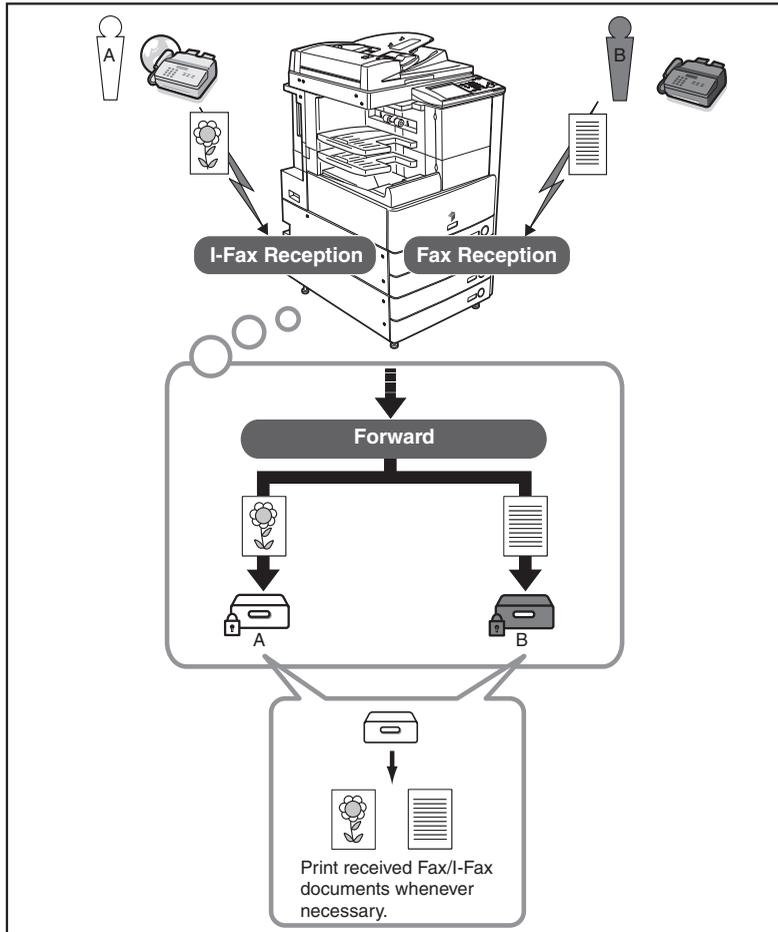
- You can use the Confidential Fax Inbox function for receiving and storing I-fax documents only if the optional Universal Send Kit is activated.
- You can use the Confidential Fax Inbox function for receiving and storing fax documents only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.
- In order to use a Confidential Fax Inbox, it is necessary to first register the Confidential Fax Inbox as a forwarding destination in Forwarding Settings in System Settings (from the Additional Functions screen). (See Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.)
- It is necessary to inform the other party of the forwarding conditions beforehand.

Receiving Confidential Documents

1 Register a Confidential Fax Inbox as a forwarding destination.

NOTE

For instructions on specifying forwarding settings for documents received by Fax/ I-Fax, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.

2 The machine is now ready to receive documents in the specified Confidential Fax Inbox.

NOTE

The message below is displayed when a document is received in a Confidential Fax Inbox:

- <Check received documents in Confidential Fax Inbox.>

Printing a Document in the Confidential Fax Inbox

🖐 IMPORTANT
- Confidential Fax Inboxes are available only if the optional Universal Send Kit is activated, or if the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- You can print documents stored in Confidential Fax Inboxes only with the settings used when the documents were received.

📝 NOTE

You can print only one document at a time. You cannot print multiple documents stored in Confidential Fax Inboxes simultaneously.

1 **Press [Conf. Fax Inbox] on the Inbox Selection screen → press the desired Confidential Fax Inbox number.**

2 **Select the document that you want to print → press [Print].**
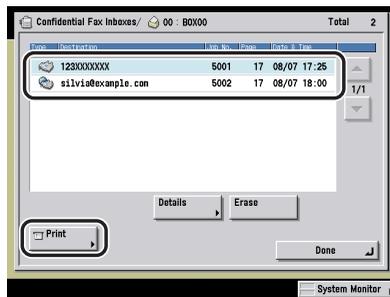
3 **Press [Start Print].**

📝 NOTE

If you want to automatically delete the selected document after it is prints, press [Erase Doc. After Printing].

Sending a Document

You can send documents stored in User Inboxes or the Memory RX (Receive) Inbox to a desired destination.

🖐 IMPORTANT
- You can send documents only if the optional Universal Send Kit is activated.
- The Fax function is available only if the optional Super G3 FAX Board or Super G3 Multi-Line Fax Board is installed.
- Documents with a resolution other than 600 x 600 dpi cannot be sent if there is a fax address included in the destination.

✐ NOTE
You cannot send documents stored in a Confidential Fax Inbox.

1 **Select the desired User Inbox number → select the document that you want to send → press [Send].**
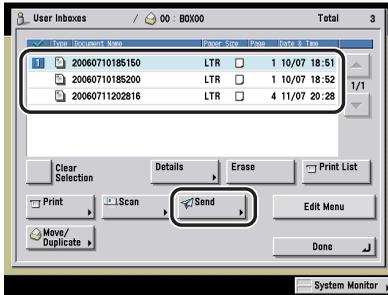
To select all of the documents (up to 100 documents from the top) in the User Inbox, press [Select All (Max 100 doc.)]. If a document is already selected, this key appears as [Clear Selection] instead.

To select all of the documents (up to 32 documents from the top) in the selected Memory RX Inbox, press [Select All (Max 32 doc.)]. If a document is already selected, this key changes to [Clear Selection].

✐ NOTE
- A maximum of 32 documents stored in the same inbox can be selected and sent at the same time.
- A maximum of 999 pages can be sent simultaneously.

2 Specify the desired send settings → press [Start Send].

See the *Sending and Facsimile Guide* for instructions on the following:

- Specifying a destination
- Selecting the file format
- Specifying the Send settings

✐ NOTE

- If Restrict New Address is set to 'On' in the System Manager Settings (from the Additional Functions screen), you cannot enter a destination in [New Address]. You have to select a stored destination by pressing [Address Book], [Network Add.Book], or [One-touch Buttons].
- If you want to automatically delete the selected document after it is sent, press [Delete After Sending].
- While the document is being sent, you cannot print or store it in another inbox.
- If the selected destination is a group address that includes an inbox, the document you are sending will not be sent to (and stored in) that inbox.

3 Press [Done].

Using the Express Copy Basic Features Screen

7

CHAPTER

This chapter describes the Express Copy Basic Features screen.

7. Using the Express Copy Basic Features Screen

Switching to the Express Copy Basic Features Screen

You can switch the Regular Copy Basic Features screen to the Express Copy Basic Features screen. Press [Express Copy] to switch to the Express Copy Basic Features screen. To return to the Regular Copy Basic Features screen, press [Copy].
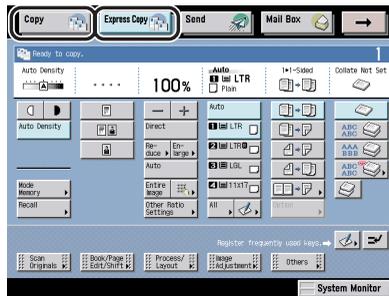
Express Copy Basic Features screen

📝 NOTE
- By default, only the [Copy] function key is displayed on top of the Basic Features screen. You can set to display the [Express Copy] function key from the Additional Functions screen.
- After changing the copy settings, even if you switch to the Express Copy Basic Features screen from the Regular Copy Basic Features screen, or vice versa, the copy settings will be retained.
- If you press ⊘ (Reset) on the Express Copy Basic Features screen, the display returns to the Express Copy Basic Features screen (Standard mode). If you press ⊘ (Reset) on the Regular Copy Basic Features screen, the display returns to the Regular Copy Basic Features screen (Standard mode).
- You can set to display only the [Copy] function key, only [Express Copy] function key, or both [Copy] and [Express Copy] function keys. (See Chapter 4 "Customizing Settings," in the *Reference Guide*.)

Various Features of the Express Copy Basic Features Screen

The following is an explanation of the keys displayed on the Express Copy Basic Features screen. For detailed explanations of the functions of these keys, see the related chapters in this manual.

📝 NOTE
The Special Features modes displayed on the Express Copy Basic Features screen are displayed on the Regular Copy Basic Features screen by pressing [Special Features].

This screen enables you to set basic copying modes. You can adjust the exposure, set basic copying modes such as the Collate mode, and Special Features modes such as Mode Memory and the Recall modes.
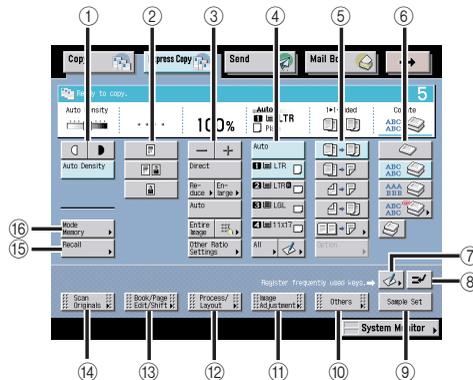
① Adjusting Exposure, Automatic Adjustment of Exposure
You can adjust the copy exposure. (See "Adjusting Copy Exposure," on p. 7-9.)

② Image Quality
You can adjust image quality to the level best suited for the quality of text or photo originals. (See "Selecting Image Quality," on p. 7-10.)

③ Copy Ratio
You can set the machine to select the copy ratio automatically, or you can manually specify the copy ratio for a copy job. (See "Specifying the Copy Ratio by Percentage (Zoom by Percentage)," on p. 7-11. "Enlarging/Reducing Originals to a Standard Size (Preset Zoom)," on p. 7-12, "Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom)," on p. 7-13, "Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)," on p. 7-14, "Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Program)," on p. 7-14, "Enlarging/ Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom)," on p. 7-16.)

④ Paper Select
You can set the machine to select the paper size. (See "Selecting the Copy Paper Size (Paper Select)," on p. 7-17.)

⑤ 2-Sided
This mode enables you to make two-sided copies from one-sided originals or one-sided copies from two-sided originals. (See "Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided)," on p. 7-19, "Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)," on p. 7-20, "Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided),"on p. 7-21, "Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)," on p. 7-22.)

⑥ Finishing
The Finishing mode can be selected to collate copies in various ways, either by pages or copy sets. (See "Collating Copies into Sets in Page Order (Collate)," on p. 7-23. "Collating Copies into Groups of the Same Page (Group)," on p. 7-25, "Collating Pages and Stapling (Staple)," on p. 7-27.)

⑦ Standard Key Settings
You can register copy modes that you have specified as Standard Keys. This key is a shortcut key to Standard Key Settings for Express Copy Screen in Copy Settings from the Additional Functions screen. (See "Setting the Standard Keys for the Regular Copy Basic Features Screen," on p. 8-6.)

⑧ Interrupt Mode
The Interrupt mode enables you to interrupt a reserved or current job long enough to make higher priority copies. (See "Interrupting the Current Job to Make Priority Copies (Interrupt Mode)," on p. 7-31.)

⑨ Sample Set
This mode enables you to check the copy result before making multiple copies. (See "Sample Set," on p. 7-31.)

⑩ Others
You can set copy modes other than Scan Originals, Book/Page Edit/Shift, Process/Layout, Image Adjustment. (See "Making Copies with Job Done Notice (Others)," on p. 7-69.)

⑪ Image Adjustment
You can make copies of original images with a sharper or softer contrast. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-68.)

⑫ Process/Layout
You can process original images and change the layout of the originals. (See "Process/Layout Settings," on p. 7-55.)

⑬ Book/Page/Edit/Shift
You can make booklets, add page numbers, and set finishing modes for scanned images. (See "Book/Page Edit/Shift Settings," on p. 7-42.)

⑭ Scan Originals
You can make various settings for the scanning of bound originals and different-sized originals. (See "Scan Originals Settings," on p. 7-38.)

⑮ Recall
This function enables you to recall the three most recently performed copy settings, and make copies using those settings. (See "Recalling a Previous Copy Setting (Recall)," on p. 7-33.)

⑯ Mode Memory
You can store any possible combination of Copy functions. A memory key can be named and can hold up to nine settings. (See "Registering Frequently Used Copy Settings in Memory (Mode Memory)," on p. 7-34. "Registering a Memory Key Name," on p. 7-35, "Recalling a Copy Mode," on p. 7-36, "Erasing a Copy Mode," on p. 7-36.)

Operating the Express Copy Basic Features Screen

This section describes cautions to take when making a copy using the Express Copy Basic Features screen.

■ **Pop-up displays on the Express Copy Basic Features screen**

Pop-up displays appear on the Express Copy Basic Features screen when you press certain keys. Press [▣] or any point outside the pop-up display to close the pop-up displays.

Example: The pop-up display which appears when [Enlarge] is pressed.
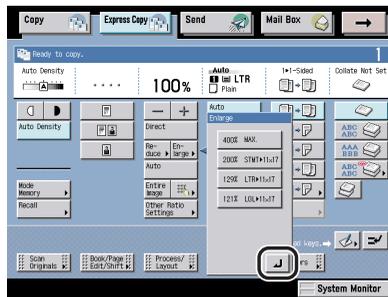
■ **Grayed Out Keys**

Keys which are grayed out cannot be set. [Option] is only available when there are optional settings for a copy mode you have selected. Keys for modes which cannot be used in combination with a selected copy mode are also grayed out.

Example: When [Option] becomes available after you press [1▶2-Sided].
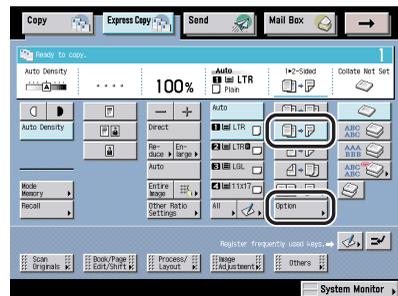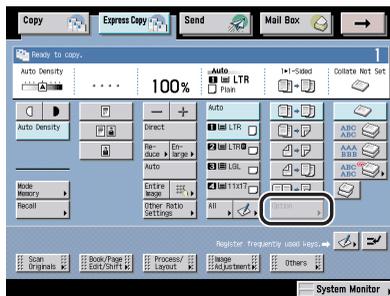
■ Combinations of Copy Modes

Some copy modes can be used in combination with other copy modes. Depending on the copy modes you have selected, some copy modes which are not selected may be displayed with a [△]. You cannot select these copy modes in combination with the currently selected copy modes.

Example: The display of the Different Size Originals key when the 2-Page Separation mode is set
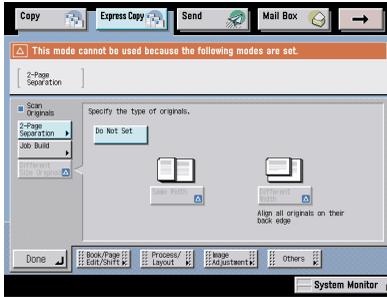
Making a Copy With the Express Copy Basic Features Screen

This section explains the basic procedure for making a copy with the Express Copy Basic Features screen.

✋ IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-2.

Adjusting Copy Exposure

For instructions on this procedure using the Regular Copy Basic Features screen, see "Exposure Adjustment during Copying/Printing," on p. 3-7.

1 **Press [◖], [◗] or [Auto Density] to adjust the copy exposure.**

Adjusting Exposure
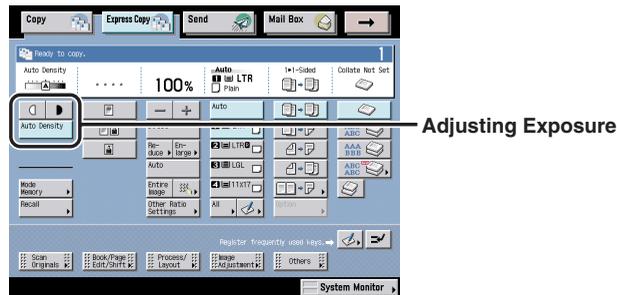
Press [◖] and [◗] to move the indicator to the left to make the exposure lighter, or to the right to make the exposure darker.

Selecting Image Quality

For instructions on this procedure using the Regular Copy Basic Features screen, see "Exposure and Original Type Settings," on p. 3-2.

⚠ IMPORTANT

If you make copies of an original containing halftones, such as a printed photograph, moiré or screen clash may occur. If this happens, you can soften this moiré effect by using the Sharpness mode. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-68.)

1 **Select the image quality ([Text], [Text/Photo], or [Photo]).**
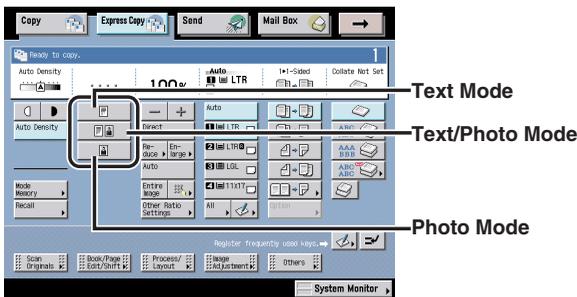
— Text Mode
— Text/Photo Mode
— Photo Mode

If Photo Mode in Copy Settings (from the Additional Functions screen) is set to 'On', you can select [Printed Image]. (See "Setting the Photo Mode for the Copying Function," on p. 8-10.)

— Printed Image Mode
— Photo Mode

7

Using the Express Copy Basic Features Screen
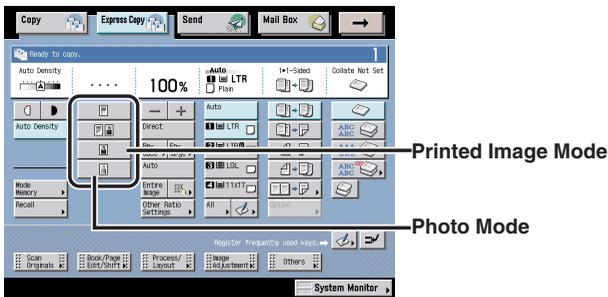
Specifying the Copy Ratio by Percentage (Zoom by Percentage)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Zoom by Percentage," on p. 3-11.

1 **Set the copy ratio by pressing [-] or [+].**
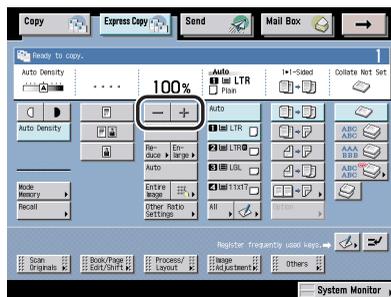
To return the copy ratio to 100%, press [Direct].

You can also use the numeric keys on the pop-up display to enter values.
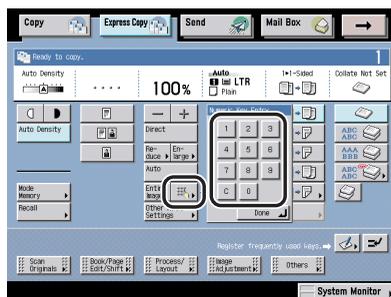
Enlarging/Reducing Originals to a Standard Size (Preset Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Preset Zoom," on p. 3-9.

🖐 IMPORTANT

- Place your originals horizontally in the following cases:
  - If you are enlarging LTR originals to 11" x 17"
  - If you are enlarging STMT originals to 11" x 17" (when the original is placed on the platen glass)
- If you are reducing 11" x 17" originals to LTR with Auto Orientation in Copy Settings (from the Additional Functions screen) set to 'Off', place LTRR size paper in a paper drawer, or stack bypass.

1 **To reduce, select a preset reduction ratio. To enlarge, select a preset enlargement ratio.**
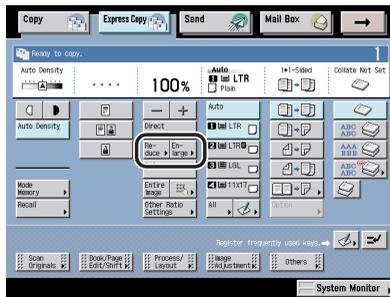
2 **Select the copy ratio.**

Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (Auto Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Auto Zoom," on p. 3-13.

🖐 IMPORTANT
- You cannot copy highly transparent originals, such as transparencies, in the Auto Zoom mode. Use the Preset Zoom or Zoom by Percentage modes.
- To use the Auto Zoom mode, your originals must conform to a standard paper size: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR. (You can place STMT and STMTR originals only on the platen glass.)

1 **Press [Auto].**
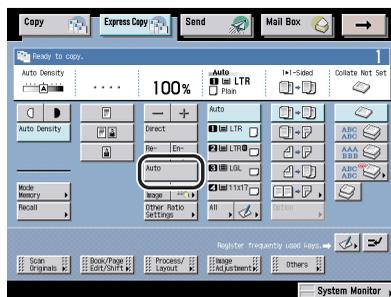
🖐 IMPORTANT
If you set [Auto], you have to select a paper size manually. If you do not select a paper size, the copy ratio is automatically set to match the size of paper loaded in paper drawer 1.

Slightly Reducing Images to Prevent the Original Periphery from Being Trimmed (Entire Image)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Entire Image," on p. 3-15.

1 **Press [Entire Image].**
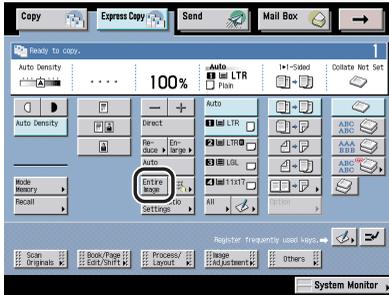
Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (Zoom Program)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Making Copies (Scanning) with the Same XY Copy/Zoom Ratio (Zoom)," on p. 3-18.

✎ NOTE

For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

7

Using the Express Copy Basic Features Screen

1 Press [Other Ratio Settings] → [Zoom Program].
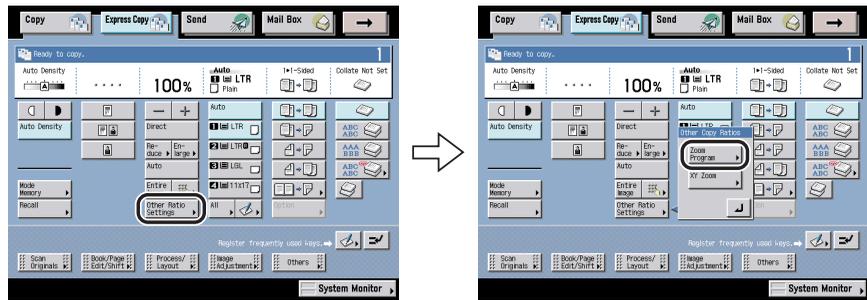
2 Press [Zoom] or [XY Zoom].

● **Making Copies with the Same XY Copy Ratio (Zoom):**

❏ Press [Original Size] → enter the original size → press [Copy Size] → enter the copy size.

If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 400%, a message appears telling you that the ratio will be adjusted to 400%.

● **Making Copies with Different XY Copy Ratios (XY Zoom):**

❏ Press [X] (horizontal direction) and [Y] (vertical direction) for both the original size and the copy size → enter each value for X and Y.

If the zoom ratio is less than 25%, a message appears telling you that the ratio will be adjusted to 25%. If it is more than 400%, a message appears telling you that the ratio will be adjusted to 400%.

3 Press [Done].

Enlarging/Reducing Originals with Copy Ratios Set Independently for the X and Y Axes (XY Zoom)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Setting the X and Y Axes Independently," on p. 3-21.

📍 IMPORTANT

- You cannot enlarge/reduce highly transparent originals, such as transparencies, in the Auto XY Zoom mode. To make such copies, specify the copy ratio.
- If you set the Auto XY Zoom mode, select the paper size using the Manual Paper Selection mode. If you do not select a paper size, Paper Drawer 1 is automatically selected and the copy ratio is set to match the size of the paper loaded in that drawer.
- If you set the copy ratio in the Auto XY Zoom mode, Auto Orientation is not performed.

1 Press [Other Ratio Settings] → [XY Zoom].
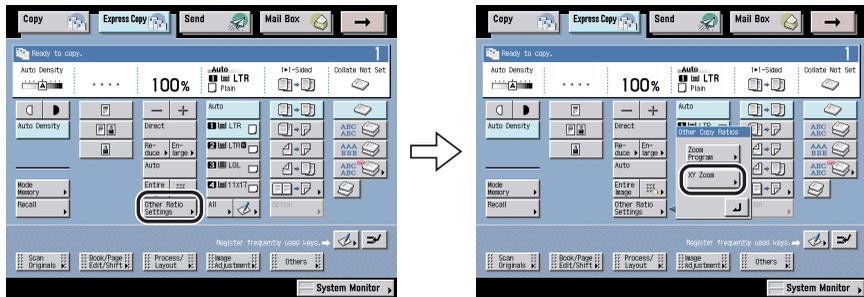
2 Press [X] (horizontal axis) or [Y] (vertical axis) → enter a value.

Press [Auto XY Zoom] to set the copy ratios automatically.

📍 IMPORTANT

If you set [Auto XY Zoom], you have to select a paper size manually. If you do not select a paper size, the copy ratio is automatically set to match the paper size loaded in paper drawer 1.

3 Press [Done].

Selecting the Copy Paper Size (Paper Select)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Paper Selection," on p. 1-19.

🖐 **IMPORTANT**

> When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

1 **Select the paper source.**

The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the paper drawers (Manual Paper Selection).

Press [Auto] to set the machine to automatically select the copy paper size.

To select the stack bypass for the current job, or to reserve the stack bypass for a reserved job, select [Stack Bypass Settings].

🖐 **IMPORTANT**

- The following types of originals cannot be copied by using Automatic Paper Selection. Copy these using Manual Paper Selection:
  - Nonstandard sized originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT, STMTR or smaller originals (however, STMT originals can be detected when placed in the feeder)

● If you select stack bypass settings:

❑ Press [All].

❑ Press [Stack Bypass Settings].

❑ Select the paper size ➞ press [Next].

⊕ IMPORTANT
- If you select a nonstandard size paper, the Auto Zoom, Entire Image, Auto XY Zoom, Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Front Cover/Back Cover, Paper Insertion, Image Combination, Booklet, Transparency Interleaving, Shift, Image Repeat, Form Composition, Pg/Copy Set Numbering, Secure Watermark, Job Block Combination, or Store In User Inbox mode cannot be specified.
- If the envelope type is not set correctly, a paper jam will occur.
- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.
- If you select [Envelope], the Finishing, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, 2-Page Separation, Front Cover, Back Cover, Paper Insertion, Booklet, Transparency Interleaving, Image Combination, Form Composition, or Job Block Combination mode cannot be specified.

✐ NOTE
- When placing paper other than a standard size, press [Free Size].
- To copy on envelopes, press [Envelope] ➞ select the envelope type ➞ press [OK].
- To select an A or B series paper size, press [A/B-size].

❑ Select the desired paper type ➞ press [OK].

✐ NOTE
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- [Register/Set] is a shortcut key to Register Paper Type in Common Settings (from the Additional Functions screen), Paper Select Key Size for Express Copy Screen in Copy Settings (from the Additional Functions screen), and Stack Bypass Standard Settings in Common Settings (from the Additional Functions screen).

Register/Set
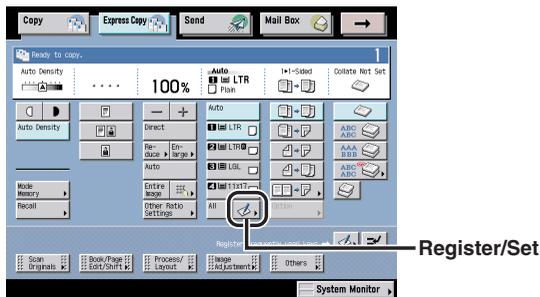
Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "1 to 2-Sided," on p. 3-39.

📌 **IMPORTANT**

- You may not be able to make two-sided copies on some types of paper, depending on the paper.
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back side of the original is copied upside down.

1 **Press [1 ▶ 2-Sided] → [Option].**
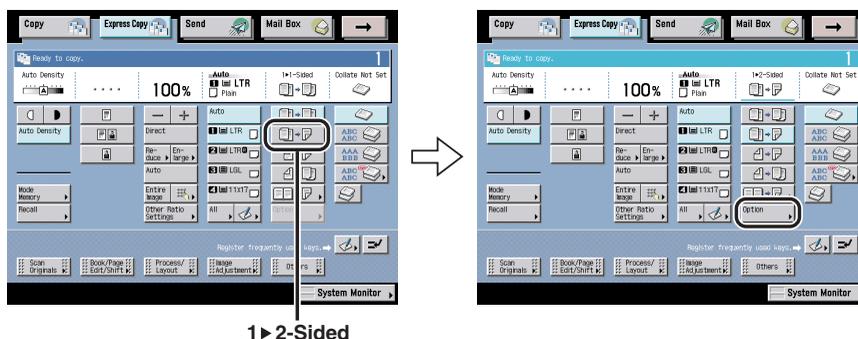
1 ▶ 2-Sided

2 **Select the type of two-sided orientation.**

Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2 to 2-Sided," on p. 3-41.

📌 IMPORTANT

- You may not be able to make 2-sided copies on some types of paper, depending on the paper.
- 2▶2-Sided copying is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).

---

1 **Press [2▶2-Sided] → [Option].**

2▶2-Sided
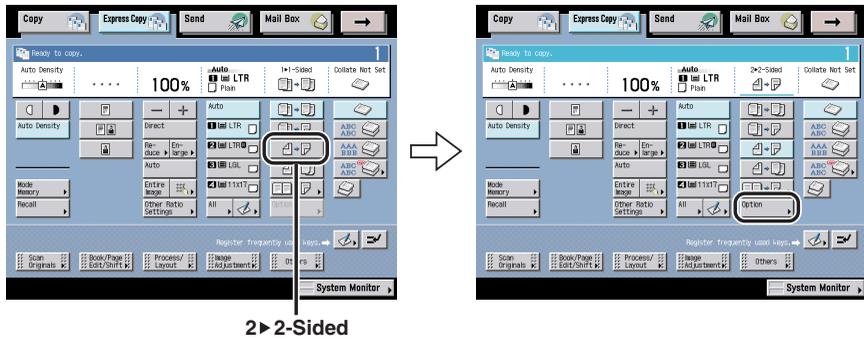
2 **Select the type of two-sided orientation for both the original and the copy.**

Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2 to 1-Sided," on p. 3-43.

🖐 IMPORTANT

- You may not be able to make two-sided copies on some types of paper, depending on the paper.
- 2▶1-Sided copying is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR, horizontally. If these originals are placed vertically, the back sides of the copies will be printed upside down.

---

1 Press [2▶1-Sided] → [Option].
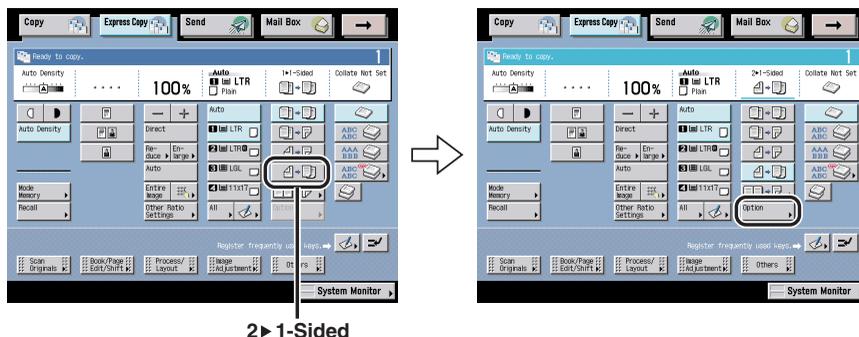
2▶1-Sided

2 Select the orientation of the originals.

Using the Express Copy Basic Features Screen

7

Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Book to 2-Sided," on p. 3-44.

✋ IMPORTANT

- You may not be able to make two-sided copies on some types of paper, depending on the paper.
- When using this feature, select LTR-size paper.
- When copying with the Front/Back 2-Sided mode, the front side of the first two-sided page and the back side of the last two-sided page, are left blank. (The machine's counter does not count the blank pages as copies.)
- Place the originals on the platen glass. You cannot use the Book▶2-sided mode when the original is placed in the feeder.

1 **Press [Book▶2-Sided] → select the layout type of the original.**

Book▶2-Sided
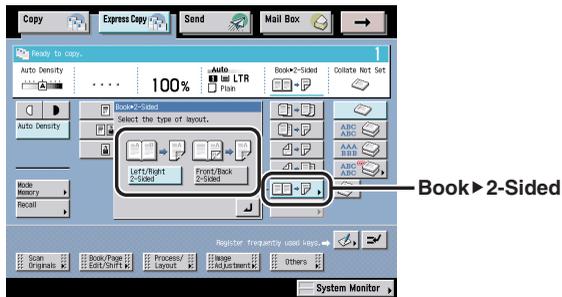
Collating Copies into Sets in Page Order (Collate)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Page Order (Collate)," on p. 3-29.

🖐 IMPORTANT

The Finishing modes cannot be set if [Free Size], [Envelopes], [Transparencies], [Tracing Paper], or [Labels] is selected as the paper type.

1 Press [Collate].

The optional Finisher-S1 is attached.

Press [Collate Not Set] if you do not want to collate the output.

If you want the copies slightly offset vertically in the output tray, press [Offset].

The optional Finisher-S1 is attached.

7

Using the Express Copy Basic Features Screen

If you want hole punches made, press [Hole Punch].

Hole Punch

The optional Finisher-S1 and Puncher Unit-R1, or Finisher-AE1/Saddle Finisher-AE2 and Puncher Unit-M1 are attached.

If you want the copies to be output in alternating directions, press [Rotate].

Rotate

A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

🖤 IMPORTANT
- [Rotate] can be selected only in the following cases:
  - When the available paper size is selected manually
  - When the available paper size is loaded in both the horizontal and vertical directions
  - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to load only paper that can be rotated. Otherwise, the output will not be rotated.
- If there is no paper which can be rotated, the output will be collated.

7

Using the Express Copy Basic Features Screen

Collating Copies into Groups of the Same Page (Group)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Same Page (Group)," on p. 3-31.

🖐 IMPORTANT

The Finishing modes cannot be set if [Free Size], [Envelopes], [Transparencies], [Tracing Paper], or [Labels] is selected as the paper type.

1 Press [Group].
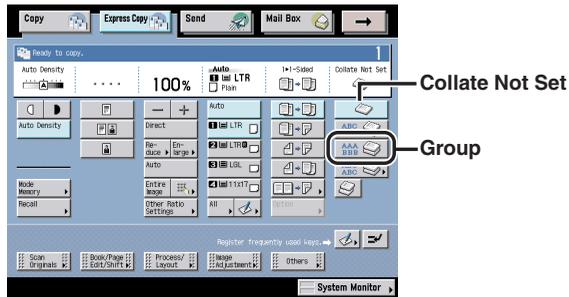
The optional Finisher-S1 is attached.

Press [Collate Not Set] if you do not want to collate the output.

If you want the copies slightly offset vertically in the output tray, press [Offset].
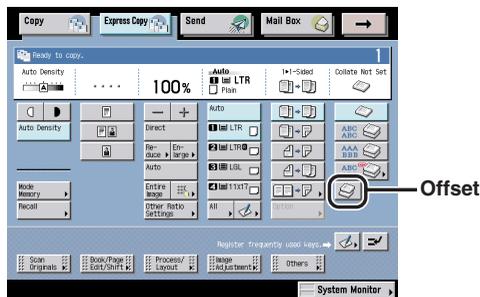
The optional Finisher-S1 is attached.

If you want hole punches made, press [Hole Punch].

Hole Punch

The optional Finisher-S1 and Puncher Unit-R1, or Finisher-AE1/Saddle Finisher-AE2 and Puncher Unit-M1 are attached.

If you want the copies to be output in alternating directions, press [Rotate].

Rotate

A finisher is not attached or only the optional Inner 2way Tray-D1 is attached.

📌 IMPORTANT

- [Rotate] can be selected only in the following cases:
  - When the available paper size is selected manually
  - When the available paper size is loaded in both the horizontal and vertical directions
  - The selected paper source must have Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) set to 'On'. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- When you have selected Automatic Paper Selection for the Rotate mode, make sure to load only paper that can be rotated. Otherwise, the output will not be rotated.
- If there is no paper which can be rotated, the output will be collated.

Collating Pages and Stapling (Staple)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Page Order (Staple)," on p. 3-33.

🖐 IMPORTANT

- The Finishing modes cannot be set if [Free Size], [Envelopes], [Transparencies], [Tracing Paper], or [Labels] is selected as the paper type.
- If the optional Finisher-S1 is attached, you cannot select the stapling position. For more information on stapling positions, see Chapter 3, "Optional Equipment," in the *Reference Guide*.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.
- The Staple mode can be set only if an optional finisher is attached.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

1 Press [Staple].
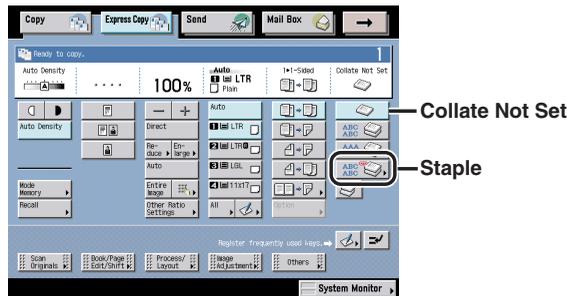
The optional finisher is attached.

Press [Collate Not Set] if you do not want to collate the output.

If you want hole punches made, press [Hole Punch].
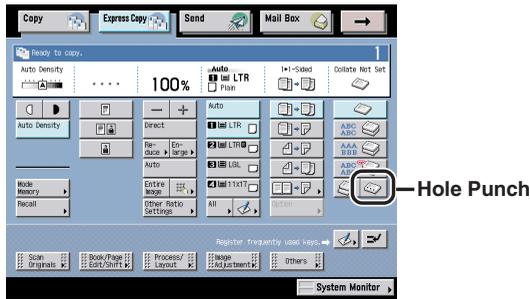
The optional Finisher-S1 and Puncher Unit-R1, or Finisher-AE1/Saddle Finisher-AE2 and Puncher Unit-M1 are attached.

2 Select the type of staple ([Corner], [Double], or [Saddle Stitch]) and the stapling position.

❑ Specify the Saddle Stitch.

❑ Press [Paper Select] → select the paper source to use for the main document → press [Done].

If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] → select the paper type and press [OK] → press [Done]

❑ If you want to add a cover, press [Add Cover].

Select the paper source to use for the cover and whether to print on the cover → press [OK].

If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type → press [Done].

IMPORTANT

- The paper used for the cover page must be the same size as the other pages in your document.
- If you select [No] for <Select whether to print on covers.>, [Heavy] can be selected.
- Only 17 to 20 lb bond (64 to 80 g/m2) paper can be used for the main document, and 17 to 32 lb bond (64 to 128 g/m2) paper can be used for the cover page.

Setting Standard Keys

For instructions on this procedure using the Regular Copy Basic Features screen, see "Setting the Standard Keys for the Regular Copy Basic Features Screen," on p. 8-6.

1 **Press [Register frequently used keys.].**

Register frequently used keys

2 **Select the number of Standard Keys that are displayed on the Express Copy Basic Features screen.**

[Up to 5 Set Keys]: Displaying maximum 5 Standard Keys.

[Up to 10 Set Keys]: Displaying maximum 10 Standard Keys.

3 **Select the Standard Key to be stored → press [Settings].**

4 **Display the group of functions to be stored as Standard Keys by pressing [▼] or [▲] → select the desired function.**

7

Using the Express Copy Basic Features Screen

5 Select the desired mode to be stored as a Standard Key → press [OK].

The five stored Standard Keys are displayed as shown below.
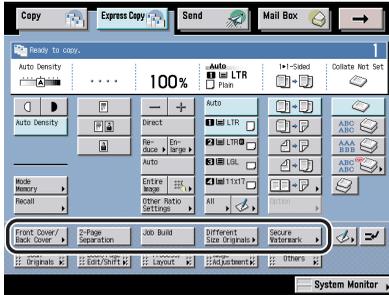
The 10 stored Standard Keys are displayed as shown below.
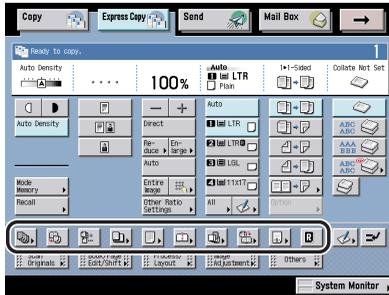
Interrupting the Current Job to Make Priority Copies (Interrupt Mode)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Interrupt Mode," on p. 1-34.

1 **Press [Interrupt].**

— Interrupt
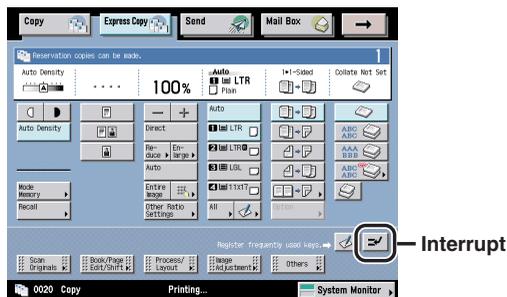
2 **Place your originals → select the desired copy modes.**

Sample Set

For instructions on this procedure using the Regular Copy Basic Features screen, see "Sample Set," on p. 1-36.

✋ IMPORTANT

[Sample Set] appears only if you set to make multiple copies of your original in the Collate, Offset Collate, Rotate Collate, Staple, Front Cover/Back Cover, Paper Insertion, Booklet, or Transparency Interleaving mode. [Sample Set] does not appear if the Group or Offset Group mode is set.

1 Place your originals → select the desired copy modes → press [Sample Set].

2 Press ⊚ (Start).

3 Check the sample set → select [Start Print], [Cancel], or [Change Settings].

To make the remaining copies, press [Start Print].

To cancel copying, press [Cancel].

To change the copy settings, press [Change Settings] → change the necessary settings → press [Done].

- To change the number of copies, use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) to clear your entry.
- To change the exposure, press [◁] or [▶] (See "Adjusting Copy Exposure," on p. 7-9.).
- To change the paper size, press [Paper Select]. (See "Selecting the Copy Paper Size (Paper Select)," on p. 7-17.)
- To collate the copies, press [Finishing]. (See "Collating Copies into Sets in Page Order (Collate)," on p. 7-23, "Collating Copies into Groups of the Same Page (Group)," on p. 7-25, or "Collating Pages and Stapling (Staple)," on p. 7-27.)
- To make two-sided copies, press [2-Sided Copy]. (See "Making Two-Sided Copies from One-Sided Originals (1 to 2-Sided), " on p. 7-19, "Making Two-Sided Copies from Two-Sided Originals (2 to 2-Sided)," on p. 7-20, or "Making One-Sided Copies from Two-Sided Originals (2 to 1-Sided), " on p. 7-21.)
- To set a margin for binding, press [Margin]. (See "Making Copies with Margins (Margin)," on p. 7-54.)
- To embed hidden text in the background, press [Secure Watermark]. (See "Embedding Hidden Text in the Background," on p. 7-59.)

If you print one sample set and then change the settings, the machine will print from the first set with the new settings.

If you want to check the changes that you have made, press [Sample Set] arrow repeat the procedure from step 2.

Recalling a Previous Copy Setting (Recall)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Recalling Previous Copy Jobs," on p. 5-2.

🖐 IMPORTANT

- One copy job is defined by setting the number of copies, exposure, zoom, etc., and by pressing the control panel power switch, ⊙ (Start) or ⊘ (Reset), when the Auto Clear function is 'On', or by calling up a copy job stored in memory. If one of these keys was not pressed, or if the Auto Clear function is not active, calling up a copy job by pressing [Recall] is not possible.
- You cannot recall the Job Block Combination mode.
- The Standard mode cannot be recalled or stored.
- Identical copy modes that are stored, are counted as one setting.
- Even if a remote copy printer is stored in Recall mode, and the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to standard Local Print settings. To use the stored remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified time period you set in Startup Time Settings in Network Settings in System Settings (from the Additional Functions screen), and set the Recall mode. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide* or "Specifying the Remote Copy Printer Settings," on p. 8-12)

1 Press [Recall].
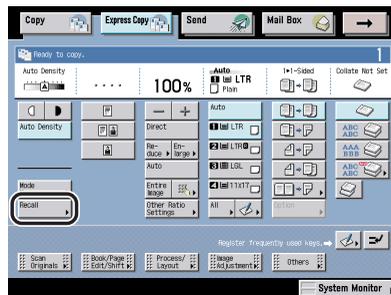
2 Select either [1 Before], [2 Before], or [3 Before].

Registering Frequently Used Copy Settings in Memory (Mode Memory)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Storing Scan/Print/Copy Settings," on p. 5-4.

👆 IMPORTANT

Even if a remote copy printer is stored in Memory Key mode, and the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to standard Local Print settings. To use the stored remote copy printer, confirm that the remote copy printer is ON, update the remote copy printer information after the specified time period you set in Startup Time Settings in Network Settings in System Settings (from the Additional Functions screen), and set the Memory Key mode. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide* or "Specifying the Remote Copy Printer Settings," on p. 8-12.)

Storing Copy Settings

👆 IMPORTANT

You cannot store the Job Block Combination mode in Mode Memory.

1 **Specify the copy settings to register on the Express Copy Functions screen → press [Mode Memory].**

2 **Press [Register].**

3 **Select a memory key ([M1] to [M9]) to store a desired mode → press [Register].**

● **If you select an empty memory key (no settings have been stored):**

❑ Press [Yes], when the confirmation message appears asking you to store the mode.

The memory key registering the copy mode is highlighted, and the registered settings are displayed.

● **If you select an occupied memory key (settings have been stored):**

❑ Press [Yes], when the confirmation message appears asking you to overwrite the mode.

The memory key registering the copy mode is highlighted, and the registered settings are displayed.

4 **Press [Done].**

Registering a Memory Key Name

For instructions on this procedure using the Regular Copy Basic Features screen, see "Naming a Memory Key," on p. 5-6.

1 **On the Mode Memory screen, press [Register].**

2 **Select a memory key ([M1] to [M9]) to name → press [Register Name].**

3 **Enter a name → press [OK].**

4 **Press [Done].**

Recalling a Copy Mode

For instructions on this procedure using the Regular Copy Basic Features screen, see "Recalling Scan/Print/Copy Settings," on p. 5-8.

---

1 **Press [Mode Memory] → select a memory key that registers the copy settings you want to use.**
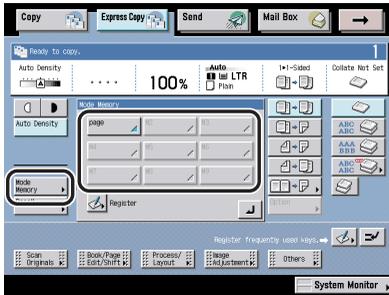
Erasing a Copy Mode

For instructions on this procedure using the Regular Copy Basic Features screen, see "Erasing Scan/Print/Copy Settings," on p. 5-9.

---

1 **Press [Mode Memory] → [Register].**

2 **Select a memory key to be erased → press [Erase].**

📎 IMPORTANT

Make sure to check the settings first before erasing them.

3 **Press [Yes].**

4 **Press [Done].**

7

Using the Express Copy Basic Features Screen

Scan Originals Settings

This section describes the functions that you can use from [Scan Originals] on the Express Copy Basic Features screen. This screen enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages with the Two-page Separation mode, and copy different size originals together as one group with the Different Size originals mode, and so on. Press [Scan Originals] to set these modes.
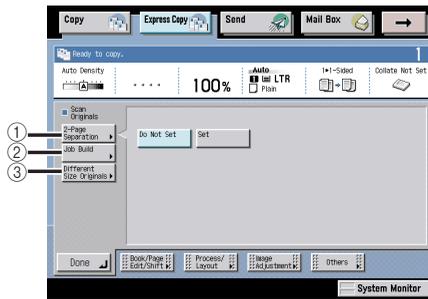
🖐 **IMPORTANT**

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-2.

✎ **NOTE**

To cancel the settings for each function, press [Do Not Set].

Modes in [Scan Originals]

① 2-Page Separation
This mode enables you to copy facing pages in a book or magazine onto separate sheets of paper. (See "Copying Facing Pages in a Book on Two Separate Sheets of Paper (2-Page Separation)," on p. 7-39.)

② Job Build
This mode enables you to scan originals that are too many to be set at once by dividing them into multiple batches. (See "Copying Separately-Set Originals (Job Build)," on p. 7-40.)

③ Different Size Originals
This mode enables you to copy different-size originals, such as 11" x 17" and LTR, together as one group by setting them in the feeder. (See "Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)," on p. 7-41.)

Copying Facing Pages in a Book on Two Separate Sheets of Paper (2-Page Separation)

For instructions on this procedure using the Regular Copy Basic Features screen, see "2-Page Separation," on p. 4-9.

🤚 IMPORTANT

Place the original on the platen glass. The 2-Page Separation mode cannot be used when the original is placed in the feeder.

✐ NOTE

To make two-sided copies of books or bound originals, use the Book▶2-Sided copying feature in the 2-Sided mode. (See "Making Two-Sided Copies from Facing Pages in a Book (Book to 2-Sided)," on p. 7-22.)

1 **Press [Scan Originals] → [2-Page Separation].**
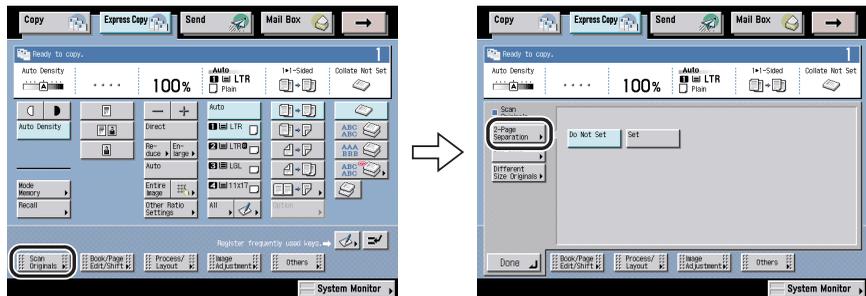
2 **Press [Set].**

3 **Press [Done].**

Copying Separately-Set Originals (Job Build)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Job Build," on p. 4-49.

⚠️ IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy settings beforehand, according to the type of originals and the desired result.
- If you place the originals in the feeder, remove each original from the original output area when scanning is complete.
- When copying, you can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, 2-Sided Original mode, original type, copy exposure. However, if you specify the Image Combination mode with the Job Build mode, you cannot change the original type and copy exposure.
- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.

1 **Press [Scan Originals] → [Job Build].**
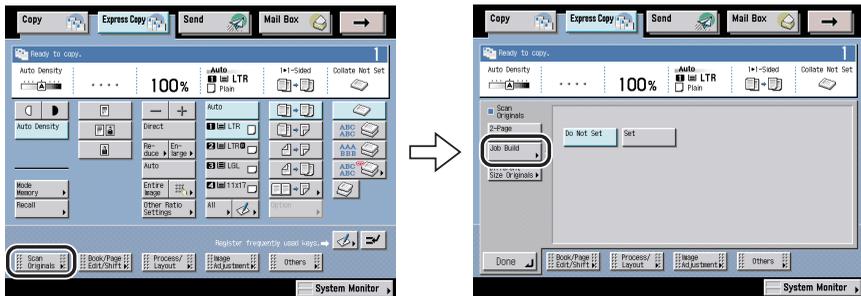
2 **Press [Set].**

3 **Press [Done].**

Feeding Different-Sized Originals Together in the Feeder (Different Size Originals)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Different Size Originals," on p. 4-47.

✋ IMPORTANT

- All originals placed together in the feeder must be the same weight (paper type).
- Align the top edge of the originals with the back edge of the feeder if you are placing originals with different widths.
- Set different size originals with different widths and lengths in the following combinations. Other combinations may damage the originals.
  - 11" x 17" and LGL, LTR and LGL, LTR and LTRR
- If you place originals with different widths in the feeder, the originals may move slightly when fed to the platen glass. As a result, the images may be scanned and copied as slanted.
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- Stapling cannot be performed if you place originals with different widths.

1 Press [Scan Originals] → [Different Size Originals].
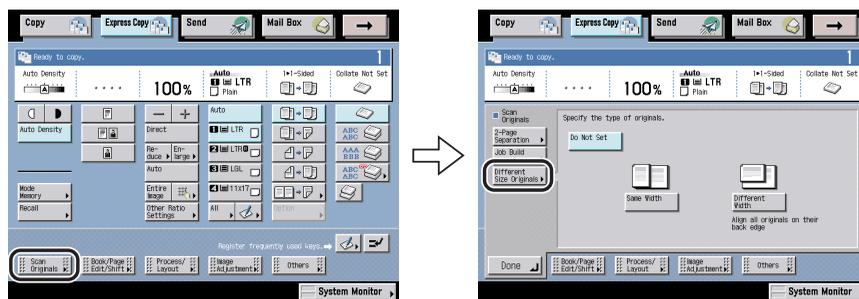
2 Select the type of originals.

3 Press [Done].

Book/Page Edit/Shift Settings

This section describes the functions that you can use from [Book/Page Edit/Shift] on the Express Copy Basic Features screen. This screen enables you to make copies for use as a booklet with the Booklet mode, make copies with the original image shifted with the Shift mode, and so on. Press [Book/Page Edit/Shift] to set these modes.
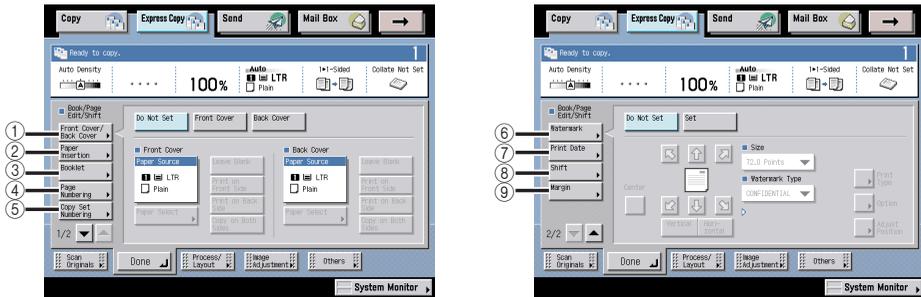
IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-2.

NOTE

- The Book/Page Edit/Shift screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.
- To cancel the settings for each function, press [Do Not Set].

Modes in [Book/Page Edit/Shift]

① Front Cover/Back Cover
  This mode enables you to program the machine to automatically add front and back covers using a different type of paper stock from what is used for the main text. (See "Making a Copy with Front and Back Covers," on p. 7-44.)

② Paper Insertion
  This mode enables you to program the machine to automatically add sheet insertions or chapter pages using a different type of paper stock from what is used for the main text. (See "Making a Copy with Inserted Sheets," on p. 7-45.)

③ Booklet
This mode enables you to copy one-sided or two-sided originals in such a way that the copies are made into a booklet. (See "Making Copies for Use as a Booklet (Booklet)," on p. 7-46.)

④ Page Numbering
Documents can be copied with page numbers (numbers only, numbers surrounded by hyphens, or chapter numbers). (See "Page Numbering," on p. 7-48.)

⑤ Copy Set Numbering
This mode enables you to copy a document with a five digit serial number in the background on each page. (See "Copy Set Numbering," on p. 7-49.)

⑥ Watermark
This mode enables you to copy a watermark and user-defined text onto the output. (See "Watermark," on p. 7-50.)

⑦ Print Date
This mode enable you to copy the date onto the output. (See "Print Date," on p. 7-51.)

⑧ Shift
This mode enables you to make copies with the entire image shifted to the center or a corner. (See "Making Copies with the Original Image Shifted (Shift)," on p. 7-52.)

⑨ Margin
This mode enables you to make copies with the entire original image shifted by a designated width to the left, right, top, or bottom to create a margin on the copies. Use this mode when you want the copies placed in a ring binder. (See "Making Copies with Margins (Margin)," on p. 7-54.)

7

Using the Express Copy Basic Features Screen

Adding Front and Back Covers, Sheet Insertions, and Chapter Pages to Copy Sets (Front Cover/Back Cover) (Paper Insertion)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Cover/Sheet Insertion," on p. 4-11.

📢 IMPORTANT

If you select the Staple mode when an optional finisher is attached, you cannot staple more than 30 sheets of 11" x 17", LGL, or LTRR paper, or 50 sheets of LTR or EXEC paper, including sheet insertions.

Making a Copy with Front and Back Covers

1 Press [Book/Page Edit/Shift] → [Front Cover/Back Cover].
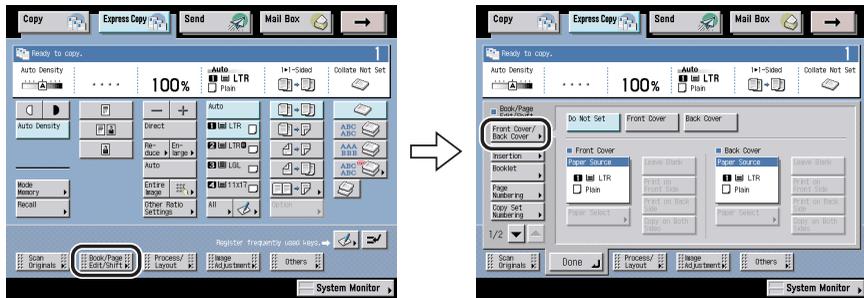
2 Select the front cover and/or back cover.

❑ Select the desired Front Cover/Back Cover feature.

❑ Press [Paper Select] → select the paper source.

📢 IMPORTANT

- Select the same sized paper for [Front Cover] and [Back Cover]. If you set [Paper Insertion], select the same sized paper as the front and back covers.
- When you select [Front Cover], [Back Cover], [Paper Insertion], if the paper size for one feature is changed to another size, the other two features are changed. However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.

❑ Select whether to copy on the front cover and/or back cover.

3 Press [Done].

Making a Copy with Inserted Sheets

1 **Press [Book/Page Edit/Shift] → [Paper Insertion].**
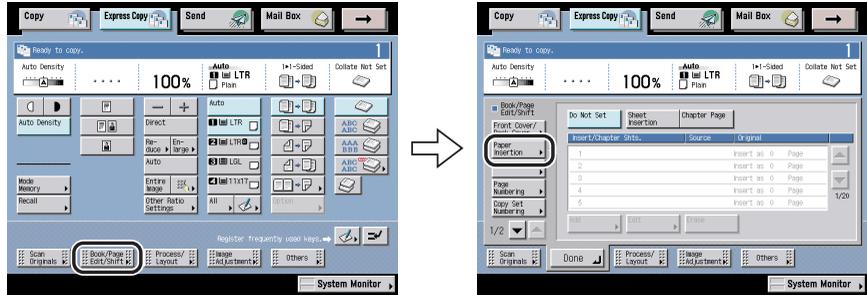
2 **Select the desired paper insertion feature ([Sheet Insertion] or [Chapter Page]) → press [Add].**

You cannot select [Sheet Insertion] and [Chapter Page] at the same time.

To check/change a specific setting, press [▼] or [▲] to scroll to the desired page → select the page → press [Edit].

To erase a specific setting, press [▼] or [▲] to scroll to the desired page → select the page → press [Erase].

3 **Enter the page number where you want sheet insertions or chapter pages to be inserted.**

❑ Enter the page number where you want the sheet insertion added using ⓪ - ⑨ (numeric keys).

❑ Press [Paper Select] → select the paper source.

IMPORTANT

- Select the same sized paper for [Sheet Insertion] (or [Chapter Page]). If you set [Paper Insertion], select the same sized paper as the front and back covers.
- When you select [Front Cover], [Back Cover], [Sheet Insertion] (or [Chapter Page]), if the paper size for one feature is changed to another size, the other two features are changed. However, you may change the paper drawer for one feature without affecting the others, as long as the paper size is the same.

❑ Select whether to print on the front side, back side, or both sides of the paper.

If you set [Chapter Page], you cannot set the side of paper to print on.

❑ Press [OK].

IMPORTANT

> You cannot insert the sheet insertion and chapter page on the first page. Set their positions starting from the second page.

4 Press [Done].

Making Copies for Use as a Booklet (Booklet)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Booklet Mode," on p. 4-19.

IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- Saddle stitching is not performed when there is only one sheet.
- Saddle stitching can be performed only if the optional Saddle Finisher-AE2 is attached.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.
- Make sure to place originals with a vertical (portrait) orientation vertically. If these originals are placed horizontally, the even numbered pages will be printed upside down.
- When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

1 Press [Book/Page Edit/Shift] → [Booklet].
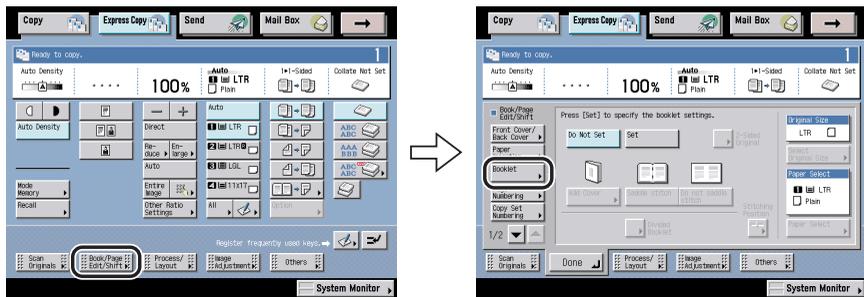
2 Press [Set] → specify each setting.

❑ Press [Select Original Size] → set the size of the original to scan.

❑ If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK].

❑ Press [Paper Select] → select the paper source to use for the main document → press [Done].

If you selected the paper to use for the main document from [Stack Bypass Settings], select the paper size and press [Next] → select the paper type and press [OK] → press [Done]

❑ If you want to add a cover, press [Add Cover].

Select the paper source to use for the cover and whether to print on the cover → press [OK].

If you selected the paper to use for the cover from [Stack Bypass Settings], select the paper type → press [Done].

IMPORTANT

- The paper used for the cover page must be the same paper size as that which is used for copying the main document.
- If you select [Print] for only <Front Inside Cover> and/or <Back Inside Cover>, [Heavy] can be selected.
- Only 17 to 20 lb bond (64 to 80 g/m^2) paper can be used for the main document, and 17 to 32 lb bond (64 to 128 g/m^2) paper can be used for the cover page.

❑ Select whether to saddle stitch the booklet.

❑ If you select [Divided Booklet], enter the number of sheets that you want to divide by pressing [-] or [+] → press [OK].

3 Set the Booklet Tray guide to match the paper size.
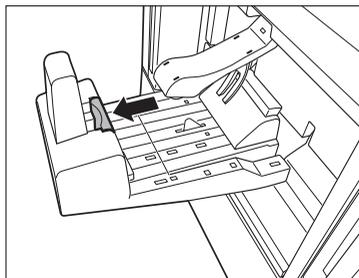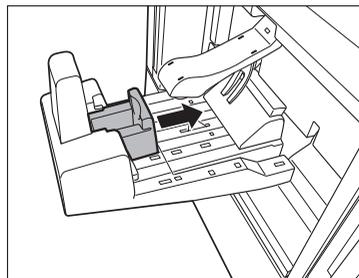
11" x 17" or LGL　　　　　　**LTRR**

IMPORTANT

Make sure to set the Booklet Tray guide correctly to match the paper size. Setting the Booklet Tray guide incorrectly may result in a paper jam.

4 **Press [Done].**

Page and Copy Set Numbering (Page Numbering) (Copy Set Numbering)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Page and Copy Set Numbering," on p. 4-66.

🖐 IMPORTANT

Printing performance may not be optimal in the Page Numbering or Copy Set Numbering mode, depending on the scanned original and combination of copy modes.

Page Numbering

1 **Press [Booklet/Page Edit/Shift] → [Page Numbering].**
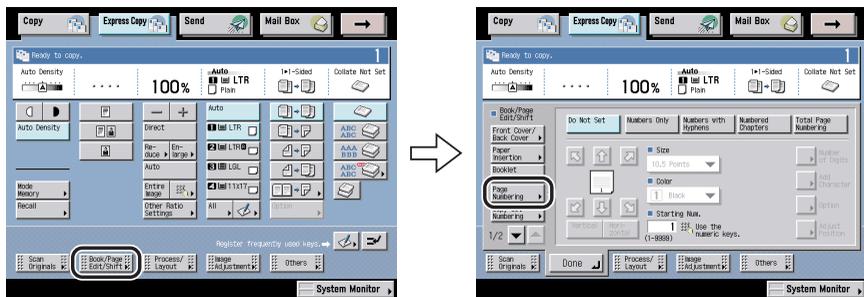
2 **Select the type of numbering ([Numbers Only], [Numbers with Hyphens], [Numbered Chapters], or [Total Page Numbering]) → specify each setting.**

❏ Select the orientation and the position of the page numbers.

❏ Press [Option], you can select the position of the page number for the backside and whether to count the inserted sheets.

❏ If you select [Number of Digits], enter the size of page number by pressing [-] or [+] → press [OK].

❏ If you select [Add Character], set the character and position for page numbering → press [OK].

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from Additional Functions beforehand.

❑ If you want to adjust the print position, press [Adjust Position] → press [X] and [Y] → press [-] or [+] to set their respective position → press [Done].

❑ Set the page number to start numbering and size of the page numbers.

If you want to insert chapter numbers along with page numbers, specify the starting chapter number on the left, and the starting page number on the right (1 to 9,999).

If you want to insert the total page number along with page numbers, specify to have the page numbers start on the left side (1 to 9,999), and the total page number starts on the right side (1 to 20,000). To set the total page number automatically, press [Auto].

3 Press [Done].

Copy Set Numbering

1 Press [Book/Page Edit/Shift] → [Copy Set Numbering].
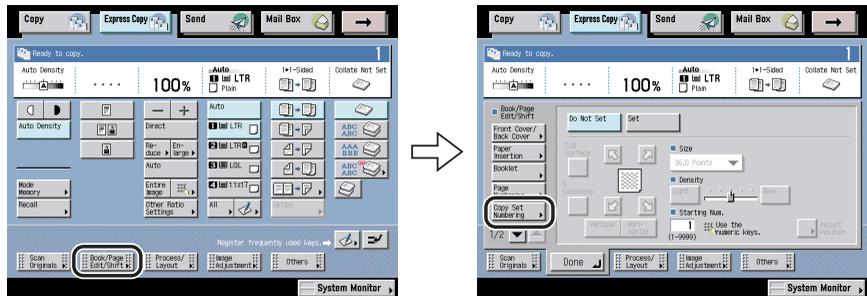
2 Press [Set] → specify each setting.

❑ Select the orientation and print position of the copy set numbers.

❑ If you want to adjust the print position, press [Adjust Position] → press [X] and [Y] → press [-] or [+] to set their respective position → press [Done].

❑ Set the starting page number and size of the page numbers.

3 Press [Done].

Printing a Watermark and Date (Watermark/Print Date)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Printing a Watermark and Date," on p. 4-73.

🖐 IMPORTANT

Printing performance may not be optimal in the Watermark mode, depending on the scanned original and combination of copy modes.

Watermark

1 Press [Book/Page Edit/Shift] → [Watermark].
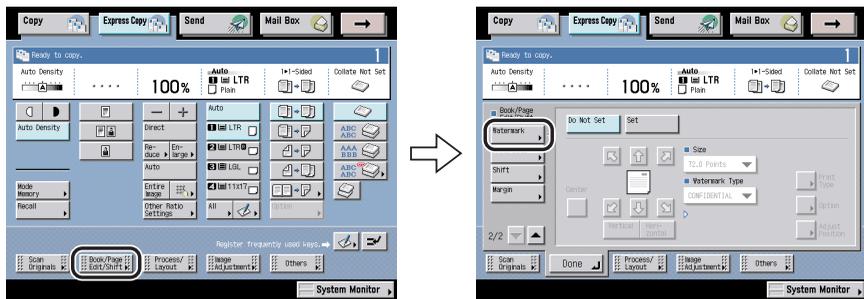
2 Press [Set] → specify each settings.

❑ Set the watermark orientation and position.

❑ Select the text size and the desired preset watermark.

❑ If you want to create a user-defined watermark, press [Create] from the Watermark Type drop-down list → press [Enter] → enter the text → press [OK].

  You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

❑ Press [Print Type] → select the desired print type.

  You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can adjust the halftone density by pressing [Light] or [Dark].

❑ Press [Option] → set the page to print on and the position to print on the back side of the paper.

❑ If you want to adjust the print position, press [Adjust Position] → press [X] and [Y] → press [-] or [+] to set their respective position → press [Done].

3 Press [Done].

Print Date

1 Press [Book/Page Edit/Shift] → [Print Date].
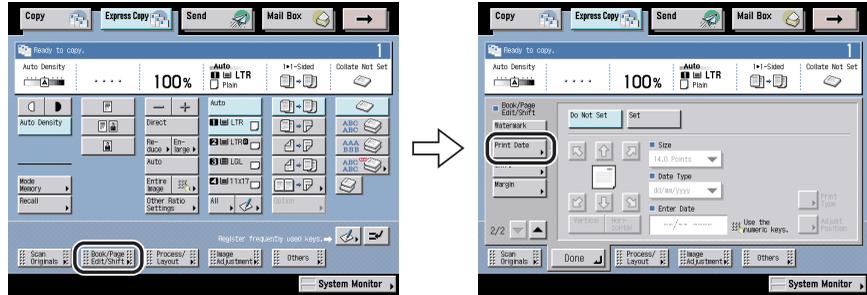
2 Press [Set] → specify each setting.

❑ Set the number orientation and position.

❑ Select the number size and date format.

❑ Specify the date.

❑ Press [Print Type] → select the desired printing type.

You can select [Transparent] or [Overlay] for the print type. If [Transparent] is selected, you can also adjust the halftone density by pressing [Light] or [Dark].

❑ If you want to adjust the print position, press [Adjust Position] → press [X] and [Y] → press [-] or [+] to set their respective position → press [Done].

3 Press [Done].

Making Copies with the Original Image Shifted (Shift)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Shifting the Original Image," on p. 4-33.

⚠️ IMPORTANT

- If [Center/Corner Shift] is selected, and the original and the copy paper are the same size and the copy ratio is set at 100%, the image of the original is not shifted.
- If you use the numeric keys to enter the shift position, the original image may be partially cut off on the copy, depending on the size of the original or image, the size of the copy paper, and the amount of shift specified.

Making Copies with the Original Image Shifted to the Center or a Corner

1 **Press [Book/Page Edit/Shift] → [Shift].**
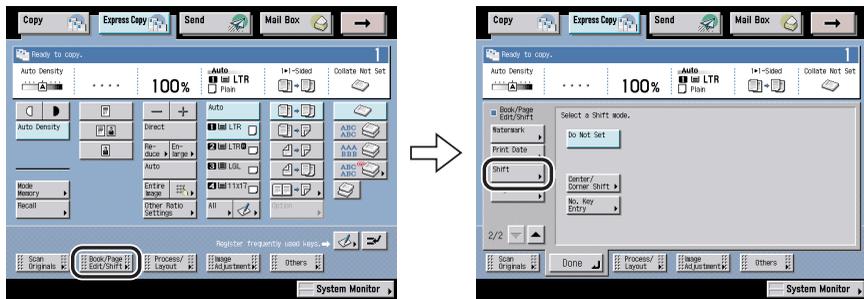
2 **Press [Center/Corner Shift] → select the shift direction with an arrow key.**

The shift direction is the direction that you want the original image moved to, if you visualize the original image as being face up and appearing in the center of the copy image.

3 **Press [Done].**

Making Copies with the Original Image Shifted Using the Numeric Keys

✐ NOTE

For instructions on entering values in inches, see Chapter 2, "Basic Operations," in the *Reference Guide*.

---

1 **Press [Book/Page Edit/Shift] → [Shift].**
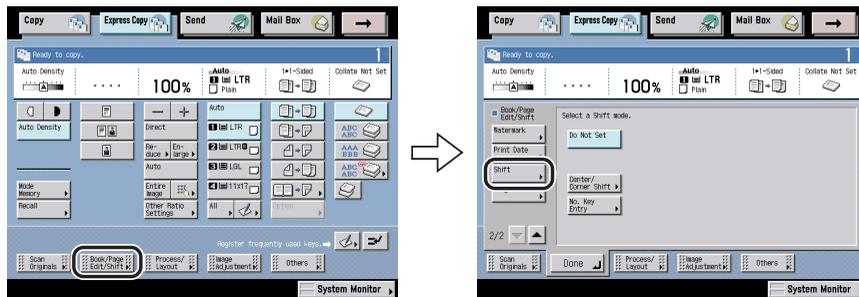
2 **Press [No. Key Entry] → select the shift direction → enter the desired value using ⓪ - ⑨ (numeric keys).**

3 **Press [Done].**

Making Copies with Margins (Margin)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Margin Mode," on p. 4-36.

🖐 **IMPORTANT**

When the Margin mode is set, the entire original image is shifted to the left, right, top, or bottom by a selected width, then copied. When copying an original image that extends to the edge of the sheet, part of that image will be cut off.

---

1 Press [Book/Page Edit/Shift] → [Margin].
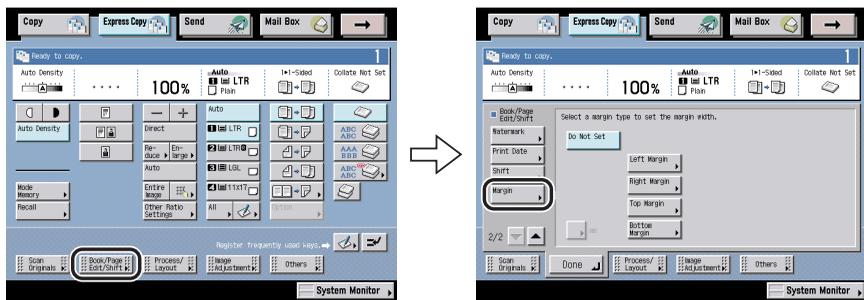
2 Select the desired margin type → set the margin width.

Press [-] or [+] to set the margin width (-1 15/16" to +1 15/16" (-50 mm to +50 mm)) of the front and back side of the paper.

🖐 **IMPORTANT**

- If you are using the Margin and 2-Sided modes together and copying an original that already has margins, follow the instructions below:
  - 1▶2-Sided: Set the margin for the back only.
  - 2▶2-Sided: You do not need to set a margin. Proceed to make copies in the usual way.
  - 2▶1-Sided: Set the margin for the back only.
- If you are using the Margin and 2-Sided modes together and copying an original that does not have a margin, follow the instructions below:
  - 1▶2-Sided: Set the margin for both the front and back.
  - 2▶2-Sided: Set the margin for both the front and back.
  - 2▶1-Sided: Set the margin for both the front and back.

3 Press [Done].

Process/Layout Settings

This section describes the functions that you can use from [Process/Layout] on the Express Copy Basic Features screen. This screen enables you to automatically reduce multiple originals to fit onto one side or both sides of a selected paper size with the Image Combination mode, erase shadows and lines that appear when copying (scanning) with the Frame Erase mode, and so on. Press [Process/Layout] to set these modes.
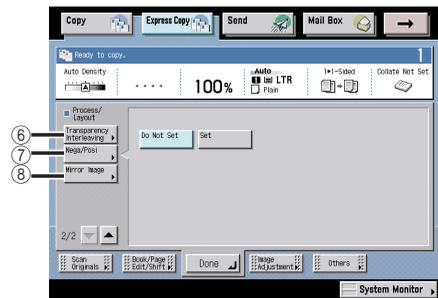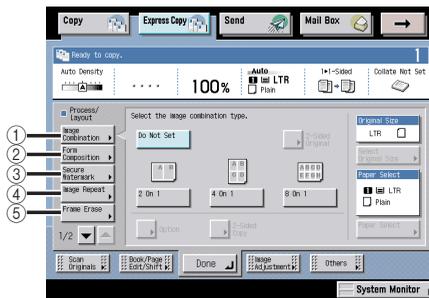
IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-2.

NOTE

- The Process/Layout screen consists of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.
- To cancel the settings for each function, press [Do Not Set].

Modes in [Process/Layout]

① Image Combination
This mode automatically reduces two, four, or eight originals, two-sided originals, or the facing pages of a book to fit onto one side or both sides of a selected paper size. (See "Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)," on p. 7-57.)

② Form Composition
Form Composition is a function that superimposes an image (image form) previously scanned, registers it in the memory of the machine, and places it on the image of the original. (See "Composing Images (Form Composition)," on p. 7-58.)

Using the Express Copy Basic Features Screen

③ Secure Watermark
This mode enables you to embed hidden text in the background of copies. (See "Embedding Hidden Text in the Background," on p. 7-59.)

④ Image Repeat
You can repeatedly copy the image of an original in either the vertical or horizontal direction. (See "Making Copies by the Original Image Repeated (Image Repeat)," on p. 7-60.)

⑤ Frame Erase
This mode erases shadows and lines that appear when copying various types of originals. (See "Erasing Shadows and Frame Lines from Copies (Frame Erase)," on p. 7-61.)

⑥ Transparency Interleaving
Use this mode when copying onto transparencies fed from the stack bypass. The machine automatically interleaves a sheet of paper between each transparency. (See "Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)," on p. 7-64.)

⑦ Nega/Posi
This mode enables you to make copies of the original image by inverting the black and the white areas. (See "Inverting Original Images (Nega/Posi)," on p. 7-65.)

⑧ Mirror Image
This mode enables you to copy the image of the original as if it is reflected in a mirror or reversed. (See "Making Copies with the Original Image Reversed (Mirror Image)," on p. 7-66.)

Reducing Two, Four, or Eight Originals to Fit on a Single Copy Sheet (Image Combination)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Combination," on p. 4-30.

📌 IMPORTANT

- The 2-Sided Original mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).
- Originals copied using the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.
- Before scanning the next original (between jobs), you can set or change settings for the number of copy sets and 2-Sided Original mode.

1 Press [Process/Layout] → [Image Combination].
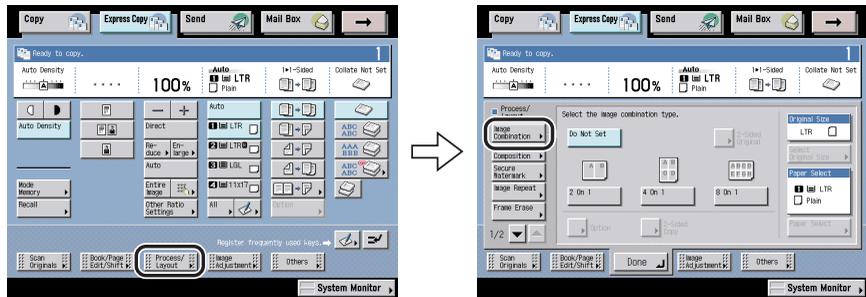
2 Specify each setting.

❑ Select the desired image combination type ([2 on 1], [4 on 1], or [8 on 1]).

❑ Press [Option] to select the order of the layout → select the image order.

❑ Press [Select Original Size] → specify the original size.

❑ Press [2-Sided Original] to scan two-sided originals → select the type of 2-sided originals.

❑ Press [2-Sided Copy] to make two-sided copies → select the type of two-sided orientation.

❑ Press [Paper Select] → select the paper source.

3 Press [Done].

Composing Images (Form Composition)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Composing Images," on p. 4-59.

![IMPORTANT icon] **IMPORTANT**

- If you use the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is cancelled. If multiple image forms with the same assigned name are stored in the remote copy printer, different image may be used for Form Composition.
- To copy in the Form Composition mode, the Image form must be stored in the memory of the machine. (See Chapter 4, "Customizing Settings," in the *Reference Guide*.)
- The Form Composition mode can be used with other copy modes to process images. However, copy modes other than the Shift or Mirror Image mode are effective on the copied images, and not on the stored image forms.
- Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.
- Printing performance may not be optimal in the Form Composition mode, depending on the scanned original and image form.

1 **Press [Process/Layout] → [Form Composition].**
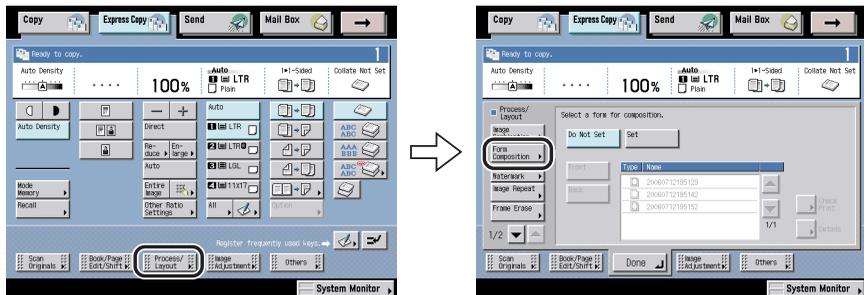
2 Select an image form to be superimposed over the original.

To check the images stored as forms, press [Check Print] to print a sample of the image.

If you press [Details], the detailed information of the image form is displayed.

● If [Check Print] is pressed:

❏ Select the paper size ➞ press [Start Print].

Press [Cancel] to cancel the sample print.

3 Press [Done].

Embedding Hidden Text in the Background

For instructions on this procedure using the Regular Copy Basic Features screen, see "Embedding Hidden Text in the Background," on p. 4-61.

IMPORTANT

- You cannot adjust the exposure during copying if the Secure Watermark mode is set.
- The embedded hidden text may not appear as specified even if the copy with the Secure Watermark mode applied is copied, depending on the copy machine.
- The Secure Watermark mode is available only if the optional Secure Watermark is activated.
- Printing performance may not be optimal in the Secure Watermark mode, depending on the selected document and combination of printing modes.

1 Press [Process/Layout] ➞ [Secure Watermark].
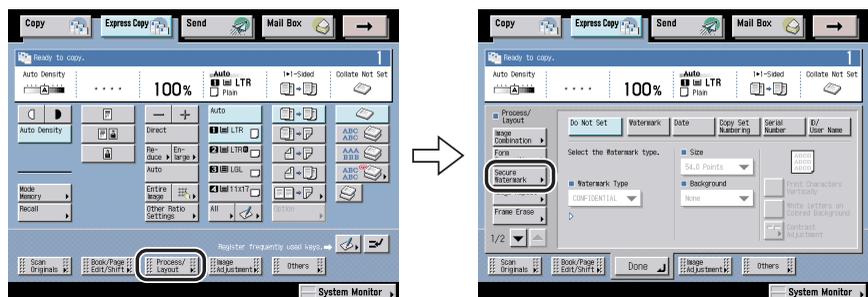
2 Select the type of Secure Watermark (Watermark, Date, Copy Set Numbering, Serial Number, ID/User Name) → set the various items for the desired type of Secure Watermark.

❑ If you want to create your own Secure Watermark, select [Create] from the Watermark Type drop-down list → press [Enter] → enter the text → press [OK].

You can also select the text which has been registered in Register Characters for Page No./Watermark in Common Settings from the Additional Functions screen.

🖐 IMPORTANT

If you want to register your newly created Secure Watermark to be selected whenever necessary, press [Register] → enter the text to be registered.

❑ Select the background pattern and size of the text.

To change the orientation of characters, press [Print Characters Vertically].

To use white letters on a colored background, press [White Letters on Colored Background].

3 Press [Done].

Making Copies by the Original Image Repeated (Image Repeat)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Image Repeat," on p. 4-53.

1 Press [Process/Layout] → [Image Repeat].
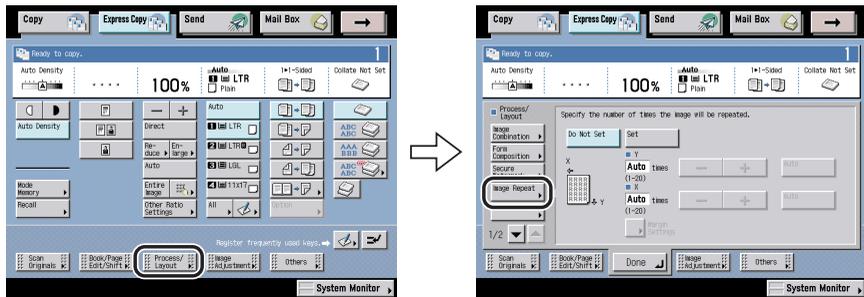
2 Press [Set] → set the number of times you want the image to repeat for both the horizontal and vertical directions.

Press [Auto] to set the number of times the image will repeat automatically. To make repeated images with the number of repeats automatically set, select the paper size. The original image is then copied so that the maximum number of images possible fits onto the selected paper size.

Press [-] or [+] to set the number of times the image will repeat manually.

If you want to specify the amount of space between repeated images, press [Margin Settings].

IMPORTANT

Depending on how many times you have manually set the image to repeat, some of the images may overlap.

3 Press [Done].

Erasing Shadows and Frame Lines from Copies (Frame Erase)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Frame Erase," on p. 4-39.

Making Copies by Erasing the Frame around the Original (Original Frame Erase)

1 Press [Process/Layout] → [Frame Erase].
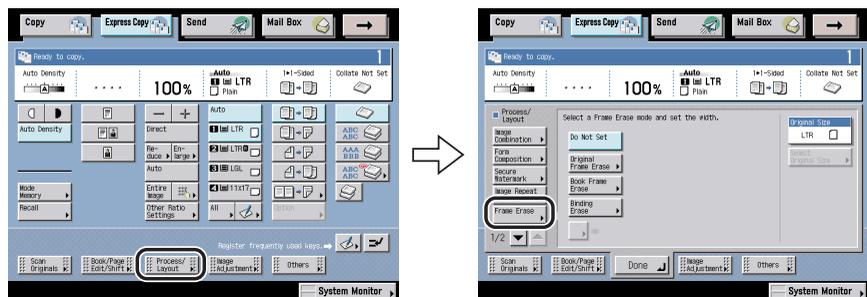
2 Press [Original Frame Erase] → select the original size → set the frame width area to erase by pressing [-] or [+].

The frame area is erased evenly (based on the value you set) around each edge of the original. To set different frame erase width values for the top, right, left, and bottom sides of the original independently, press [Adjust Each Dim.].

If you press [Adjust Each Dim.], select the frame erase values by pressing [-] or [+].

⏏ IMPORTANT

You can set the Original Frame Erase mode only for the original paper sizes shown on the touch panel display.

3 Press [Done].

Making Copies by Erasing the Book Frame (Book Frame Erase)

1 Press [Process/Layout] → [Frame Erase].
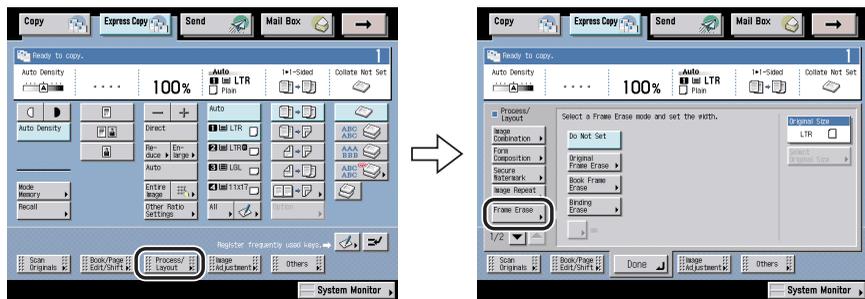
2 Press [Book Frame Erase] → select the facing-page original size → press [Center] and [Sides] → set the frame width to erase by using [-] or [+].

The frame area to be erased is uniformly set for all sides of the original. To set the value independently for all sides of the original, press [Adjust Each Dim.].

If you select [Adjust Each Dim.], press [Top], [Left], [Center], [Right], and [Bottom] to set the frame width to erase by using [-] or [+].

⏏ IMPORTANT

You can set the Book Frame Erase mode only for the original paper sizes shown on the touch panel display.

3 Press [Done].

Making Copies by Erasing Binding Holes (Binding Erase)

🤚 IMPORTANT

- Do not place originals with binding holes in the feeder, as this may damage the originals.
- When using the Binding Erase mode, the borders you do not select are also erased by 1/8" (4 mm).

1 Press [Process/Layout] → [Frame Erase].
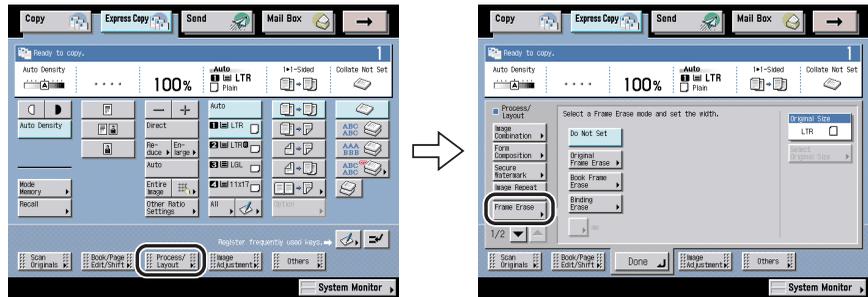
🤚 IMPORTANT

Place your original on the platen glass.

2 Press [Binding Erase] → designate the area of the binding holes on the original.

The border is where the binding holes are located on the original, if you visualize the original as being face up.

3 Press [Done].

Using the Express Copy Basic Features Screen

7

Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Transparency Interleaving," on p. 4-27.

🖐 IMPORTANT

- Even if an optional finisher is attached, you cannot use any of the Finishing modes with the Transparency Interleaving mode.
- Only LTR is available for the Transparency Interleaving mode.

1 **Press [Process/Layout] → [Transparency Interleaving].**
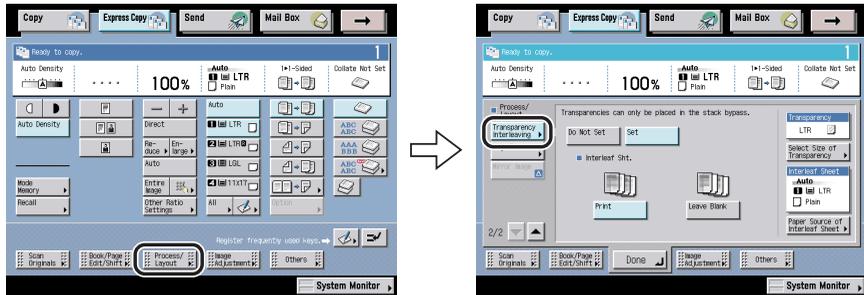
2 **Press [Set].**

3 **Load transparencies into the stack bypass.**
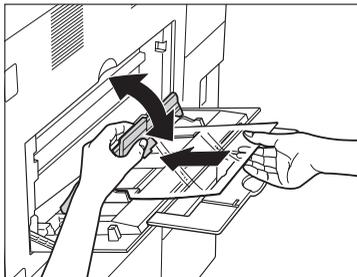
4 Select the transparency size.

⚠ **IMPORTANT**

Make sure that transparencies are loaded into the selected paper source. Loading paper types other than transparencies may result in a paper jam.

5 Specify the settings for the interleaf sheets.

❑ Decide whether to copy on the interleaf sheet, or leave the interleaf sheet blank.

❑ Press [Paper Source of Interleaf Sheet] → select the size of the interleaf sheets.

6 Press [Done].

Inverting Original Images (Nega/Posi)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Inverting Images (Nega/Posi)," on p. 4-52.

1 Press [Process/Layout] → [Nega/Posi].
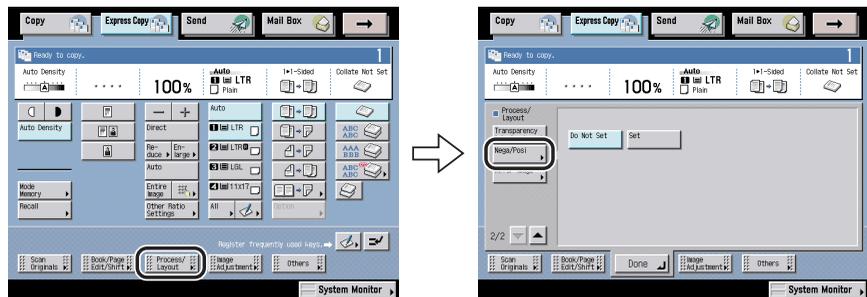
2 Press [Set].

3 Press [Done].

Making Copies with the Original Image Reversed (Mirror Image)

For instructions in Copy Basic Features Screen, see "Mirror Image," on p. 4-56.

1 **Press [Process/Layout] → [Mirror Image].**
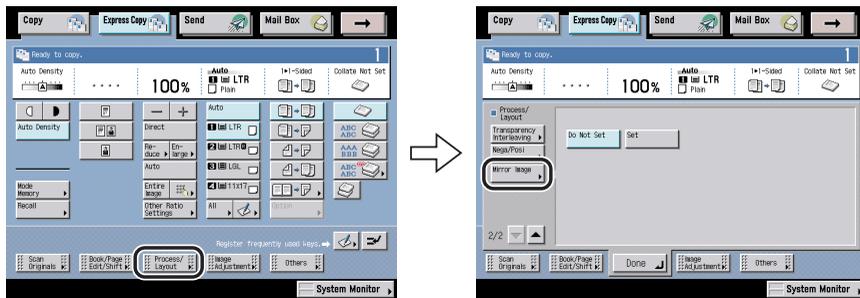
2 **Press [Set].**

3 **Press [Done].**

Image Adjustment Settings

This section describes the functions that you can use from [Image Adjustment] on the Express Copy Basic Features screen. This screen enables you to adjust the contrast of the image with the Sharpness mode. Press [Image Adjustment] to set the mode.
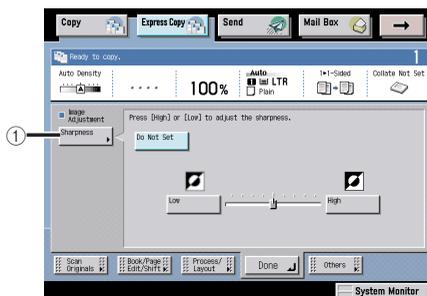
IMPORTANT

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-2.

NOTE

To cancel the settings for each function, press [Do Not Set].

Mode in [Image Adjustment]

① Sharpness
This mode enables you to make copies of original images with a sharper contrast or a softer contrast. (See "Making Sharp Contrast Copies (Sharpness)," on p. 7-68.)

Making Sharp Contrast Copies (Sharpness)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Adjusting the Contrast (Sharpness)," on p. 4-57.

1 **Press [Image Adjustment] → [Sharpness].**
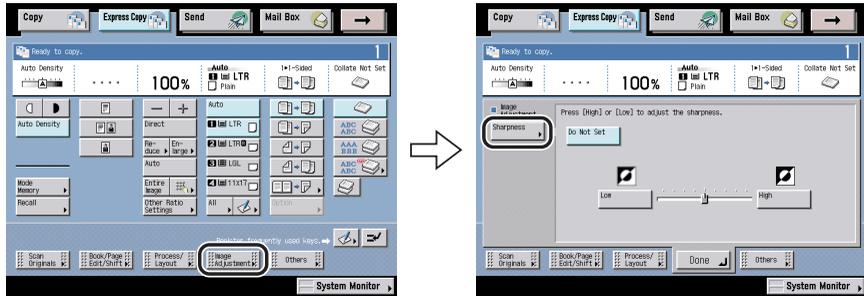
2 **Adjust the sharpness by pressing [Low] or [High].**

3 **Press [Done].**

Making Copies with Job Done Notice (Others)

This section describes the functions that you can use from [Others] on the Express Copy Basic Features screen. This screen enables you to specify the Job Block Combination, Store in User Inbox, and Job Done Notice modes. Press [Others] to set these modes.
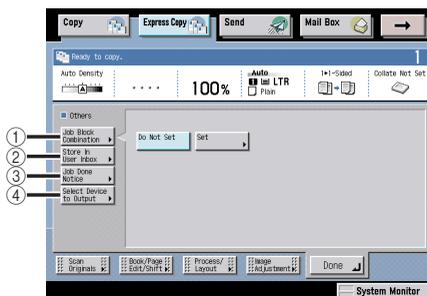
✋ **IMPORTANT**

For information on the modes which cannot be set in combination with these modes, see "Combination of Functions Chart," on p. 9-2.

✎ **NOTE**

To cancel the settings for each function, press [Do Not Set].

Modes in [Others]

① Job Block Combination
This mode enables you to scan multiple batches of originals with different copy settings and print them as one document. (See "Combining Multiple Batches of Originals with Different Copy Settings (Job Block Combination)," on p. 7-70.)

② Store In User Inbox
This mode enables you to store scanned originals in a User Inbox from the Express Copy Basic Features screen. (See "Storing Scanned Originals with Copy Settings in a User Inbox (Store In User Inbox)," on p. 7-73.)

③ Job Done Notice
This feature enables you to send a <Job Done> notification to specified e-mail addresses when a copy job is complete. (See "E-mail Notification at the End of a Copy Job (Job Done Notice)," on p. 7-74.)

Using the Express Copy Basic Features Screen

④ Select Device to Output

If a remote copy printer is connected to a network, this machine and a remote copy printer can be used for copying. (See "Selecting an Output Device (Select Output Device)," on p. 7-75.)

✎ NOTE

The Job Done Notice can be set only if the Universal Send Kit is activated.

Combining Multiple Batches of Originals with Different Copy Settings (Job Block Combination)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Combining Multiple Batches of Originals with Different Copy Settings," on p. 4-78.

🖐 IMPORTANT

- You can use the Cover/Sheet Insertion mode for the combined document. You cannot use the Cover/Sheet Insertion mode for each batch of originals.
- If you use the Job Block Combination mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.
- You cannot make an Interrupt copy while copying with the Job Block Combination mode.
- You cannot store the Job Block Combination mode in Standard Settings.
- You cannot store the Job Block Combination mode in Mode Memory.
- You cannot recall the Job Block Combination mode.

1 **Press [Others] → [Job Block Combination].**
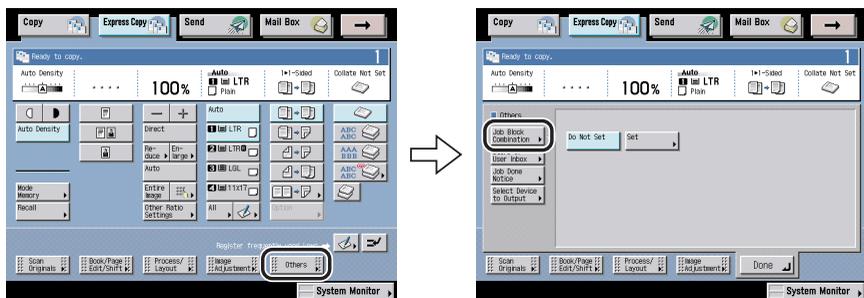
2 Press [Set] → specify the copy settings for the combined document → press [OK].

If you select special features before setting the Job Block Combination mode, the selected special features will be retained for the combined document.

For instructions on specifying copy settings and their available combinations, see Chapter 3, "Basic Copying and Mail Box Features," Chapter 4, "Special Copying and Mail Box Features," and "Combination of Functions Chart," on p. 9-2.

3 For each batch of originals, specify the copy settings → press ◉ (Start).

For instructions on specifying copy settings and their available combinations, see Chapter 3, "Basic Copying and Mail Box Features," Chapter 4, "Special Copying and Mail Box Features," and "Combination of Functions Chart," on p. 9-2.

If you are scanning two or more batches of originals, press [Recall Last Setting] to return to the copy settings for the previous batch.

4 Check the settings on the Scan screen.

You can change or specify the 2-Sided Original, Original Type or Copy Exposure mode before scanning the next batch of originals (i.e., between batches).

If you want to continue to scan another batch of originals without changing the copy settings, place your originals and press ◉ (Start).

If you want to rescan or cancel the current batch of originals, press [Clear/ Re-enter This Block] and repeat the procedure from step 3.

If you want to change the copy modes and scan another batch of originals, press [Next Block] and repeat the procedure from step 3.

5 When you have finished scanning all of your originals, press [Conf./Combine All Blocks].

You can also press [Conf.Blocks] in step 3 to proceed to step 6.

6 Combine the batches of documents.

To check the copy settings for the combined document, press [Set. Conf. (Overall)].

To select all of the batches of originals, press [Select All]. However, if a batch of originals is already selected, this key changes to [Clear Selection].

To add another batch, press [Add Block] and repeat the procedure from step 3.

❑ Select the batches of originals in the order in which you want to combine them.

❑ To view the detailed information of a batch of originals, select the batch of originals ➞ press [Details].

❑ To erase a batch of originals, select the batch of originals ➞ press [Erase].

❑ To make a sample print of a selected batch of originals or the combined document, press [Sample Print].

To make a sample print of a selected batch of originals, press [Sample Set of Selected Block].

To make a sample print of the combined document, press [Sample Set of Combined Job].

❑ To use the Cover/Sheet Insertion mode for the combined document, press [Cover/Sheet Insertion].

❑ To change the number of copies, enter the desired copy quantity (1 to 9,999).

7 Press [Start Print].

● **If you selected [Copy upon Storing] in the Store In User Inbox mode for the combined document in step 2:**

❑ Press [Print/Store].

To store the combined document without printing, press [Store and Finish].

● **If you selected the Store In User Inbox mode without setting [Copy upon Storing] for the combined document in step 2:**

❑ Press [Store].

Storing Scanned Originals with Copy Settings in a User Inbox (Store In User Inbox)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Storing Scanned Originals with Copy Settings in a User Inbox," on p. 4-83.

IMPORTANT

- When you press ⊘ (Stop) while copying in the Store In User Inbox mode and if the Store In User Inbox (Copy upon Storing) mode is not set, the job is not paused, but canceled.
- You cannot store documents in the Memory RX Inbox or a Confidential Fax Inbox. For instructions on storing documents in the Memory RX Inbox and Confidential Fax Inboxes, see Chapter 6, "Sending and Receiving Documents Using the Inboxes."

1 Press [Others] → [Store In User Inbox].
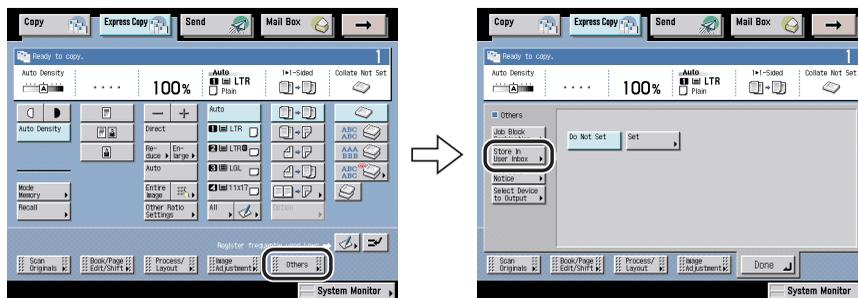
2 Press [Set] → select the User Inbox number → press [OK].

❑ If you want to name the document, press [Document Name] → enter a name for the document → press [OK].

❑ If you want to make copies of the scanned originals while storing them in the User Inbox, press [Copy upon Storing] → [OK].

To store the scanned originals without copying them, press [Copy upon Storing] to clear the check mark.

3 Press [Done].

Using the Express Copy Basic Features Screen

7

E-mail Notification at the End of a Copy Job (Job Done Notice)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Job Done Notice," on p. 4-45.

IMPORTANT

To send a job done notice, you need to store e-mail addresses in the Address Book beforehand. (See Chapter 10, "Storing/Editing Address Book Settings," in the *Sending and Facsimile Guide*.)

---

1 **Press [Others] → [Job Done Notice].**
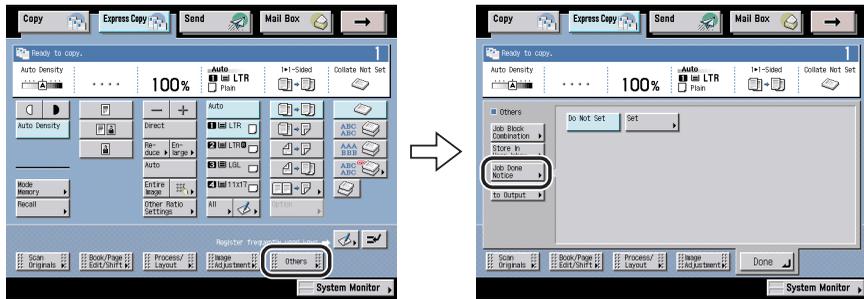
2 **Select the destination to send the Job Done Notice.**

If you select a destination that is stored with an access number, press [Access Number] and then enter the access number using ⓪ - ⑨ (numeric keys). If you press [No Access Number], the destinations that are not managed with an access number are displayed.

3 **Press [Done].**

Selecting an Output Device (Select Output Device)

For instructions on this procedure using the Regular Copy Basic Features screen, see "Selecting an Output Device (Select Output Device)," on p. 1-12.

✋ IMPORTANT

- If you specify the Form Composition mode with the Cascade Copy mode, it is necessary to assign the same name to the stored image form in both this machine and the remote copy printer beforehand. If the assigned image form name in this machine is not set in the remote copy printer, the job is canceled. If multiple image forms with the same assigned name are stored in the remote copy printer, different images may be used for Form Composition.

- If you turn the remote copy printer back ON or reattach the finisher, you need to refresh the settings of the remote copy printer in Register Remote Device in Copy Settings (from the Additional Functions screen). (See "Confirming a Remote Device," on p. 8-13.)

- If you connect the machine directly to other remote copy printers using a crossover patch cord, you must configure the Ethernet driver as shown below. (See Chapter 2, "Settings Common to the Network Protocols," in the *Network Guide*.)

  - Auto Detect: Off
  - Communication Mode: Full Duplex
  - Ethernet Type: 100 Base-TX

1 Press [Others] → [Select Device to Output].
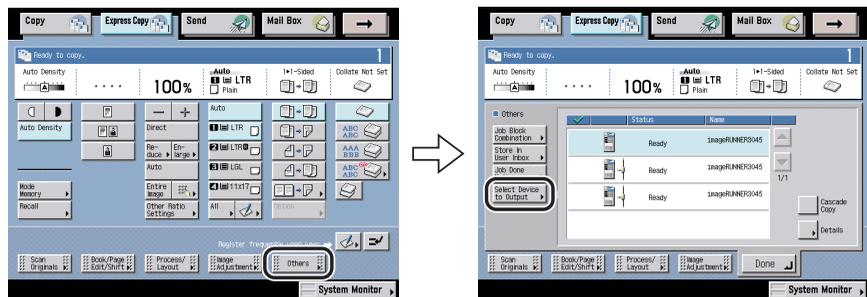
2 Select the output device.

● If you want to perform Cascade Copy:

❑ Press [Cascade Copy] → select whether to perform error recovery.
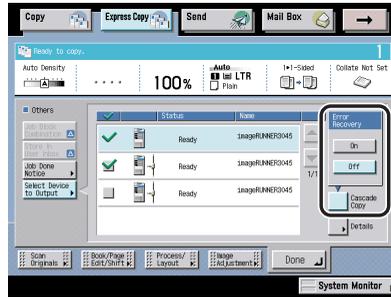
If you press [Details], the detailed information for the selected printing destination is displayed.

Details of each item are shown below.

[On]: If an error occurs in either this machine or the remote copy printer, the remaining copy jobs are assigned to the machine which is operating normally.

[Off]: If an error occurs in either this machine or the remote copy printer, the remaining copy jobs are not assigned to the machine which is operating normally.

IMPORTANT

Error Recovery is performed only if the Finishing mode is set.

3 Press [Done].

7

Using the Express Copy Basic Features Screen

Customizing Settings

8

CHAPTER

This chapter explains how to change the machine's default settings and customize them to suit your needs.

What Are Additional Functions?

Additional Functions enable you to customize the machine's various settings.

✐ NOTE

Settings specified from the Additional Functions screen are never changed when you press ⊘ (Reset).

1 Press ⊛ (Additional Functions).

The Additional Functions screen is displayed.

2 Select an Additional Functions setting.
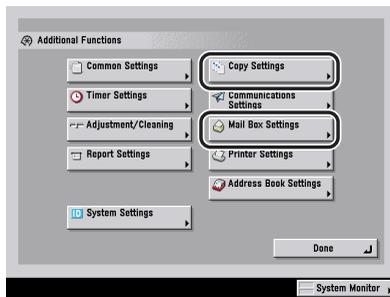
3 Press a mode key to specify its settings.
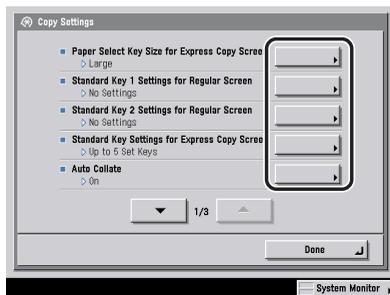
For an overview of all the settings you can change from the Additional Functions screen, see "Copy Settings Table," on p. 8-4 and "Mail Box Settings Table," on p. 8-16.

NOTE

The Copy Settings screen consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.

Copy Settings

- Auto Orientation
  - On
- Photo Mode
  - Off
- Standard Settings
- Register Remote Device
- Remote Device Transmission Timeout
  - 10 sec.

▼ 2/3 ▲

Done

System Monitor
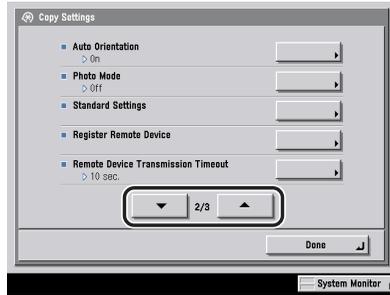
4 Specify the desired mode → press [OK].

Paper Select Key Size for Express Copy Screen

Large
Small

Select Keys for Priority Display (Max: 4)

- Stack Bypass
- Stack Bypass Settings
- ✔ 1 LTR Plain
- ✔ 2 LTR Plain
- ✔ 3 LGL Plain
- ✔ 4 11x17 Plain

1/1

Cancel   OK

System Monitor
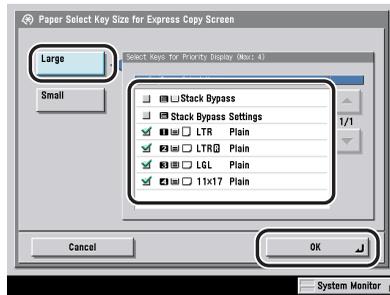
The selected mode is set.

5 Press [Done] repeatedly until the Basic Features screen appears.

Customizing Settings

8

Customizing Copy Settings

Copy Settings Table

The following items can be stored or set in Copy Settings from the Additional Functions screen.

Additional Functions	Available Settings	Delivered	Applicable Page
Paper Select Key Size for Express Copy Screen	Large[1]: Four paper sources maximum (Stack Bypass, Stack Bypass Settings, 1: Paper Drawer 1, 2: Paper Drawer 2, 3: Paper Drawer 3, 4: Paper Drawer 4, 5: Paper Deck-P1), Small	No	p. 8-5
Standard Key 1/2 Settings for Regular Screen	All modes (No settings[1])	No	p. 8-6
Standard Key Settings for Express Copy Screen	The number of the displayed Standard Keys: Up to 5 Set Keys[1]/ Up to 10 Set Keys All modes (No settings[1])	No	p. 8-7
Auto Collate[2]	On[1]/Off	Yes	p. 8-9
Auto Orientation	On[1]/Off	Yes	p. 8-9
Photo Mode	On/Off[1]		p. 8-10
Standard Settings	Store, Initialize	No	p. 8-10
Register Remote Device	Move To Top, Store (Max 7 printers), Details, Erase		p. 8-12
Remote Device Transmission Timeout	5 to 30 seconds, 30 seconds[1]		p. 8-14
Initialize Copy Settings	Initialize	No	p. 8-15

[1] Indicates the default setting.

[2] Indicates items that appear only when the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).

Setting the Paper Select Key Size for the Express Copy Basic Features Screen

This feature enables you to set the order and number of paper sources and paper drawers to display for the paper select keys on the Express Copy Basic Features screen.

1 Press ⊚ (Additional Functions) → [Copy Settings] → [Paper Select Key Size for Express Copy Screen].

2 Select [Large] or [Small] → press [OK].

If you want to display all the paper drawers, press [Small].

● If you select [Large]:

❑ Select the keys to display first.

You can select up to four paper sources.

Example: The large keys appear as shown below.
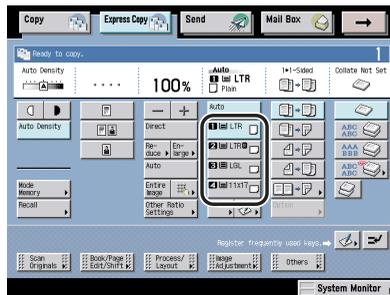
Example: The small keys appear as shown below.
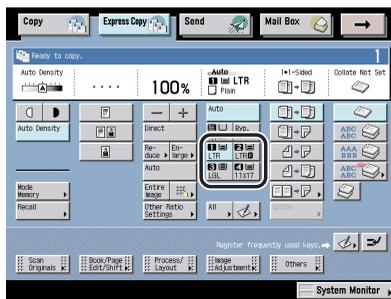
Setting the Standard Keys for the Regular Copy Basic Features Screen

This feature is useful when you want to store frequently-used copy functions on the Regular Copy Basic Features screen.

You can store up to two Standard Keys in addition to the Copy Ratio, Finishing, and 2-Sided Mode keys on the Regular Copy Basic Features screen, the Special Features screen, and the memory keys containing stored copy settings in Mode Memory.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Standard Key 1 Settings for Regular Screen].**

To set Standard Key 2, press [Standard Key 2 Settings for Regular Screen].

2 **Display the group of functions to be stored as Standard Keys by pressing [▼] or [▲] → select the desired function.**

To cancel the Standard Key setting already stored, press [No Settings].

3 Select the desired mode to be stored as a Standard Key → press [OK].

Example: The stored Standard Keys appear on the Regular Copy Basic Features screen as shown below.

Standard Key 1
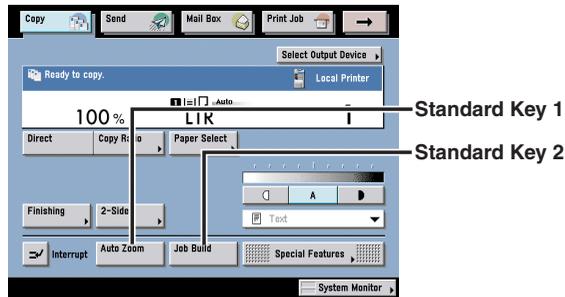
Standard Key 2

Setting the Standard Keys for the Express Copy Basic Features Screen

This feature is useful when you want to store frequently-used copy functions on the Express Copy Basic Features screen.

1 Press ⊚ (Additional Functions) → [Copy Settings] → [Standard Key Settings for Express Copy Screen].

2 Select the number of Standard Keys that are displayed on the Express Copy Basic Features screen.
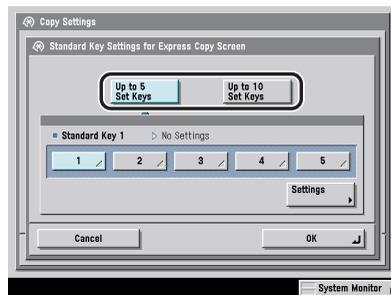
[Up to 5 Set Keys]: Displays a maximum of five Standard Keys.

[Up to 10 Set Keys]: Displays a maximum of 10 Standard Keys.

3 Select the Standard Key to register → press [Settings].

4 Display the group of functions to be stored as Standard Keys by pressing [▼] or [▲] → select the desired function.

To cancel the Standard Key setting already stored, and press [No Settings].

5 Select the desired mode to be stored as a Standard Key → press [OK].

Example: The five stored Standard Keys are displayed as shown below.
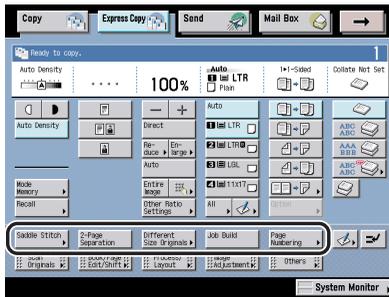
Example: The 10 stored Standard Keys are displayed as shown below.
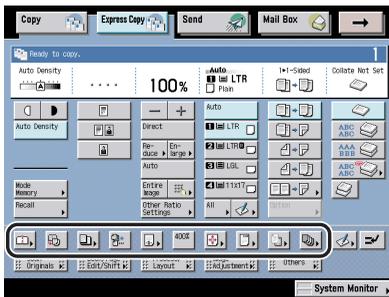
Auto Collate

If Auto Collate is set to 'On', the machine automatically sets the Collate (Offset Collate) mode when originals are placed in the feeder. This is useful when making multiple sets of copies, because you do not need to remember to select the Finishing mode.

IMPORTANT

The Auto Collate mode is available only if the optional Feeder (DADF-N1) is attached (standard equipped for the imageRUNNER 3045/3035).

NOTE

If Auto Collate is set to 'On' and an optional finisher is attached, the Offset Collate mode is set. However, if no finisher is attached, the Collate mode is set instead.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Auto Collate].**

2 **Select [On] or [Off] → press [OK].**

Auto Orientation

If Auto Orientation is set to 'On', the machine uses information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and automatically rotates the image, if necessary.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Auto Orientation].**

2 **Select [On] or [Off] → press [OK].**

NOTE

- If LTR or STMT originals are enlarged onto 11" x 17" or LGL copy paper, Auto Orientation is not performed even if you select [On].
- Only the images of standard size originals, up to LTR paper, can be rotated when the copy ratio is set to 100%.
- If Automatic Paper Selection is set and the most suitable paper size is not available, the paper source that is loaded with paper of the same size, even if the orientation is different, is displayed as the optimal paper to use.

Setting the Photo Mode for the Copying Function

You can set whether or not to use the Photo mode for the Copying function. When Photo Mode is set to 'On', you can select [Printed Image] from the Original Type drop-down list on the Regular Copy Basic Features screen or directly from the Express Copy Basic Features screen.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Photo Mode].**

2 **Select [On] or [Off] → press [OK].**

Changing the Current Standard Settings

The Standard Settings refer to a combination of copy modes that the machine automatically returns to after the power is turned ON, or when ⊚ (Reset) is pressed.

The Standard Settings can be changed to suit your needs, or restored to their default settings.

IMPORTANT

Even if a remote copy printer is stored in Standard Settings, if the main power of this machine or the remote copy printer is turned OFF and ON again, the stored settings change to Local Printer. To use the stored remote copy printer as the Standard Setting, it is necessary to register the Standard Settings again.

NOTE

The default settings are:
- Copy Quantity: 1
- Paper Selection: Auto
- Exposure and Original Type: Auto
- Original Type: Auto
- Copy Ratio: Direct
- Copy Function: 1▶1-Sided Copy

Storing New Standard Settings

You can store your own copy settings as the Standard Settings.

To store your own standard settings, specify the desired settings on the Copy Basic Features screen and/or the Special Features screen, and then follow the procedure below.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Standard Settings].**

2 **Press [Store].**

3 **Press [Yes] → [Done].**

Initializing Standard Settings

You can restore the Standard Settings to their default settings.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Standard Settings].**

2 **Press [Initialize].**

3 **Verify the settings → press [Yes] → [Done].**

Specifying the Remote Copy Printer Settings

Details on printer names and IP addresses for remote copy printers can be confirmed, added, or deleted. You can set up to seven remote copy printers on this machine.

NOTE

If you set Department IDs and Passwords for the registered remote copy printers, make sure their settings are the same as this machine. (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

Registering a Remote Copy Printer

1 Press ⊛ (Additional Functions) → [Copy Settings] → [Register Remote Device].

2 Press [Register].

3 Input the IP address of the remote copy printer that you wish to store by using ⓪ - ⑨ (numeric keys) → press [OK].

4 **To move the remote copy printer you are registering to the top of the list box, select the printer in the list box → press [Move To Top].**

✐ NOTE

When you set the Remote or Cascade Copy mode, you cannot select [Move To Top].

Confirming a Remote Device

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Register Remote Device].**

2 **Select the Remote Copy Printer to be checked → press [Details].**

3 **Confirm the information → press [OK].**

If you power the remote copy printer back ON, you need to refresh the information of the remote copy printer by pressing [Get Information].

Deleting a Remote Device

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Register Remote Device].**

2 **Select the remote copy printer that you want to delete → press [Erase].**

📝 NOTE

When you set the Remote or Cascade Copy mode, the remote copy printer cannot be deleted.

3 **Press [Yes].**

Setting the Remote Device Transmission Timeout

A remote copy job is cancelled if there is no response from the remote copy printer within a given time. Select a timeout setting from 5 to 30 seconds in 1-second increments.

📝 NOTE

Jobs that reach the timeout limit (without arriving at the remote copy printer) are deleted.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Remote Device Transmission Timeout].**

2 **Use [-] and [+] to set the Remote Device Transmission Timeout → press [OK].**

Restoring the Default Copy Settings

Modes that have been changed in Copy Settings (from the Additional Functions screen) can be restored to their default settings. (See "Copy Settings Table," on p. 8-4.)

✎ NOTE
- When the Copy Settings of this machine are initialized, the settings stored in the other remote copy printers are also initialized.
- If a remote copy printer is printing or selected as a printing destination, you cannot initialize the Copy Settings of this machine.

1 **Press ⊚ (Additional Functions) → [Copy Settings] → [Initialize Copy Settings].**

2 **Press [Yes] → [Done].**

Customizing Mail Box Settings

Mail Box Settings Table

The following items can be stored or set in Mail Box Settings from the Additional Functions screen.

Item	Settings	Delivered	Applicable Page
User Inbox Settings	Inbox Number: 00 to 99 Register Inbox Name: 24 characters maximum Password: Seven digit number Doc. Auto Erase: 1, 2, 3, 6, 12 hours; 1, 2, 3*1, 7, 30 days; 0 (no limit) Print upon storing from the printer driver: On, Off*1 URL Send Settings*3 Initialize	Yes*2	p. 8-17
Photo Mode	On, Off*1		p. 8-10
Standard Scan Settings	Store, Initialize	No	p. 8-19
Confidential Fax Inboxes Settings*3	Inbox Number: 00 to 49 Register Inbox Name: 24 characters maximum Password: Seven digit number URL Send Settings Initialize	Yes*2	p. 8-21

*1 Indicates the default setting.

*2 Information is not delivered if a password is set for the inbox.

*3 Indicates items that appear only when the appropriate optional equipment is attached.

📝 NOTE
- For instructions on how to set the modes or settings not described in this manual, refer to the other manuals that come with this machine. See "Manuals for the Machine," on p. ii.
- For instructions on setting the Memory RX Inbox, see Chapter 11, "System Manager Settings," in the *Sending and Facsimile Guide*.
- Information that is delivered when the Device Information Delivery Settings mode is set, is marked with a "Yes" in the "Delivered" column. For instructions on setting the Device Information Delivery Settings mode, see Chapter 6, "System Manager Settings," in the *Reference Guide*.

Setting/Storing a User Inbox

You can set and store a name and password for a User Inbox, as well as specify the time that has to elapse before the documents in that inbox are automatically erased.

🖉 NOTE

- You can create up to 100 User Inboxes.
- The numbers for User Inboxes are 00 to 99.
- Setting a name for a User Inbox is optional.
- Setting a password for a User Inbox is optional.

1 Press ⊚ (Additional Functions) → [Mail Box Settings] → [User Inboxes Settings].

2 Select the desired User Inbox number.

If you enter User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

3 Specify each setting → press [OK].
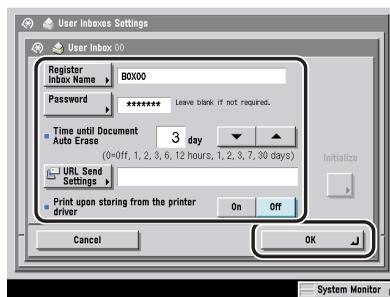
[Register Inbox Name]:

Press [Register Inbox Name] → enter the new name → press [OK].

[Password]:

If you want to set a password for this User Inbox, enter the password using ⓪ - ⑨ (numeric keys). You can leave the password blank. You cannot store a password with only zeros as the number, such as <0000000>.

<Time until Document Auto Erase>:

Press [▼] or [▲] to set the time that has to elapse before documents in the selected User Inbox are automatically erased.

Customizing Settings

8

[URL Send Settings]:

If you set the machine to send a link via e-mail to the User Inbox in which the document is stored, you can check or perform operations on the document in the User Inbox, using the Remote UI (User Interface) of the machine. To send a link to a User Inbox via e-mail, press [URL Send Settings] → specify the destination → press [OK].

<Print upon storing from the printer driver>

You can select whether to print a document when it is sent from a computer and stored in an inbox. To print the document when it is stored in an inbox, select [On].

🖐 IMPORTANT
- Since there is no way to check a stored password, make sure that you write down the password that you enter, and keep it in a safe place.
- If a password is already set for each User Inbox, you can specify [Time until Document Auto Erase] and [Print Upon Storing From the Printer Driver] settings of all the User Inboxes using [Setting for All User Inboxes] in System Manager Settings (from the Additional Functions screen). However, if you update the settings for a User Inbox separately after using [Setting for All User Inboxes], the updated settings take preference over the settings set with [Setting for All User Inboxes].

✏ NOTE
If Use Asterisks to Enter Access No./Password in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (*******). (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

4 **Press [Done].**

Initializing a User Inbox

You can restore a stored User Inbox name, password, and the document automatic erase time to their default settings.

🖐 IMPORTANT
You cannot initialize a User Inbox if there are documents still remaining in it.

1 **Press ⊚ (Additional Functions) → [Mail Box Settings] → [User Inboxes Settings].**

2 Select the User Inbox that you want to initialize.

If you enter User Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

3 Press [Initialize].

4 Press [Yes].

5 Press [Done].

Setting the Photo Mode for the Mail Box Function

You can select whether or not to use the Photo mode for the Mail Box function. When Photo Mode is set to 'On', you can select [Printed Image] from the Original Type drop-down list on the Scan screen for scanning and storing documents in a user inbox.

1 Press ⓐ (Additional Functions) → [Mail Box Settings] → [Photo Mode].

2 Select [On] or [Off] → press [OK].

Standard Scan Settings

The Standard Scan Settings refer to a combination of scan settings that the machine automatically returns to after the power is turned ON, or when ⓪ (Reset) is pressed.

The Standard Scan Settings can be changed to suit your needs, or restored to their default settings.

✎ NOTE

The default settings are:
- Document Size: Auto
- Record Size: Auto
- Original Type: Auto
- Copy Ratio: Direct

Storing the Standard Scan Settings

You can store your own scan settings as the Standard Scan Settings.

To store your own standard scan settings, specify the desired settings on the Scan screen, then follow the procedure below. (See "Storing Originals into an Inbox," on p. 2-12.)

1 **Press ⓐ (Additional Functions) → [Mail Box Settings] → [Standard Scan Settings].**

2 **Press [Store].**

3 **Press [Yes].**

4 **Press [Done].**

Initializing the Standard Scan Settings

You can restore the Standard Scan Settings to their default settings.

1 **Press ⓐ (Additional Functions) → [Mail Box Settings] → [Standard Scan Settings].**

2 **Press [Initialize].**

3 **Verify the settings → press [Yes].**

4 **Press [Done].**

Setting/Storing a Confidential Fax Inbox

You can set and store a name and password for any Confidential Fax Inbox.

✎ NOTE

- [Confidential Fax Inboxes Settings] appears only if the optional Universal Send Kit is activated, or if the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.
- You can create up to 50 Confidential Fax Inboxes.
- The numbers for Confidential Fax Inboxes are 00 to 49.
- Setting a name for a Confidential Fax Inbox is optional.
- Setting a password for a Confidential Fax Inbox is optional.

1 **Press ⊚ (Additional Functions) → [Mail Box Settings] → [Confidential Fax Inboxes Settings].**

2 **Press the desired Confidential Fax Inbox number.**

If you enter Confidential Fax Inbox number using ⊚ - ⊚ (numeric keys), make sure to enter a two digit number → press [OK].

3 **Specify each setting → press [OK].**
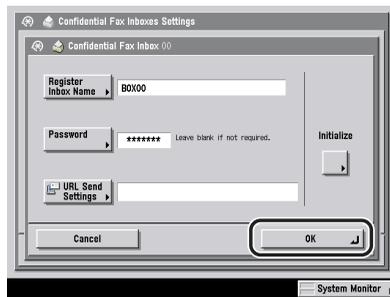
[Register Inbox Name]:

Press [Register Inbox Name] → enter a name → press [OK].

<Password>:

If you want to set a password for this Confidential Fax Inbox, enter the password using ⊚ - ⊚ (numeric keys) → press [OK]. You can leave the password blank. You cannot store a password with only zeros as the number, such as <0000000>.

[URL Send Settings]:

If you set the machine to send a link via e-mail to the Confidential Fax Inbox in which the document is stored, you can check or perform operations on the document in the Confidential Fax Inbox, using the Remote UI (User Interface) of the machine. If you want to send a link to a Confidential Fax Inbox via e-mail, press [URL Send Settings] → specify the destination → press [OK].

⬛ IMPORTANT

Since there is no way to check a stored password, make sure that you write down the password that you enter, and keep it in a safe place.

✏ NOTE

If Use Asterisks to Enter Access No./Password in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (*******). (See Chapter 6, "System Manager Settings," in the *Reference Guide*.)

4 Press [Done].

Initializing a Confidential Fax Inbox

You can restore a stored Confidential Fax Inbox name and password to their default settings.

✏ NOTE

• [Confidential Fax Inboxes Settings] appears only if the optional Universal Send Kit is activated, or if the optional Super G3 FAX Board or Super G3 Multi-Line FAX Board is installed.

• You cannot initialize a Confidential Fax Inbox if there are documents still remaining in it.

1 Press ⊚ (Additional Functions) → [Mail Box Settings] → [Confidential Fax Inboxes Settings].

2 Select the Confidential Fax Inbox that you want to initialize.

If you entering Confidential Fax Inbox number using ⓪ - ⑨ (numeric keys), make sure to enter a two digit number → press [OK].

3 Press [Initialize].

4 Press [Yes] → [Done].

Appendix

9
CHAPTER

This chapter provides the combination of functions chart and index.

Combination of Functions Chart

These charts show the available combinations of settings when you want to set more than one function at a time.

Copying

Legend:
- ☐ Combination Available
- ☒ Combination Unavailable
- ▲ Priority to Latest Set Mode

Columns (Function Already Set), left to right:
1. Preset Zoom
2. Zoom by Percentage
3. XY Zoom
4. Auto XY Zoom
5. Auto Zoom
6. Zoom Program
7. Entire Image
8. Copy Exposure (Automatic)
9. Printed Image
10. Photo
11. Text
12. Text/Photo
13. Automatic Paper Selection
14. Automatic Paper Selection, Auto Orientation
15. Auto Drawer Switching
16. Stack Bypass
17. Collate
18. Group
19. Rotate Collate
20. Rotate Group
21. Offset Collate
22. Offset Group
23. Staple
24. Saddle Stitch
25. Add Cover (Print/Leave Blank)
26. Hole Punch
27. Interrupt Copy
28. Reserve Copy
29. 1▶2-Sided
30. 2▶2-Sided
31. 2▶1-Sided
32. Book▶2-Sided
33. Remote Copy
34. Cascade Copy

Function to Be Set	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
Preset Zoom		▲	▲	▲	▲	▲																												
Zoom by Percentage	▲		▲	▲	▲	▲																												
XY Zoom	▲	▲		×	▲	▲																												
Auto XY Zoom	▲	▲	▲		▲	▲							×	×		*1																		
Auto Zoom	▲	▲	▲	▲		▲							×	×		*1																		
Zoom Program	▲	▲	▲	▲	▲																													
Entire Image																*1																		
Copy Exposure (Automatic)									▲	▲	▲	▲																						
Printed Image								▲		▲	▲	▲																						
Photo								▲	▲		▲	▲																						
Text								▲	▲	▲		▲																						
Text/Photo								▲	▲	▲	▲																							
Automatic Paper Selection			×	×										▲		*2					×	×												
Automatic Paper Selection, Auto Orientation			×	×									▲			*2					×	×												
Auto Drawer Switching																*2																		
Stack Bypass	*1	*1	*1										*2	*2	*2		*2	*2	*2	*2	*2	*2	*2	*2	*2				*2	*2		*2	*2	*2
Collate																*2		▲	▲	▲	▲	▲	▲	▲	▲									
Group																*2	▲		▲	▲	▲	▲	▲	▲	▲									
Rotate Collate																*2	▲	▲		▲	▲	▲	▲	▲	▲								×	×
Rotate Group																*2	▲	▲	▲		▲	▲	▲	▲	▲								×	×
Offset Collate																*2	▲	▲	▲	▲		▲	▲	▲	▲									*3
Offset Group																*2	▲	▲	▲	▲	▲		▲	▲	▲									*3
Staple																*2	▲	▲	▲	▲	▲	▲		▲	▲									*3
Saddle Stitch													×	×		*2	▲	▲	▲	▲	▲	▲	▲			×					×	×	×	×
Add Cover (Print/Leave Blank)													×	×		*2	▲	▲	▲	▲	▲	▲	▲			×					×	×	×	×
Hole Punch																*2							×	×										*4
Interrupt Copy																																	×	×
Reserve Copy																																		
1▶2-Sided																*2														▲	▲	▲		
2▶2-Sided																*2													▲		▲	▲		
2▶1-Sided																							×	×					▲	▲		▲		
Book▶2-Sided																*2							×	×					▲	▲	▲			
Remote Copy																*2			×	×			×	×		×								
Cascade Copy																*2			×	×	*3	*3	×	×		*4	×							

*1 You cannot combine these modes if you select a nonstandard paper size.

*2 You cannot combine these modes when a nonstandard paper size or envelope is selected.

*3 You cannot combine these modes if the finishers attached to this machine and the finishers attached to the remote copy printer are different.

*4 You cannot combine these modes if the Puncher Unit-R1/M1 is not attached to this machine or the remote copy printer.

Appendix

9

Legend (Function Already Set):

- ☐ Combination Available
- ✕ Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination and Booklet Modes (Ratio can be changed)

Function to Be Set	Preset Zoom	Zoom by Percentage	XY Zoom	Auto XY Zoom	Auto Zoom	Zoom Program	Entire Image	Copy Exposure (Automatic)	Printed Image	Photo	Text	Text/Photo	Automatic Paper Selection	Auto Paper Selection, Auto Orientation	Auto Drawer Switching	Stack Bypass	Collate	Group	Rotate Collate	Rotate Group	Offset Collate	Offset Group	Staple	Saddle Stitch	Add Cover (Print/Leave Blank)	Hole Punch	Interrupt Copy	Reserve Copy	1▶2-Sided	2▶2-Sided	2▶1-Sided	Book▶2-Sided	Remote Copy	Cascade Copy
Two-Page Separation														*2											×	×			×	×	×	×		
Image Combination	●	●	●	●		●	×					×	×	*2											×	×			×	×	×	×		
Original Frame Erase							×																											
Book Frame Erase							×																											
Binding Erase							×																									×		
Margin																																		
Shift (Using the Arrow Keys)						▲						*7	*7	*1																				
Shift (Using the Numeric Keys)						▲						*7	*7	*1																			×	×
Front Cover												*7	*7	*2			×	×	×				×		×	×							*13	*13
Back Cover												*7	*7	*2			×	×	×				×		×	×							*13	*13
Sheet Insertion (Print/Leave Blank)												*7	*7	*2			×	×	×				×		×	×							*13	*13
Chapter Page												*7	*7	*2			×	×	×				×		×	×							*13	*13
Transparency Interleaving												×	×	×	*9	×	×	×	×	×	×	×	×	×			×	×	×	×	×		×	×
Booklet	●	●	●	●		●	×				×	×		*2	×	×	×	×	×	×	×	×	×	×			×	×						
Booklet: Saddle Stitch	●	●	●	●		●	×				×	×		*2	×	×	×	×	×	×	×	×	×	×			×	×						
Booklet: Add Cover (Printed/Leave Blank)	●	●	●	●		●	×				×	×		*2	×	×	×	×	×	×	×	×	×	×			×	×						
Divided Booklet	●	●	●	●		●	×				×	×		*2	×	×	×	×	×	×	×	×	×	×			×	×					×	×
Sample Set														*1			×		×		×		×				*5	*6					×	×
Different Size Originals													×																				×	
Job Build																																		
Sharpness																																		
Nega/Posi																																		
Image Repeat			*8	*8			×				*8	×		*1										×				×					×	×
Mirror Image							×																										×	×
Form Composition														*2									×	×									×	*10
Page Numbering							×							*1											×	×								
Copy Set Numbering							×							*1			×		×		×		×		×	×								
Watermark/Print Date							×							*1											×	×								
Job Block Combination														*2			×	×	×				×		×	×							×	×
Store In User Inbox														*1																			×	×
Store In User Inbox (Copy Upon Storing)														*1																			×	×
Secure Watermark (Watermark)														*1																			×	×
Secure Watermark (Date)														*1																			×	×
Secure Watermark (Copy Set Numbering)														*1			×		×		×		×		×	×							×	×
Secure Watermark (Serial Number)														*1																			×	×
Secure Watermark (ID/User Name)														*1																			×	×

*1 You cannot combine these modes if you select a nonstandard paper size.

*2 You cannot combine these modes when a nonstandard paper size or envelope is selected.

*5 You can set the Sample Set mode as the Interrupt mode.

*6 You can set the Sample Set mode as the reserve copy mode.

*7 You cannot combine these modes when the Different Size Originals mode is set.

*8 You can set these modes in combination with the Image Repeat mode (manual setting).

*9 Auto Drawer Switching can be performed only for interleaf sheets.

*10 If the image form name assigned to this machine is not set in the remote copy printer, the Form Composition settings will not be evident in the output from the remote copy printer.

*13 The Auto Orientation cannot be performed.

Legend:

- ☐ Combination Available
- ✕ Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination and Booklet Modes (Ratio can be changed)

Function Already Set (columns): Two-Page Separation · Image Combination · Original Frame Erase · Book Frame Erase · Binding Erase · Margin · Shift (Using the Arrow Keys) · Shift (Using the Numeric Keys) · Front Cover · Back Cover · Sheet Insertion (Printed/Leave Blank) · Chapter Page · Transparency Interleaving · Booklet · Booklet: Saddle Stitch · Booklet: Add Cover (Printed/Leave Blank) · Divided Booklet · Sample Set · Different Size Originals · Job Build · Sharpness · Nega/Posi · Image Repeat · Mirror Image · From Composition · Page Numbering · Copy Set Numbering · Watermark/Print Date · Job Block Combination · Store In User Inbox · Store In User Inbox · Secure Watermark (Copy Upon Storing) · Secure Watermark (Watermark) · Secure Watermark (Date) · Secure Watermark (Copy Set Numbering) · Secure Watermark (Serial Number) · Secure Watermark (ID/User Name)

Function to Be Set	Two-Page Sep.	Image Comb.	Orig. Frame Erase	Book Frame Erase	Binding Erase	Margin	Shift (Arrow)	Shift (Numeric)	Front Cover	Back Cover	Sheet Insertion	Chapter Page	Transp. Interleaving	Booklet	Booklet: Saddle Stitch	Booklet: Add Cover	Divided Booklet	Sample Set	Diff. Size Orig.	Job Build	Sharpness	Nega/Posi	Image Repeat	Mirror Image	From Composition	Page Numbering	Copy Set Numbering	Watermark/Print Date	Job Block Comb.	Store In User Inbox	Store In User Inbox	Sec WM (Copy Upon Storing)	Sec WM (Watermark)	Sec WM (Date)	Sec WM (Copy Set Num)	Sec WM (Serial Num)	Sec WM (ID/User Name)
Preset Zoom		●												●	●	●	●																				
Zoom by Percentage		●												●	●	●	●																				
XY Zoom		●												●	●	●	●																				
Auto XY Zoom		●												●	●	●	●						*8														
Auto Zoom																							*8														
Zoom Program		●												●	●	●	●																				
Entire Image		✕	✕	✕	✕		▲	▲						✕	✕	✕	✕				✕	✕			✕	✕	✕										
Copy Exposure (Automatic)																																					
Printed Image																																					
Photo																																					
Text																																					
Text/Photo																																					
Automatic Paper Selection		✕					*7	*7	*7	*7	*7	*7		✕	✕	✕	✕		*14				*8														
Automatic Paper Selection, Auto Orientation		✕					*7	*7	*7	*7	*7	*7	✕	✕	✕	✕	✕		✕				✕														
Auto Drawer Switching													*9																								
Stack Bypass	*2	*2					*1	*1	*2	*2	*2	*2	✕	*2	*2	*2	*2	*1			*1		*2	*1	*1	*2	*1	*1	*1	*1	*1	*1	*1	*1	*1	*1	*1
Collate														✕	✕	✕	✕	✕	✕										✕								
Group							✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕							✕		✕						✕					
Rotate Collate							✕	✕	✕	✕	✕	✕	✕	✕	✕											✕											
Rotate Group							✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕							✕		✕						✕					
Offset Collate														✕	✕	✕	✕	✕	✕							✕											
Offset Group							✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕							✕		✕						✕					
Staple														✕	✕	✕	✕	✕								✕											
Saddle Stitch	✕	✕					✕	✕	✕	✕	✕	✕	✕	✕	✕							✕	✕	✕	✕	✕						✕					
Add Cover (Print/Leave Blank)	✕	✕					✕	✕	✕	✕	✕	✕	✕	✕	✕							✕	✕	✕	✕	✕						✕					
Hole Punch														✕	✕	✕	✕	✕								✕											
Interrupt Copy																		*11																			
Reserve Copy																		*12																			
1▶2-Sided	✕	✕												✕	✕	✕	✕	✕																			
2▶2-Sided	✕	✕												✕	✕	✕	✕	✕																			
2▶1-Sided	✕	✕												✕	✕	✕	✕	✕																			
Book▶2-Sided	✕	✕				✕								✕	✕	✕	✕	✕	✕				✕														
Remote Copy							✕	*13	*13	*13	*13	✕	✕	✕	✕	✕	✕								✕	✕						✕	✕	✕	✕	✕	✕
Cascade Copy							✕	*13	*13	*13	*13	✕	✕	✕	✕	✕	✕						✕		*10							✕	✕	✕	✕	✕	✕

*1 You cannot combine these modes if you select a nonstandard paper size.

*2 You cannot combine these modes when a nonstandard paper size or envelope is selected.

*7 You cannot combine these modes when the Different Size Originals mode is set.

*8 You can set these modes in combination with the Image Repeat mode (manual setting).

*9 Auto Drawer Switching can be performed only for interleaf sheets.

*10 If the image form name assigned to this machine is not set in the remote copy printer, the Form Composition settings will not be evident in the output from the remote copy printer.

*11 You cannot make an Interrupt copy while copying with the Sample Set mode, or while changing the settings after the sample set has been made.

*12 You cannot reserve a copy job while copying with the Sample Set mode, or while changing the settings after the sample set has been made.

*13 The Auto Orientation cannot be performed.

*14 You cannot combine these modes when the Shift or Cover/Sheet Insertion mode is set.

Legend:
- ☐ Combination Available (blank cell)
- ✕ Combination Unavailable
- ▲ Priority to Latest Set Mode
- Diagonal cell (\\) = Function Already Set / Function to Be Set intersection (same function)

Column key (1–36):

1. Two-Page Separation
2. Image Combination
3. Original Frame Erase
4. Book Frame Erase
5. Binding Erase
6. Margin
7. Shift (Using the Arrow Keys)
8. Shift (Using the Numeric Keys)
9. Front Cover
10. Back Cover
11. Sheet Insertion (Print/Leave Blank)
12. Chapter Page
13. Transparency Interleaving
14. Booklet
15. Booklet: Saddle Stitch
16. Booklet: Add Cover (Printed/Leave Blank)
17. Divided Booklet
18. Sample Set
19. Different Size Originals
20. Job Build
21. Sharpness
22. Nega/Posi
23. Image Repeat
24. Mirror Image
25. Form Composition
26. Page Numbering
27. Copy Set Numbering
28. Watermark/Print Date
29. Job Block Combination
30. Store In User Inbox
31. Store In User Inbox (Copy Upon Storing)
32. Secure Watermark (Watermark)
33. Secure Watermark (Date)
34. Secure Watermark (Copy Set Numbering)
35. Secure Watermark (Serial Number)
36. Secure Watermark (ID/User Name)

Combination of Functions Chart (rows = Function to Be Set; columns 1–36 = Function Already Set)

Function to Be Set	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36
Two-Page Separation	\	✕		✕					✕	✕	✕	✕	✕	✕	✕	✕	✕		✕				✕													
Image Combination	✕	\	✕	✕			▲	✕	✕	✕	✕	✕	✕	▲	▲	▲	▲		✕				✕													
Original Frame Erase		✕	\	▲	▲									✕	✕	✕	✕		✕				✕	✕		✕	✕	✕					✕			
Book Frame Erase		✕	▲	\	▲									✕	✕	✕	✕		✕				✕	✕		✕	✕	✕					✕			
Binding Erase	✕		▲	▲	\									✕	✕	✕	✕		✕				✕	✕		✕	✕	✕					✕			
Margin						\								✕	✕	✕	✕		✕				✕	✕												
Shift (Using the Arrow Keys)		▲					\	▲											*13				✕	✕												
Shift (Using the Numeric Keys)		✕					▲	\						✕	✕	✕	✕		*13				✕	✕		✕	✕	✕					✕			
Front Cover	✕	✕							\				✕	✕	✕	✕	✕		✕				✕	✕						✕						
Back Cover	✕	✕								\			✕	✕	✕	✕	✕		✕				✕	✕						✕						
Sheet Insertion (Print/Leave Blank)	✕	✕									\	▲	✕	✕	✕	✕	✕		✕				✕	✕						✕						
Chapter Page	✕	✕									▲	\	✕	✕	✕	✕	✕		✕				✕	✕						✕						
Transparency Interleaving	✕	✕							✕	✕	✕	✕	\	✕	✕	✕	✕		✕				✕	✕	✕	✕	✕	✕								
Booklet	✕	▲	✕	✕	✕	✕			✕	✕	✕	✕	✕	\					✕				✕	✕		✕	✕	✕				✕	✕	✕	✕	✕
Booklet: Saddle Stitch	✕	▲	✕	✕	✕	✕			✕	✕	✕	✕	✕		\				✕				✕	✕		✕	✕	✕				✕	✕	✕	✕	✕
Booklet: Add Cover (Printed/Leave Blank)	✕	▲	✕	✕	✕	✕			✕	✕	✕	✕	✕			\			✕				✕	✕		✕	✕	✕				✕	✕	✕	✕	✕
Divided Booklet	✕	▲	✕	✕	✕	✕			✕	✕	✕	✕	✕				\		✕				✕	✕		✕	✕	✕				✕	✕	✕	✕	✕
Sample Set																		\																		
Different Size Originals	✕	✕					*13	*13						✕	✕	✕	✕		\				✕													
Job Build																				\										✕						
Sharpness																					\											✕	✕	✕	✕	✕
Nega/Posi																						\		✕								✕	✕	✕	✕	✕
Image Repeat	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕		✕				\	✕								✕	✕	✕	✕	✕
Mirror Image	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕	✕					✕	✕	\	✕							✕	✕	✕	✕	✕
Form Composition		✕							✕	✕	✕	✕	✕	✕	✕	✕	✕		✕					✕	\	✕	✕	✕		✕	✕	✕	✕	✕	✕	✕
Page Numbering			✕	✕	✕			✕					✕													\	✕	✕				✕	✕	✕	✕	✕
Copy Set Numbering			✕	✕	✕			✕					✕													✕	\	✕				✕	✕	✕	✕	✕
Watermark/Print Date			✕	✕	✕			✕					✕													✕	✕	\				✕	✕	✕	✕	✕
Job Block Combination									✕	✕	✕	✕	✕	✕	✕	✕	✕			✕						✕	✕	✕	\							
Store In User Inbox																								✕	✕					\			✕			
Store In User Inbox (Copy Upon Storing)																								✕	✕						\		✕			
Secure Watermark (Watermark)									✕	✕	✕	✕											✕	✕	✕	✕	✕	✕	✕	✕	✕	\	▲	▲	▲	▲
Secure Watermark (Date)									✕	✕	✕	✕											✕	✕	✕	✕	✕	✕	✕	✕	✕	▲	\	▲	▲	▲
Secure Watermark (Copy Set Numbering)			✕	✕	✕			✕	✕	✕	✕	✕											✕	✕	✕	✕	✕	✕	✕	✕	✕	▲	▲	\	▲	▲
Secure Watermark (Serial Number)									✕	✕	✕	✕											✕	✕	✕	✕	✕	✕	✕	✕	✕	▲	▲	▲	\	▲
Secure Watermark (ID/User Name)									✕	✕	✕	✕											✕	✕	✕	✕	✕	✕	✕	✕	✕	▲	▲	▲	▲	\

*13 You cannot combine these modes when the Different Size Originals mode is set in combination with the Automatic Paper Selection mode.

Appendix

9

■ Scan Function

Legend:
- ☐ Combination Available
- ✕ Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination and Booklet Modes (Ratio can be changed)

Function Already Set (columns) vs **Function to Be Set** (rows)

Function to Be Set	Platen Glass Scanning	Feeder Scanning	Document Size Auto Select	Document Size Manual Select	Record Size Auto Select	Preset Zoom	Zoom Designation	XY Zoom	Auto Zoom	Zoom Program	Automatic Exposure Adjustment	Text/Photo	Photo mode/Printed Image	Photo mode/Photo	Text	1-Sided Scanning	2-Sided Scanning	Two-Page Separation	Image Combination	Original Frame Erase	Book Frame Erase	Binding Erase	Booklet Scanning	Different Size Originals	Job Build	Sharpness	Nega/Posi
Platen Glass Scanning		*1																									
Feeder Scanning	*1																										
Document Size Auto Select				▲													✕	✕	✕				✕				
Document Size Manual Select			▲																								
Record Size Auto Select									✕								✕						✕				
Preset Zoom							▲	▲	▲	▲									●				●				
Zoom Designation						▲		▲	▲	▲									●				●				
XY Zoom						▲	▲		▲	▲									●				●				
Auto Zoom					✕	▲	▲	▲		▲																	
Zoom Program						▲	▲	▲	▲										●				●				
Automatic Exposure Adjustment																											
Text/Photo													▲	▲	▲												
Photo mode/Printed Image												▲		▲	▲												
Photo mode/Photo												▲	▲		▲												
Text												▲	▲	▲													
1-Sided Scanning																	▲										
2-Sided Scanning															▲	▲		✕	✕				✕	✕			
Two-Page Separation																	✕		✕			✕	✕	✕			
Image Combination		✕	✕			●	●	●		●							✕	✕		✕	✕		▲	✕			
Original Frame Erase		✕																	✕		▲	▲	✕	✕			
Book Frame Erase		✕																	✕	▲		▲	✕	✕			
Binding Erase																	✕			▲	▲		✕				
Booklet Scanning		✕	✕			●	●	●		●							✕		▲	✕	✕	✕		✕			
Different Size Originals																	✕	✕	✕	✕			✕				
Job Build																											
Sharpness																											
Nega/Posi																											

*1 Combination available when the Job Build mode is set.

■ Print Function

Legend:
- ☐ Combination Available
- ☒ Combination Unavailable
- ▲ Priority to Latest Set Mode
- ● Priority to Image Combination and Booklet Modes (Ratio can be changed)

Column headers (Function Already Set):
The Number of Printouts / Automatic Paper Selection / Automatic Paper Selection, Auto Orientation / Auto Drawer Switching / Stack Bypass / Collate / Group / Rotate Collate / Rotate Group / Offset Collate / Offset Group / Staple / Saddle Stitch / Add Cover (Print/Leave Blank) / Hole Punch / One-Sided Printing / Two-Sided Printing / Document Separate Duplex Printing / Document Separate Contiguous Printing / Front Cover / Back Cover / Sheet Insertion (Print/Leave Blank) / Chapter Page / Cover / Job Separator / Booklet / Saddle Stitch (Booklet) / Front Cover (Booklet) / Divided Booklet / Sample Print / Different Size Originals *4 / Single Document / Multiple Documents / Merge Documents / Page Numbering / Copy Set Numbering / Watermark/Print Date / Form Composition / Margin / Secure Watermark (Watermark) / Secure Watermark (Date) / Secure Watermark (Copy Set Numbering) / Secure Watermark (Serial Number) / Secure Watermark (ID/User Name)

Function to Be Set (row labels):
- The Number of Printouts
- Automatic Paper Selection
- Automatic Paper Selection, Auto Orientation
- Auto Drawer Switching
- Stack Bypass
- Collate
- Group
- Rotate Collate
- Rotate Group
- Offset Collate
- Offset Group
- Staple
- Saddle Stitch
- Add Cover (Print/Leave Blank)
- Hole Punch
- One-Sided Printing
- Two-Sided Printing
- Document Separate Duplex Printing
- Document Separate Contiguous Printing
- Front Cover
- Back Cover
- Sheet Insertion (Print/Leave Blank)
- Chapter Page
- Cover
- Job Separator
- Booklet
- Saddle Stitch (Booklet)
- Front Cover (Booklet)
- Divided Booklet
- Sample Print
- Different Size Originals *4
- Single Document
- Multiple Documents
- Merge Documents
- Page Numbering
- Copy Set Numbering
- Watermark/Print Date
- Form Composition
- Margin
- Secure Watermark (Watermark)
- Secure Watermark (Date)
- Secure Watermark (Copy Set Numbering)
- Secure Watermark (Serial Number)
- Secure Watermark (ID/User Name)

*2 Combination unavailable if [Free Size] or [Envelope] is selected.

*3 Combination unavailable if [Envelope] is selected.

*4 Output prints scanned using the Different Size Originals mode.

*5 Combination unavailable if the record size is different from the original size.

Index

Numeric

A

B

C

Appendix

9

9

Appendix

9

Storing a confidential fax inbox, 8-21
Storing a User Inbox, 8-17
Storing Originals into an Inbox, 2-12
Storing originals while printing, 2-32
Storing standard settings, 8-11
System Monitor, 1-25

T

Text mode, 3-3, 3-4
Text/Photo mode, 3-3, 3-4
Top Margin, 4-36
Transparency Interleaving, 4-27, 7-64
    Not printing on the insertion sheets, 4-27
    Printing on the interleaf sheets, 4-28
Two-page Separation, 4-9
Two-Sided Copying, 3-38
    1 to 2 Sided, 3-39
    2 to 1 Sided, 3-41
    2 to 2 Sided, 3-43
    Book to 2 Sided, 3-44
Two-Sided Printing, 3-38
    Book Type, 3-40
    Calender Type, 3-40

U

User Inboxes Settings, 8-17

V

Various copying features, 1-2
View Page, 2-51

W

Watermark, 7-50

X

XY Zoom, 3-21, 7-16
    automatically, 3-22
    manually, 3-21

Z

Zoom, 3-16
Zoom by percentage, 3-11, 7-11
Zoom program, 3-16, 7-14
    Different XY copy (zoom) ratio, 3-17, 3-19
    Same XY copy (zoom) ratio, 3-17, 3-18

Appendix

9

Canon

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan
CANON U.S.A., INC.
One Canon Plaza, Lake Success, NY 11042, U.S.A.
CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada
CANON EUROPA N.V.
Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands
CANON FRANCE S.A.S.
17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France
CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom
CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany
CANON ITALIA S.p.A.
Via Milano, 8 20097 San Donato Milanese (MI) Italy
CANON LATIN AMERICA, INC.
703 Waterford Way Suite 400 Miami, Florida 33126 U.S.A.
CANON AUSTRALIA PTY. LTD
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia
CANON CHINA CO., LTD
15F Jinbao Building No.89 Jinbao Street, Dongcheng District, Beijing 100005, China
CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632
CANON HONGKONG CO., LTD
19/F., The Metropolis Tower, 10 Metropolis Drive, Hunghom, Kowloon, Hong Kong