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Toshiba e-STUDIO 2000AC Copying Manual

Multifunctional digital color systems

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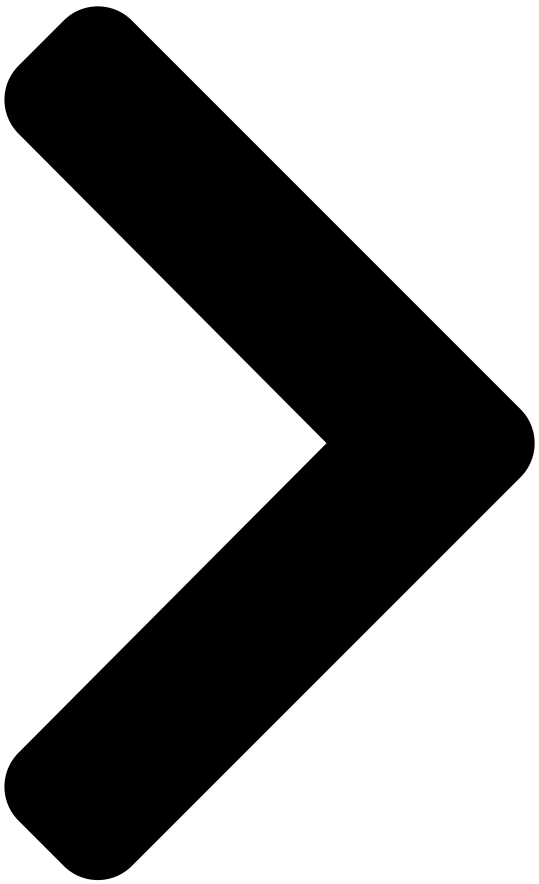

MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS /
MULTIFUNCTIONAL DIGITAL SYSTEMS

Copying Guide

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Related Manuals for Toshiba e-STUDIO 2000AC

All in One Printer Toshiba e-studio 2000ac Safety Information Manual

Multifunctional digital color systems (25 pages)

All in One Printer Toshiba E-Studio 5506AC Paper Preparation Manual

(46 pages)

Summary of Contents for Toshiba e-STUDIO 2000AC

Page 1 MULTIFUNCTIONAL DIGITAL COLOR SYSTEMS / MULTIFUNCTIONAL DIGITAL SYSTEMS Copying Guide...

Page 2 ©2016 TOSHIBA TEC CORPORATION All rights reserved Under the copyright laws, this manual cannot be reproduced in any form without prior written permission of TTEC.

Page 3: Preface

Preface Thank you for purchasing TOSHIBA Multifunctional Digital Systems or Multifunctional Digital Color Systems. This manual describes how to use the copying functions of this equipment. Read this manual before using the functions. How to read this manual Symbols in this manual In this manual, some important items are described with the symbols shown below.

Page 4 Model and series names in this manual In this manual, each model name is replaced with a series name as shown below: Model name Series name e-STUDIO2000AC/2500AC e-STUDIO5005AC Series e-STUDIO2505AC/3005AC/3505AC/4505AC/5005AC e-STUDIO2008A/2508A/3008A/3508A/4508A/5008A e-STUDIO5008A Series e-STUDIO5506AC/6506AC/7506AC e-STUDIO7506AC Series e-STUDIO5508A/6508A/7508A/8508A e-STUDIO8508A Series ...

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Page 8 8 CONTENTS...

Page 9 BEFORE MAKING COPIES This chapter explains what you should know before making copies and the content of the Basic menu screen. Important Information on Making Copies .....10 Storage of color copies (Color Model only) .....10 Forgery prevention function .....10 Simple Copy .....10 Basic Menu of the Copier Function .....11 Equipment status indication area.....13 Before Using Copier Functions.....15...

Page 10: Important Information On Making Copies

Important Information on Making Copies Storage of color copies (Color Model only) When storing color copies, be careful of the following: Avoid a place exposed to light. The colors may fade when they are stored in such a place for a long time. ...

Page 11: Basic Menu Of The Copier Function

Basic Menu of the Copier Function The Basic menu for the copier function shows the following information: 22 21 20 Function display The function being used, such as copying, is displayed. Message indication area This shows a brief description of the functions or the current status of this equipment in message form. Equipment status indication area (...

Page 12

1.BEFORE MAKING COPIES 12. [Job Status] button This is for confirming the processing status of copy, fax, scan or print jobs, and also for viewing their performing history. Pressing [Job Status] > [Jobs] > [Scan] displays the scan job statuses in list. For more instructions on viewing job statuses, refer to the Software Troubleshooting Guide.

Page 13: Equipment Status Indication Area

1.BEFORE MAKING COPIES When this equipment is managed with the user management function and department management function In the above case, the job quota assigned to each user or department appears in the alert message indication area for approx. 5 seconds after user authentication. The displayed number is the smaller one of either user ( ) or department (...

Page 14

1.BEFORE MAKING COPIES e-STUDIO2000AC/2500AC:The amount of paper remaining in the standard drawer (first drawer) is displayed as follows. Drawer status Display Placed No paper [Bypass Feed] button (P.32) When this button is pressed with paper set on the bypass tray, it will be selected as the paper source. Paper type on the bypass tray This shows the type of paper placed on the bypass tray with an icon.

Page 15: Before Using Copier Functions

Before Using Copier Functions Default settings This equipment is under its “default settings” when the power is turned ON, namely, if no setting change has been applied yet, the equipment’s settings return to the default ones when the energy saving mode is cleared or the [FUNCTION CLEAR] button on the control panel is pressed.

Page 16: Confirming The Set Functions

1.BEFORE MAKING COPIES Confirming the set functions If you press [Settings] on the touch panel, the menu shown below is displayed. On this menu, you can view the functions that are currently set. Switching to the function setting menu To change the functions on the current menu, press the corresponding buttons.

Page 17: Clearing The Set Functions

1.BEFORE MAKING COPIES Clearing the set functions If you want to clear any copy function setting, press [Reset] on the corresponding setting menu. However, for Full Image on the Edit menu, also press the highlighted button to clear the setting. ...

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1.BEFORE MAKING COPIES 18 Before Using Copier Functions...

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HOW TO MAKE COPIES This chapter explains the basic copying procedures. Basic Copying Procedure.....21 Stopping and restarting copying .....23 Scanning the next original during copying (auto job start).....23 Interrupting copying and making other copies (interrupt copying) .....24 Making one copy as a sample (proof copy) .....25 Specifying the orientation of originals .....26 Specifying the Paper Size .....27 Automatic Paper Selection (APS).....27...

Page 20

2.HOW TO MAKE COPIES Staple sort mode .....57 Magazine sort / Center fold / Saddle stitch .....58 Hole punch mode .....61 Duplex Copying .....62 Making a 1-sided copy .....63 Making a 2-sided copy .....64 Making a 2-sided copy from a book-type original.....65 Setting Original Modes .....68...

Page 21: Basic Copying Procedure

Basic Copying Procedure Make copies following the procedure below. Original glass Make sure that paper is placed in the drawer(s). For the types and sizes of acceptable paper and how to place it, refer to the Paper Preparation Guide. Place the original(s). For the types and sizes of originals and how to place them, refer to the Paper Preparation Guide.

Page 22

2.HOW TO MAKE COPIES Be careful because the paper exiting area and the paper itself are hot. The menu shown below may appear when you are using particular modes. This menu appears when “SADF (single feed mode)” is set to the document feeder or in modes where the original is placed on the original glass and the scanned data are temporarily stored in the memory, such as sort copying or 1-sided to 2-sided copying.

Page 23: Stopping And Restarting Copying

2.HOW TO MAKE COPIES Stopping and restarting copying Press [Stop] on the touch panel. Copying or scanning stops. Press [Job Cancel] on the touch panel to stop copying. Press [Next Copy] on the touch panel or the [START] button on the control panel to restart. When you press [Job Cancel], the scanned data will be deleted and any waiting jobs will be performed.

Page 24: Interrupting Copying And Making Other Copies (Interrupt Copying)

2.HOW TO MAKE COPIES Interrupting copying and making other copies (interrupt copying) You can interrupt the copy job in progress to make other copies (interrupt copying). When restarting the interrupted job, you do not have to reselect copy modes that have been set because they are memorized in this equipment. The following functions cannot be used together with interrupt copying: ...

Page 25: Making One Copy As A Sample (Proof Copy)

2.HOW TO MAKE COPIES Making one copy as a sample (proof copy) When you make a large amount of copies, you can check if they will be made exactly as you desire by copying only one set before copying them all (proof copy). Then you can change the modes or settings (e.g. the number of copy sets, receiving tray, page number, time stamp, sort, stapling, hole punching) after checking the proof copy.

Page 26: Specifying The Orientation Of Originals

Specifying the orientation of originals You can specify the orientation of the placed originals. Press a paper direction button on the Basic menu, matching the orientation of the placed original. When the placed original faces to the front (with its bottom toward you), press [ ].

Page 27: Specifying The Paper Size

Specifying the Paper Size The paper size is automatically detected when you place paper in the drawer(s). Depending on the administrator’s setting, you can manually change the paper size. For more details, refer to the MFP Management Guide. Automatic Paper Selection (APS) This equipment detects the size of an original and selects paper of the same size automatically.

Page 28: Selecting The Drawer For Your Desired Paper Manually

2.HOW TO MAKE COPIES Selecting the drawer for your desired paper manually You need to select paper by yourself when copying the following originals whose sizes cannot be detected correctly: Highly transparent originals (e.g. OHP film, tracing paper) ...

Page 29: Copying Mixed-Size Originals In One Operation

2.HOW TO MAKE COPIES Copying mixed-size originals in one operation You can copy or scan a set of originals whose sizes are individually different, using the ADF with the mixed size function. The original sizes that can be mixed are as follows: North America: LD, LG, LT, LT-R, COMP Other than North America: A3, A4, A4-R, B4, B5, FOLIO ...

Page 30

2.HOW TO MAKE COPIES Select other copy modes as required, and then press the [START] button on the control panel. If “Change direction of original” appears while scanning is in progress, remove the original from the ADF and change its direction accordingly. 30 Specifying the Paper Size...

Page 31: Specifying The Paper Type

Specifying the Paper Type When you place any special paper other than plain paper or that not used for normal copying, you need to set the thickness and attribute into this equipment. If you select a wrong paper type, this could cause a paper misfeed or significant image trouble. ...

Page 32: Bypass Copying

Bypass Copying When you make copies on OHP film, sticker labels, envelopes, or non-standard size paper, place the copy paper on the bypass tray. Bypass copying is also recommended for copying on standard size paper which is not set in any of the drawers.

Page 33: Bypass Copying On Standard Size Paper

2.HOW TO MAKE COPIES Bypass copying on standard size paper If the paper size is not selected in this step, copying may be slowed down. Copying on A3, A4, B4 and B5 size paper (in equipment other than for North America) / LD, LT, LG and ST-R size paper (in equipment for North America) Place paper on the bypass tray.

Page 34 2.HOW TO MAKE COPIES Automatic 2-sided printing cannot be applied to some kind of paper on the bypass tray. For the paper which Automatic 2-sided printing cannot be applied to, refer to the Specifications Guide. For OHP films (TRANSPARENCY), only 1-sided copying can be performed. ...

Page 35 2.HOW TO MAKE COPIES Copying on other than the above standard sizes of paper Place the original(s) and paper on the bypass tray. To learn how to place paper on the bypass tray, refer to the Paper Preparation Guide. Placing paper displays the paper setting menu for bypass copying.

Page 36 2.HOW TO MAKE COPIES Press [Paper Type] if the paper you placed on the bypass tray is other than plain paper. Select the paper type and press [OK]. To print on the back side of the paper, press [Printed] under “Back Printed”. To automatically make 2-sided copies, press [None] under “Back Printed”...

Page 37 2.HOW TO MAKE COPIES Copying on an envelope Store envelopes at room temperature and away from heat and moisture. Paper wrinkling may occur after printing depending on environment or the envelope type or condition. We recommend printing paper as a sample before doing so in large amounts. ...

Page 38: Bypass Copying On Non-Standard Size Paper

2.HOW TO MAKE COPIES Press [Other] under “Copy” and press [OK]. The paper size is now set to the size of the envelope placed on the bypass tray. The paper type is automatically set to [Envelope]. Select other copy modes as required, and then press the [START] button on the control panel. Copying starts.

Page 39 2.HOW TO MAKE COPIES Key in the dimension. Press [Length] or [Width] and enter the value. Width Length To call up the dimension data registered previously, press the desired button from [Memory 1] to [Memory 4], and then press [OK]. To register dimension data into the memory, see the following page: ...

Page 40: Selecting Exit Tray

Selecting Exit Tray You can select the exit tray if the finisher or the Job Separator is installed. The available exit tray may be restricted depending on copy modes and paper sizes. Exit tray selection is set at automatic selection by default. ...

Page 41: Switching Color Modes (Color Model Only)

Switching Color Modes (Color Model only) You can switch the color mode. There are 3 color modes as shown below. Full Color: All originals are copied in full colors. (Default) Black: All originals are copied in black and white. Auto Color: The equipment automatically judges the type of each color on originals. Colored originals are copied in full colors and black-and-white originals are copied in black and white.

Page 42: Adjusting Density

Adjusting Density This equipment detects the density level of originals and automatically adjusts the density level of the copied image to the optimal one. Alternatively, you can

manually adjust it to the desired level. Adjusting automatically (automatic density adjustment) Press [Auto] on the touch panel.

Page 43: Enlarging Or Reducing Images

Enlarging or Reducing Images You can change the reproduction ratio of copied images in the following procedures: Automatic Magnification Selection (AMS): You need to specify the copy paper size in advance. Then this equipment will detect the original size and automatically select the optimal reproduction ratio for the copy paper size.

Page 44: Automatic Magnification Selection (Ams)

2.HOW TO MAKE COPIES Automatic Magnification Selection (AMS) Specify the copy paper size in advance so that this equipment will detect the original size and automatically select the optimal reproduction ratio to the copy paper size. This function is available when the size of the originals is as follows: North America: LD, LG, LT, LT-R, ST-R and COMP (COMP is available only when the ADF is used.) Other than North America: A3, A4, A4-R, A5-R, B4, B5, B5-R, FOLIO (FOLIO is available only when the ADF is used.) This function does not work properly for the originals noted below.

Page 45: Specifying Both The Original Size And The Copy Paper Size Separately

2.HOW TO MAKE COPIES Specifying both the original size and the copy paper size separately Press [Zoom] on the Basic menu. Select the desired sizes for the original and copy paper, and then press [OK]. If you want to select a size other than the following for the original size and copy paper size, you need to register the size as “Other”.

Page 46

2.HOW TO MAKE COPIES Registering paper sizes to “Other” size If you want to select a size other than the following for the original size and copy paper size, you need to register the size as “Other” following the procedures below. Once you register this size, it will be specified every time you press [Other] on the touch panel.

Page 47

2.HOW TO MAKE COPIES Registering non-standard size in the memory Follow the same procedure noted in steps 1 to 3 in “Bypass copying on non-standard size paper” (P.38). Register dimensions. Select a desired memory number and enter the values in [Length] and [Width]. After entering required information, press [Memory].

Page 48: Specifying Reproduction Ratio Manually

2.HOW TO MAKE COPIES Specifying reproduction ratio manually Press [Zoom] on the Basic menu. Press the buttons below to select the desired reproduction ratio. Up] and [Down] buttons The reproduction ratio changes by 1% every time either of them is pressed. When you hold either down, the ratio goes up or down automatically.

Page 49: Copying Photo Originals In The Optimal Reproduction Ratio For Copy Paper Size (Photo Zoom) (Color Model Only)

2.HOW TO MAKE COPIES Copying photo originals in the optimal reproduction ratio for copy paper size (Photo Zoom) (Color Model only) Place the original on the original glass in a landscape direction. If you want to select a paper size other than the following, you need to register the size as “Other” size. In this case, register it in a landscape direction.

Page 50

2.HOW TO MAKE COPIES Select the desired copy paper size, and then press [OK]. Select other copy modes as required, and then press the [START] button on the control panel. If “Non-Sort Non-Staple” is selected as a sorting mode, scanning of the original starts. If another sorting mode is selected, follow the procedure below.

Page 51

2.HOW TO MAKE COPIES Setting photo originals in other sizes Press [Custom] on the touch panel. Key in the size of the original. Press [X] or [Y] and enter the value. [Length]: (10 mm to 2434 mm (0.39" to 95.83") [Width]: (10 mm to 300 mm (0.39"...

Page 52: Reducing Images To Scan The Entire Original, Including The Edges (Full Image) (Color Model Only)

2.HOW TO MAKE COPIES Reducing images to scan the entire original, including the edges (Full Image) (Color Model only) You can copy the entire image of an original including any fine text at its edge. This function is called “full image”. With this function, the image will be copied with its

reproduction ratio reduced by approx.

Page 53: Reducing And Centering An Image (Centering Copy)

2.HOW TO MAKE COPIES Reducing and Centering an Image (Centering Copy) You can make a copy with a scanned image reduced and moved to the center of the paper. Press [Zoom] on the Basic menu. Select a desired reproduction ratio. ...

Page 54: Selecting Finishing Mode

Selecting Finishing Mode Finishing modes and optional finishing devices See the table below for each finishing mode. Finishing mode Description Non-sort Non-staple Copies exit without being sorted or stapled. Sort (P.55) Copies exit in the offset mode (shift exiting) in the same page order as the originals one set after another.

Page 55: Sort And Group Mode

2.HOW TO MAKE COPIES Sort and group mode When you make more than one set of copies, they can be made to exit in the same page order as that of the originals. This mode is called the sort mode. Copies can also be made to exit grouped by page. This mode is called the group mode.

Page 56: Rotate Sort Mode

2.HOW TO MAKE COPIES Rotate sort mode When you make more than one set of copies, one set can be made to exit on top of another set, alternating in portrait and landscape directions. This mode is called the rotate sort mode. Use 2 drawers and 2 stacks of paper of the same size.

Page 57: Staple Sort Mode

2.HOW TO MAKE COPIES Staple sort mode When you make more than one set of copies, the copied paper can be automatically stapled set by set. This mode is called the staple sort mode. You can choose from 4 different stapling positions. When the staple sort mode is selected, copies automatically exit in the offset mode (shift exiting).

Page 58: Magazine Sort / Center Fold / Saddle Stitch

2.HOW TO MAKE COPIES Magazine sort / Center fold / Saddle stitch You can copy more than one original and bind them in a booklet format (Magazine sort). With the Saddle Stitch Finisher, you can also have the copied booklet folded at its center (Center fold) and besides stapled (Saddle stitch).

Page 59

2.HOW TO MAKE COPIES When placing portrait originals in a landscape direction as shown above in the magazine sort mode, the magazine sort & center fold mode, or the magazine sort & saddle stitch mode, confirm that the appropriate orientation setting is specified.

Page 60

2.HOW TO MAKE COPIES Select a binding mode and press [OK]. When you select [Magazine Sort], [Magazine Sort & Center Fold], or [Magazine Sort & Saddle Stitch], specify the binding margin and press [OK]. Combine the copied paper if the center fold mode or magazine sort & center fold mode is used. 11~15 11~15 6~10...

Page 61: Hole Punch Mode

2.HOW TO MAKE COPIES Hole punch mode You can punch copied paper when the Hole Punch Unit is installed on the Finisher. You can choose from two positions of holes. To learn about supported paper types, refer to the Specifications Guide. ...

Page 62: Duplex Copying

Duplex Copying You can copy a 1-sided original to a 2-sided copy or vice versa, or copy a 2-sided original to a 2-sided copy. This is useful when you want to save the paper, or when you want to copy a book-type original maintaining the same page order.

Page 63: Making A 1-Sided Copy

2.HOW TO MAKE COPIES Making a 1-sided copy Specify the appropriate orientation and binding direction settings for the placed original. If the setting does not match the actual orientation of the original, it will be printed in an unintended direction. Press [2-Sided] on the

Basic menu.

Page 64: Making A 2-Sided Copy

2.HOW TO MAKE COPIES Making a 2-sided copy Specify the appropriate orientation and binding direction settings for the placed original. If the setting does not match the actual orientation of the original, it will be printed in an unintended direction. Press [2-Sided] on the Basic menu.

Page 65: Making A 2-Sided Copy From A Book-Type Original

2.HOW TO MAKE COPIES Making a 2-sided copy from a book-type original You can make 2-sided copies from book-type originals such as books or catalog as in the same page order. A4, B5 and LT sizes are applicable. Press [2-Sided] on the Basic menu. Select [Book ->...

Page 66 2.HOW TO MAKE COPIES Open from Right: For books which you turn pages from the right side (mainly for books with horizontal writing). Open from Left: For books which you turn pages from the left side (mainly for books with vertical writing). Open from Right Open from Left Example: If pages 2 to 6 of a book which opens to the left are to be copied, select [Left] and [Open from Right].

Page 67 2.HOW TO MAKE COPIES Place the original on the original glass. Place the original aligning its center with the orange-colored indicator under the original glass. Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force. Breaking the glass could injure you.

Page 68: Setting Original Modes

Setting Original Modes You can make copies with the optimal image quality by selecting the following modes for your original. The selectable original mode differs depending on the color mode as shown in the table below. Select the color mode first, and then the original mode.

Page 69 HOW TO USE EDITING FUNCTIONS This chapter describes how to use various copying functions on the Edit menu. Displaying the Edit Menu.....70 Creating Margins .....71 Creating top, bottom, left, and right margins .....71 Creating bookbinding margins .....73 Copying Multiple Originals onto One Sheet (2 in 1 / 4 in 1) .....74 Applying Different Settings for Cover Sheets (Cover Sheet).....77 Inserting a Sheet at a Desired Page (Sheet Insertion).....79 Adding a Date and Time on Copied Paper.....82...

Page 70: Displaying The Edit Menu

Displaying the Edit Menu You can display the Edit menu by pressing the [Edit] tab on the touch panel when you want to use various editing functions. The Edit menu has 2 pages. To switch the pages, press 70 Displaying the Edit Menu...

Page 71: Creating Margins

Creating Margins You can create a binding margin by shifting an image to the left, right, top or bottom of the copy paper. This function is called “image shift”. It is useful when you wish to punch or staple a stack of paper after copying it. With this function you can easily make a binding margin when you copy a book-type original on both sides of the paper.

Page 72 3.HOW TO USE EDITING FUNCTIONS Adjust the width of the binding margin, and press [OK]. To adjust the binding margin width, press [Front Margin] and enter the binding margin width on the front side using [0 mm] (0") and [100 mm] (3.94").

Page 73: Creating Bookbinding Margins

3.HOW TO USE EDITING FUNCTIONS Creating bookbinding margins You can easily make a binding margin when you copy a book-type original on both sides of the paper. P.65 “Making a 2-sided copy from a book-type original” Press [Image Shift] on the Edit menu. Press [Book].

Page 74: Copying Multiple Originals Onto One Sheet (2 In 1 / 4 In 1)

Copying Multiple Originals onto One Sheet (2 in 1 / 4 in 1) You can copy 2 or 4 originals to 1 sheet of paper by shrinking them. This function is called “2 in 1” or “4 in 1”. If you use this function together with duplex copying, you can make a total of 8 images on 1 sheet of paper.

Page 75 3.HOW TO USE EDITING FUNCTIONS 2 in 1 & duplex copying (Tablet) 4 in 1 & duplex copying (Book) If you select paper of a different size to that of the original, press [Zoom] on the Basic menu. Next select the desired paper size, press [AMS] and then [OK] in the menu shown below.

Page 76 3.HOW TO USE EDITING FUNCTIONS Press [2 in 1 / 4 in 1] on the Edit menu. Perform 2 in 1 / 4 in 1 setting, and press [OK]. If you want to copy 2 originals on 1 page, select [2 in 1]. If you want 4 on 1 page, select [4 in 1]. Select an arrangement order of pages with the button in the menu of Direction.

Page 77: Applying Different Settings For Cover Sheets (Cover Sheet)

Applying Different Settings for Cover Sheets (Cover Sheet) You can add a special type of paper such as colored paper as a front cover sheet or a back cover sheet. This function is called “cover sheet”. In the cover sheet mode, you can select whether or not to copy the front or back cover sheet as shown in the table below.

Page 78 3.HOW TO USE EDITING FUNCTIONS Place the original(s). When placing them on the original glass, they must be placed from the first page. Press [Cover Sheet] on the Edit menu. Select the front and back cover settings, and then press [OK]. You can select [Both Copied] for the front or back cover sheet only when [1->2 Duplex] or [2->2 Duplex] is set for the 2-sided copy mode on the basic menu.

Page 79: Inserting A Sheet At A Desired Page (Sheet Insertion)

Inserting a Sheet at a Desired Page (Sheet Insertion) You can insert a special type of paper such as colored paper at the desired page. This function is called “sheet insertion”. You can insert up to 2 types of sheets for a total of 50 pages. The sheet insertion mode has the following 2 types: Copied: Inserts a copied sheet, replacing the specified page.

Page 80 3.HOW TO USE EDITING FUNCTIONS Select either [Copied] or [Blank]. Select the page where the insertion sheets will be inserted, and press [OK]. Enter page numbers (1 to 1000) where the insertion sheets will be inserted, and then press [Set]. Repeat this step if you want to insert sheets at more than one page.

Page 81 3.HOW TO USE EDITING FUNCTIONS Select other copy modes as required, and then press the [START] button on the control panel. When the originals are placed on the ADF, scanning and copying start. When they are placed on the original glass, follow steps 7 and 8. Place the next original, and then press [Next Copy] on the touch panel or the [START] button on the control panel.

Page 82: Adding A Date And Time On Copied Paper

Adding a Date and Time on Copied Paper You can add the date and time on the copied paper. Printed at the bottom of a portrait copy Printed at the top of a landscape copy YYYY.MM.DD 14:54 YYYY.MM.DD 14:54 Press [Time Stamp] on the Edit menu. Select the direction and position of the time stamp, and press [OK].

Page 83: Adding A Page Number On Copied Paper

Adding a Page Number on Copied Paper (Page Number) You can add a page number on the copied paper. Printed at the bottom center Printed at the top right of a portrait copy of a landscape copy Press [Page Number] on the Edit menu. Select the direction and position of a page number.

Page 84: Editing Scanned Images

Editing Scanned Images You can select the various editing functions shown below for scanned images. Trimming: You can select a certain area of an original and copy only the selected area. Masking: You can mask a certain area of an original and copy only the unmasked area. Mirror image: You can reverse an image like a mirror.

Page 85 3.HOW TO USE EDITING FUNCTIONS Place the original on the original glass with its face up. Place it with its bottom toward you. Align its top left corner against that of the original glass so that the original will be aligned with the original scales. Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force.

Page 86 3.HOW TO USE EDITING FUNCTIONS Place the original again on the original glass with its face down. Place it with its bottom toward you. Align its top left corner against that of the original glass. 86 Editing Scanned Images...

Page 87: Mirror Image And Negative/Positive Reversal

3.HOW TO USE EDITING FUNCTIONS Mirror image and negative/positive reversal You can reverse an image like a mirror (mirror image), or you can reverse light-and-dark of an image (negative/ positive reversal). Mirror image Negative/Positive reversal Negative/positive reversal is available only when Black or Full Color is selected as a color mode. Press [Editing] on the Edit menu.

Page 88: Applying Separate Reproduction Ratios To Vertical And Horizontal Directions (Xy Zoom)

Applying Separate Reproduction Ratios to Vertical and Horizontal Directions (XY Zoom) You can change the reproduction ratio in both vertical and horizontal directions separately. This function is called “XY zoom”. 100% 200% 100% 200% The reproduction ratio is changeable from 25 to 400%. However in the following cases, this range is 25 to 200%. ...

Page 89: Copying The Same Image Repeatedly On One Sheet (Image Repeat) (Color Model Only)

Copying the Same Image Repeatedly on One Sheet (Image Repeat) (Color Model only) You can copy a certain area on an original repeatedly in the times that you specified. This function is called “image repeat”. You can repeat copying up to 8 times. ...

Page 90 3.HOW TO USE EDITING FUNCTIONS Read the following 4 values to specify the area using the left and top scales on the original glass. X1: From the top left to the left edge of the selected area X2: From the top left to the right edge of the selected area ...

Page 91: Removing Blank Pages While Copying (Omit Blank Page)

Removing Blank Pages While Copying (Omit Blank Page) You can remove blank sheets included in the scanned originals before copying is started. This function is called “omit blank page”. This function may not properly detect blank sheets included in the following types of originals: - Half-tone originals - Originals including sheets almost blank (e.g.

Page 92: Clearing Dirty Edges Of Originals (Edge Erase)

Clearing Dirty Edges of Originals (Edge Erase) You can whiten the edge of the copied image when a shadow-like dark part appears on it. This function is called “edge erase”. It is useful when you want to make the copied image neat and clear if the edge of the original is dirty or torn. Only standard size originals are applicable.

Page 93: Clearing Shadows In The Center Of Book-Type Originals (Book Center Erase)

Clearing Shadows in the Center of Book-type Originals (Book Center Erase) You can whiten the center of the copied image when a shadow-like part appears on it. No setting Book center erase set Select the drawer for the desired paper size. Press [Book Center Erase] on the Edit menu.

Page 94 3.HOW TO USE EDITING FUNCTIONS Place the original on the original glass. Place the original aligning its center with the orange-colored indicator under the original glass. Do not place any heavy objects (4 kg (9 lb.) or over) on the original glass and do not press on it with force. Breaking the glass could injure you.

Page 95: Copying The Sides Of Book-Type Originals Separately (Dual Page)

Copying the Sides of Book-type Originals Separately (Dual Page) You can copy the 2 facing pages of a book-type original or 2 original sheets placed side by side onto 2 separate sheets of paper or on both sides of 1 sheet of paper. This function is called “dual page”. You do not have to shift the original on the original glass.

Page 96 3.HOW TO USE EDITING FUNCTIONS Open the desired page of the original and place it on the original glass. Place the original aligning its center with the orange-colored indicator under the original glass. Do not place any heavy objects (4 kg (9 lb.) or over) on the original

glass and do not press on it with force. Breaking the glass could injure you.

Page 97: Clearing Dark Parts Outside The Originals (Outside Erase)

Clearing Dark Parts Outside the Originals (Outside Erase) You can whiten a shadow-like dark part which has appeared outside of the copied image; this has been caused by a gap between the original glass and the platen sheet. This function is called “outside erase”. It is useful when you place thick originals such as booklets on the original glass.

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3.HOW TO USE EDITING FUNCTIONS Place the original on the original glass. Press [Zoom] and set the size of the original. P.45 “Specifying both the original size and the copy paper size separately” When placing the original, be sure that the Original Cover, the ADF is fully raised. If not, this function may not properly be able to detect the border between the original and areas not belonging to it.

Page 99: Applying Multiple Settings (Job Build)

Applying Multiple Settings (Job Build) You can scan several stacks of originals whose settings are individually different with different devices (ADF or original glass), and then copy or store them in one operation. This function is called “job build”. For example, news clips (in the Text mode) and photographs in magazines (in the Photo mode) in A3 size and photographs in A4 size can be scanned in the optimal settings for each, and copied in one operation.

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3.HOW TO USE EDITING FUNCTIONS Press [Job Build] on the Edit menu. Press [OK]. Job build is now set and the message below appears. Place the first stack of originals, and then select settings. Press [Settings] on the touch panel to confirm the current settings. ...

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3.HOW TO USE EDITING FUNCTIONS When the scanning of all the originals is finished, change the number of copy sets as required. Then press [Job Finish] on the touch panel. Copying starts. If any storing function is set, that will also start. Applying Multiple Settings (Job Build) 101...

Page 102: Switching Feeding Modes (Adf -> Sadf)

Switching Feeding Modes (ADF -> SADF) You can switch the feeding mode when the ADF is used, from “ADF” to “SADF”. The paper feeding mode has 2 types as follows: ADF (Continuous feed mode): Feeds originals continuously when you press the [START] button on the control panel while originals are being placed on the ADF.

Page 103: Reducing Images To Scan The Entire Original, Including The Edges (Full Image)

Reducing Images to Scan the Entire Original, Including the Edges (Full Image) To learn more about this feature, see the following page: P.52 “Reducing images to scan the entire original, including the edges (Full Image) (Color Model only)” Reducing Images to Scan the Entire Original, Including the Edges (Full Image) 103...

Page 104: Centering A Scanned Image (Centering Copy)

Centering a Scanned Image (Centering Copy) You can make a copy with a scanned image moved to the center of the paper. Press [Centering Copy] on the Edit menu. Press [OK]. You can also make a copy with scanned images reduced and moved to the center of the paper. ...

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USING IMAGE ADJUSTMENT FUNCTIONS This chapter describes the image adjustment functions allowing you to change the overall color balance of a copied image, copy an original in a specified color, and so on. Displaying the Image Menu ..... 106 Adjusting Color Balance (CMYK adjustment) (Color Model only)..... 107 Canceling color balance adjustment .....107 Adjusting RGB (Color Model only).....

Page 106: Displaying The Image Menu

Displaying the Image Menu You can display the Image menu by pressing the [Image] tab on the touch panel when you want to use various image adjustment functions. 106 Displaying the Image Menu...

Page 107: Adjusting Color Balance (Cmyk Adjustment) (Color Model

Only)

Adjusting Color Balance (CMYK adjustment) (Color Model only) This function allows you to adjust the overall color balance of the copied image by changing the strength of Yellow (Y), Magenta (M), Cyan (C) and Black (K). This function is available in the full color mode or the auto color mode. Yellow (Y) Magenta (M) Cyan (C)

Page 108: Adjusting Rgb (Color Model Only)

Adjusting RGB (Color Model only) This function allows you to adjust the overall color balance of the copied image by changing the strength of Red (R), Green (G) and Blue (B). This function is available in the full color mode or the auto color mode. Red (R) Green (G) Blue (B)

Page 109: Adjusting The Image Quality With One Touch (Color Model Only)

Adjusting the Image Quality with One Touch (Color Model only) This function allows you to obtain the image quality already registered in this equipment. You can select the image quality from “Warm”, “Cool”, “Vivid”, “Clear” and “Marker”. This function is available only in the full color mode. Warm Cool Vivid...

Page 110: Avoiding Bleed-Through (Background Adjustment)

Avoiding Bleed-through (Background adjustment) This function allows you to adjust the density of the original’s background. It avoids the back side of a 2-sided original becoming visible on its front side. Adjusted to have a lightened Front Back background Not adjusted This mode cannot be used with the automatic density adjustment function.

Page 111: Adjusting The Sharpness

Adjusting the Sharpness This function allows you to emphasize or blur the outline of the image. Press [Sharpness] in the Image menu. Press [Soft] or [Sharp] to adjust the sharpness, and then press [OK]. When the sharpness level is adjusted to the [Soft] side, the moire fringes on the printed photos, etc. are softened. If it is adjusted to the [Sharp] side, the letters and fine lines become sharper.

Page 112: Applying Twin Color Copying (Color Model Only)

Applying Twin Color Copying (Color Model only) This function allows you to copy a colored original in 2 specified colors. There are 2 types of twin color copying as follows: Twincolor Selectable: The black part and the parts other than black in the original are copied in 2 specified colors. “Change Black To”: Blue “Second Color”: Magenta ...

Page 113

4.USING IMAGE ADJUSTMENT FUNCTIONS Select a color for the black part in the original. Press [Change Black To], and select the desired color. Select a color for the parts other than black in the original. Press [Second Color], and select the desired color. After selecting the color, press [OK].

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4.USING IMAGE ADJUSTMENT FUNCTIONS Press of the color on each density area to obtain the desired color balance. For example, when you adjust the high density area of magenta (M) to the side, the magenta in its high density area becomes darker. After completing the adjustment, press [OK].

Page 115: Copying In Red And Black

4.USING IMAGE ADJUSTMENT FUNCTIONS Copying in red and black Press [Twincolor Copy] in the Image menu. Press [Red&Black]. To adjust the red color balance or the red-and-black range, press [Adjust]. If you do not want to adjust the color, press [OK]. If you do not adjust the red color balance or the red-and-black range, this is the end of the setting.

Page 116

4.USING IMAGE ADJUSTMENT FUNCTIONS Adjust the red color balance or the red-and-black range. Red in original Press of yellow or magenta to adjust the red color balance. Range Adjustment Press to adjust the red-and-black range. When you set the red area to be larger, the area to be copied in red becomes larger.

Page 117: Applying Mono Color Copying (Color Model Only)

Applying Mono Color Copying (Color Model only) This function allows you to make copies in a single color except black. You can select from ten colors. Blue Press [Mono Color] in the Image

menu. Press the button corresponding to the desired color. ...

Page 118: Adjusting The Hue (Color Model Only)

Adjusting the Hue (Color Model only) This function allows you to adjust the hue of the basic color. This function is available in the full color mode or the auto color mode. Press [Hue] in the Image menu. Adjust the hue. Adjust the hue of the entire image in section A on the image shown below, and adjust the hue of each basic color in section B.

Page 119: Adjusting The Saturation (Color Model Only)

Adjusting the Saturation (Color Model only) This function enables you to adjust the color saturation of the entire image. This function is available in the full color mode or the auto color mode. Press [Saturation] in the Image menu. Press to adjust the saturation, and then press [OK].

Page 120: Reducing The Scan Noise

Reducing the Scan Noise You can set the scan noise reduction level for scanning originals with the ADF at copying. Scan noise can be reduced if it is conspicuous on images due to fine dust. Press [ADF Noise Reduction] in the Image menu. Press [Low], [Middle], or [High] to adjust the scan noise reduction level, and then press [OK].

Page 121: Saving Copied Data As A File

SAVING COPIED DATA AS A FILE This chapter explains additional features used in making copies, including enlargement and reduction copying, finishing mode, and duplex copying. Copying and Saving as a File..... 122 Setting share folder .....124...

Page 122: Copying And Saving As A File

Copying and Saving as a File With the Copy & File function, you can store the copied data in the share folder of the hard disk of this equipment or a specified PC on a network. The data can be stored in any of PDF, TIFF and XPS formats. ...

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5.SAVING COPIED DATA AS A FILE Enter file information and press [OK]. MFP Local: Press this to store the data into the share folder of this equipment. Remote 1, Remote 2: Press either of them to store the data into the share folder of a PC that is connected with this equipment via a network.

Page 124: Setting Share Folder

5.SAVING COPIED DATA AS A FILE Setting share folder When a user who has the privilege of setting a share folder has pressed [Remote 1] or [Remote 2], the menu for specifying a directory appears. The setting items differ depending on the file transfer protocol to be used. FTP, SMB, NetWare IPX/SPX, NetWare TCP/ IP and FTPS are selectable for a file transfer protocol.

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5.SAVING COPIED DATA AS A FILE SMB When you press any of the buttons below, the on-screen keyboard appears. When you finish the entry, press [OK]. Network Path: Press this to enter a network path to the folder where the data are to be stored. ...

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5.SAVING COPIED DATA AS A FILE 126 Copying and Saving as a File...

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