Océ 3122

Addendum Copy

Addendum Océ 3122

Copying Manual

This document provides information which is new or has changed compared with the Océ 3121 manual.

Common remarks

- The Fax Monitor key is always displayed in the Basic Features screen for copying.
- When using the Stack Bypass, press the [Paper Select] key and then the [Stack Bypass] key.
- The Film Projector is not available with the Océ 3122.

Page 3-27, Notice and 3-29, step 3: To cancel [Number of Output PGS] and change to [Copy Ratio(s)], cancel the Multi-page Enlarge mode using the Reset key and then change the specification.

Page 3-35, Memo: If the ADF or RDF is used and there are an odd number of originals, the back of the last page is left blank. (The machine's counter does not count the blank page as a copy).

Page 3-37, step 4 and page 4-11, step 3: If you place your original on the platen glass the following messages appear on the touch panel display:
"Copying the 2nd side..."
Place the 2nd original and press the Start key again.
"Copying the 1st side..."

Page 3-45, Memo in step 2:

- You can staple copies manually after they have been sorted, by using the Manual Staple Mode.
- If you are going to perform manual stapling for sorted copies of originals placed on the platen glass, before copying turn Face Down Output "Off" and then start copying from the last page.

Page 4-19, Memo in step 3: The image will shift in the exact opposite direction of the selected arrow.

Page 4-36, step 3:

- When the RDF is attached: Select either [2 on 1], [4 on 1] or [2 on 1/Two-sided], then press the [Ok] key.

Notice: Only [2 on 1] can be selected when the originals are placed horizontally.

- When RDF is not attached: Press the [Ok] key.

Océ 3122 Copy

PREFACE

Thank you for purchasing the Océ 3121 Series. This manual describes the Océ 3121 Series, their functions, and their method of use. It also describes the various precautions to be observed in order to ensure safe operation. Please read this manual thoroughly before operating the Océ 3121 Series in order to familiarise 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.

⚠ CAUTION:
In this manual, CAUTION MESSAGES with this symbol indicate that neglecting the suggested procedure or practice could result in personal injury.

NOTICE:
Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, some of the data contained herein may not exactly reflect the current model of the particular product with which this manual has been included. If you have a need for an exact specification, please contact Océ 3121 for the current specification.

This apparatus complies with the requirements of Directive 76/889/EEC, 87/308/EEC and European Standard EN 55014.

Cet appareil est conforme aux Directives 76/889/CEE et 87/308/CEE, ainsi qu'à la Norme Européenne EN 55014.

Dieses Gerät entspricht den Vorschriften der EG-Richtlinie 76/889/EWG, 87/308/EWG und der Europäischen Norm EN 55014.

Dette apparat overholder bestemmelserne i EF-direktiverne 76/889/EEC, 87/308/EEC og Europæisk Standard EN 55014.

Denna apparat motsvarar kraven i EG-direktiv 76/889/EG och 87/308/EG samt Europeisk Standard EN 55014.

Tämä laite noudattaa EY-direktiivejä 76/889/EEC, 87/308/EEC sekä Euroopan Standardia EN 55014.

Dette apparat etterkommer kravene i EF direktiv 76/889/EEC, 87/308/EEC og europeisk standard EN 55014.

Deze apparatuur voldoet aan de gestelde richtlijnen 76/889/EEC, 87/308/EEC en aan de europese norm EN 55014.

Questo apparecchio è conforme alle direttive CEE/76/889, CEE/87/308 e alla normativa Europea EN 55014.

Este aparato cumple los requisitos de las directivas 76/889/CEE, 87/308/CEE y la Norma Europea EN 55014. Se han incorporado filtros de línea para la eliminación de interferencias, según las especificaciones requeridas.

Este aparelho está de acordo com os requisitos da Directiva 76/889/EEC, 87/308/EEC e Standard Europeu EN 55014.

Η συσκευή αυτή συμφωνεί με τις απαιτήσεις των οδηγιών 76/889/EEC, 87/308/EEC και τα Ευρωπαικά Standard EN 55014.

Aparat ustreza zahtevam navodil 76/889/EGS, 87/308/EGS in evropskemu standardu EN 55014.

A berendezés megfelel a 76/889/EEC, a 87/308/EEC és az EN 55014 szabványok előírásainak.

Niniejsze urządzenie spelnia wymagania zaleceń 76/889/EEC, 87/308/EEC i normy europejskiej EN 55014.

Zařízení vyhovuje požadavkům předpisů 76/889/EEC, 87/308/EEC a evropské normě EN 55014.

Seade vastab EÜ normidele 76/889 EEC, 87/308 EEC ja Euroopa Standardile EN 55014.

Iekârta atbilst Eiropas Savienìbas direktìvu 76/889/EEC, 87/308/EEC un Eiropas standarta EN 55014 prasìbâm.

Šis aparatas atitinka direktyvų 76/889/EEC ir 87/308/EEC reikalavimus ir Europos standartus EN 55014.

Этот аппарат соответствует требованиям директив 76/889/EEC, 87/308/EEC и Европейского стандарта EN 55014.

Copier I.8

Addendum Océ 3122

Copying Manual

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Common remarks

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Page 4-36, step 3:

- When the RDF is attached: Select either [2 on 1], [4 on 1] or [2 on 1/Two-sided], then press the [Ok] key.

Notice: Only [2 on 1] can be selected when the originals are placed horizontally.

- When RDF is not attached: Press the [Ok] key.

Manuals Provided with the Océ 3121 Series

We have prepared the following manuals so that you can make full use of the Océ 3121 Series functions. The Copying Manual and Reference Manual (English versions) are packed together with all of the main units in this product series. When other functions such as FAX functions are provided as part of the standard specification, the function related manual (English versions) for the respective function also is packed together with the main units. When FAX functions or printer functions are added on later, the required function related manual is also packed together with the following boards (optional). We recommend using these function related manuals in combination with the Reference Manual.

Operator's Manual / Main Unit and Options		Reference Manual	Copying Manual	Facsimile Manual	PostScript/PCL Operator's Manual	PCL Operator's Manual
Océ 3121		Yes	Yes			
Option	G3 FAX Board-C1			Yes		
	Multi-PDL Printer Board-B1				Yes	
	Printer Board-P3					Yes

Differences between Copying Manual and Reference Manual

The Océ 3121 Series can be expanded to support non-copy functions such as, FAX and printer functions. Accordingly, you are provided with a Reference Manual, Copying Manual, and a Facsimile Manual.

Reference Manual:	Describes operations common to all machines such as how to turn the power ON, how to inspect and maintain machines, and how to handle and set common functions.
Function related manual:	Describes how to handle each of the functions such as copy and FAX functions.

Descriptions of copy functions are distributed between the Reference Manual and Copying Manual as follows. We recommend that you use these manuals according to your particular needs. At the back of this Copying Manual, you will also find indexes that list the combined functions of the Reference Manual and Copying Manual.

Reference Manual

Cautions for ensuring safe use of the machine ..... (Chapter 1)
Names, functions and specifications of parts of copier and options ..... (Chapter 1)
How to turn the power ON and OFF ..... (Chapter 2)
Clearing paper jams ..... (Chapter 5)
Loading paper (paper drawer, stack bypass) and adding toner ..... (Chapter 5)
Cleaning parts when copies appear dirty ..... (Chapter 5)
How to set common specifications to each of the following functions ..... (Chapter 3)

- Settings on the display when power is turned ON
- Settings on display set by Initial Function
- Setting Automatic Exposure Adjustment
- Setting the Audible Tones (Entry tone, Error tone, Job completed tone)
- Setting whether or not each drawer is subject to Auto Drawer Switching function
- Setting paper size and icon for special cassettes
- Setting envelope cassettes
- Setting display of the Paper Selection display for the stack bypass
- Setting TRAY functions
- Setting the printing order in copy, FAX and printer operations
- Setting the system setting password
- Setting Dept. ID management
- Returning the Custom Common Settings to their defaults
- Setting the Auto Clear Time and Auto Sleep Time

Copying Manual

Parts and their functions when using the copy functions of the machine ..... (Chapter 1)
How to place originals ..... (Chapter 2)
How to use the guide function ..... (Chapter 2)
How to make copies in the Basic Features and Special Features modes ..... (Chapters 3 to 6)
How to make copies using options ..... (Chapter 7)
How to set Custom Copy Settings to each of the following functions ..... (Chapter 8)

- Setting Automatic Sort ON/OFF
- Setting Reversal and Output of Copied Sheets ON/OFF
- Setting Display of Projector Key ON/OFF
- Setting Photo Mode ON/OFF
- Setting Standard Keys
- Restoring Settings to Initial Settings
- Changing the Current Standard Settings

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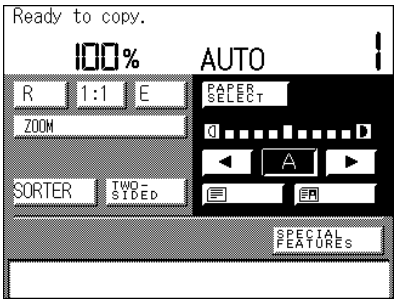
How This Manual is Organised

Chapter 1 Before You Start Using Copy Functions This chapter describes items you should understand and be familiar with before using the machine, such as names and functions of parts on the control panel, how to use the touch panel display, and meanings of items that appear in the touch panel display.	Parts and Their Functions Keying Operations
Chapter 2 Basic Copying This chapter describes the steps necessary to perform basic copying with the Océ 3121 Series, including simple ways of making copies, entering the copy quantity, how to use the Interrupt mode, and how to place originals.	Flow of Copy Operations Inserting the Control Card Entering the Dept. ID and Password Placing Originals Entering the Copy Quantity (making a specific number of copies) Interrupting the Current Copy Job to Make Priority Copies (Interrupt Mode)
Chapter 3 Basic Features This chapter describes the modes that can be selected from the Basic Features screen in the touch panel display.	Selecting the Copy Paper Size (PAPER SELECT) Adjusting Exposure and Image Quality Enlarging/Reducing Originals from One Standard Paper Size to Another (R, 1:1, E) Reducing/Enlarging Originals to the Desired Size (ZOOM MODE) Copying Two-sided Originals, Copying onto Both Sides of Copy Paper (TWO-SIDED) Sorting Copies (SORTER)
Chapter 4 Special Features This chapter describes the modes that can be selected from the Special Features screen in the touch panel display.	Special Feature Modes Calling up the Special Features Screen Making Copies of Facing Pages in a Book onto Two Separate Copy Sheets in One Step (TWO-PAGE SEPARATION) Making Copies with Sheets of Paper Interleaved between Transparencies (TRANSP. INTERLVING) Superimposing Two Original Images onto a Single Copy Sheet (OVERLAY) Feeding Different-size Originals Together in the Feeder (DIF. SIZE ORIGINAL) Scanning Thin Sheet Originals (THIN SHEET ORIGINALS) Making Copies with Original Images Shifted (SHIFT) Making Copies with Margins (MARGIN) Erasing Shadows from Copies (FRAME ERASE) Reducing Two or Four Originals to Fit on a Single Copy Sheet (IMAGE COMB.) Dividing an Original Into Equal Sections and Copying Each Section on a Separate Copy Sheet (IMAGE SEPARATION)
Chapter 5 Making Copies Using Image Processing Features This chapter describes image processing (Area Designation, Sharpness, Image Creation) that can be set in the Special Features screen.	Image Processing Modes Image Processing Designated Areas (AREA DESIG.) Making Copies Using Image Processing Features (IMAGE CREATION) Making Sharp Contrast Copies (SHARPNESS)
Chapter 6 Recalling and Storing Modes (Two Special Features) This chapter describes the "Mode Memory" and "Recall" features that can be selected in the Special Features screen.	Modes in which Copy Jobs can be Called up Storing Often Used Copy Settings in Memory (MODE MEMORY) Recalling the Previous Copy Job (RECALL)
Chapter 7 Making Copies Using the Film Projector This chapter describes the "Projector" mode that can be selected from the Special Features screen. Attaching the optional film projector on the machine allows you to make copies from photographic film.	Names of Parts on Film Projector How to Setup and Disconnect the Film Projector Making Copies from Photographic Film (PROJECTOR) Cautions when Using the Optional Film Projector Main Specifications
Chapter 8 Custom Settings This chapter describes how you can change or adjust the initial settings (defaults) for the various functions described in this chapter to meet your specific copying needs.	What are "Additional Functions"? Setting Automatic Sort ON/OFF (AUTO SORT) Setting Reversal and Output Copies Sheets ON/OFF (FACE DOWN OUTPUT) Setting Display of Projector Key ON/OFF (PROJECTOR) Setting Photo Mode ON/OFF (PHOTO MODE) Setting Standard Keys (STANDARD KEY1/KEY2 SETTING) Restoring Settings to Initial Settings (INITIALISE CUSTOM SETTINGS) Changing the Current Standard Settings (STANDARD SETTINGS)
Chapter 9 Troubleshooting This chapter describes the procedures to be followed when a self-diagnostic message or service call message appears in the touch panel display.	Self-diagnostic (Error) Displays Service Call Message
Chapter 10 Appendix This chapter describes machine specifications and gives an index of this manual.	Main Specifications Index

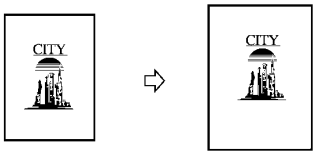
Illustrated Function Summary



[PAPER SELECT]
(See p. 3-2.)

The machine automatically selects the right paper size based on the size of the original and the selected copy ratio.

A5 original → Copy to A4



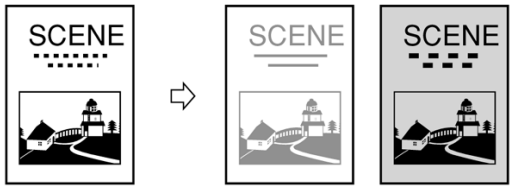
Example:
If you want to make an A5 copy of an A4 original, designate the size manually.

→ ①

[◀] (LIGHT)
[▶] (DARK)
(See p. 3-8.)

Adjusts the copy exposure to match the contrast of the original.

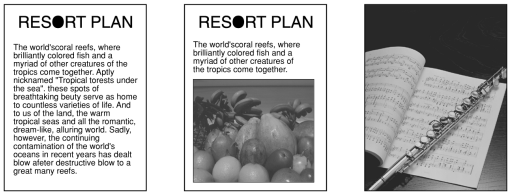
Original → Light / Dark



[TEXT]
[TEXT/PHOTO]
[PHOTO]
(See p. 3-9.)

Adjusts the image quality to match the type of original.

Text / Text/Photo / Photo

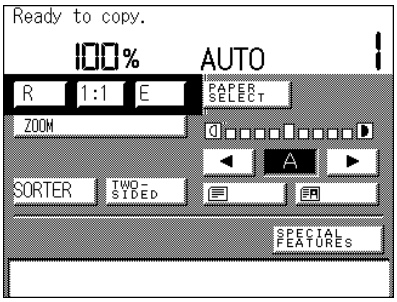


→ ②

[A] (AUTO)
(See p. 3-11.)

The machine automatically adjusts the image quality to the most appropriate level. Specifications are also set so that the exposure and image quality are automatically adjusted.

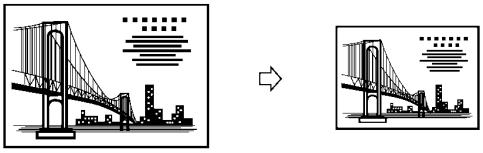
Original → Copy



[R]
(See p. 3-12.)

Makes reduced size copies of standard-size originals onto standard-size paper.

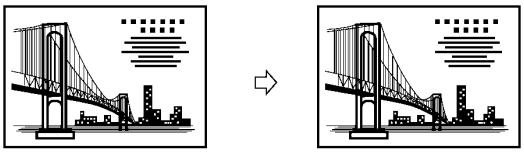
A4R original → A5R copy



[1:1]
(See p. 3-12.)

Makes copies the same size as the original.

A4R original → A4R copy

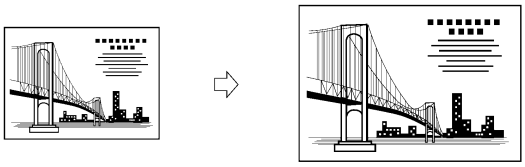


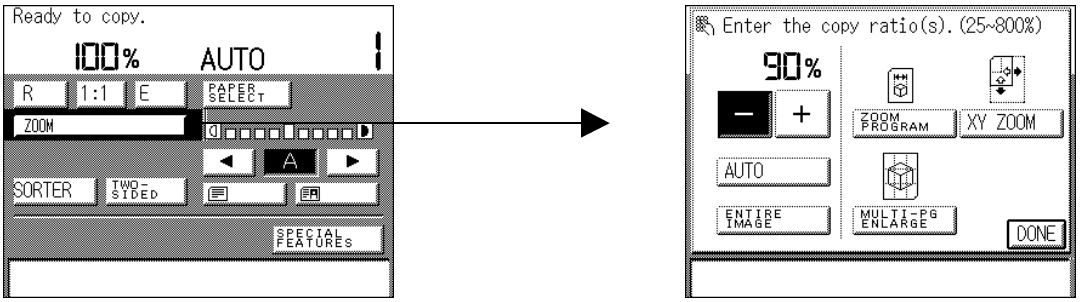
→ ③

[E]
(See p. 3-12.)

Makes enlarged size copies of standard-size originals onto standard-size paper.

A5R original → A4R copy





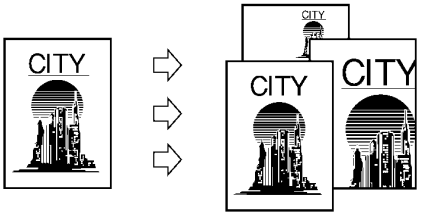
[ZOOM]

③④

[–] (ZOOM)
[+]
(See p. 3-14.)

Makes reduced or enlarged copies at any copy ratio in 1% increments.

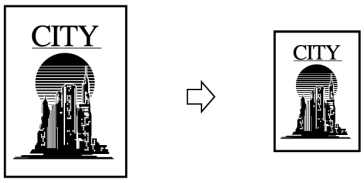
Original → Copy



[AUTO]
(See p. 3-16.)

The machine automatically selects the appropriate copy ratio based on the size of the original and the selected copy paper.

Enlargement → Reduction

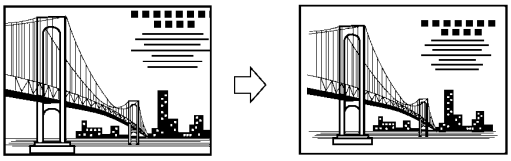


④

[ENTIRE IMAGE]
(See p. 3-19.)

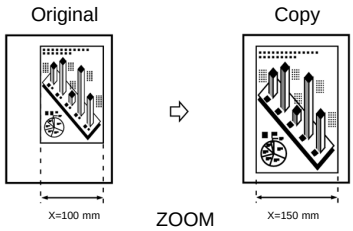
When copying an original where the image fills the page, parts of the image may be cut off on copies. Using the Entire Image mode, the image is slightly reduced before copying so that the entire original image is reproduced on the copy.

Original → Copy

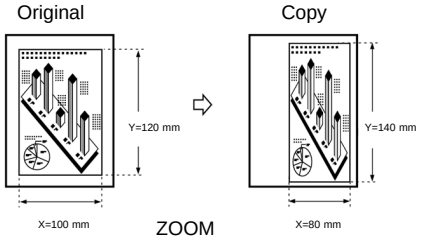


[ZOOM PROGRAM]
(See p. 3-20.)

You can designate the original size (size of original image or original) and copy size (size of copied image or paper) in mm when making copies.



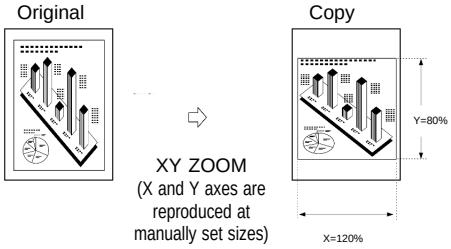
ZOOM
(X and Y axes are reproduced at the same size)



ZOOM
(X and Y axes are reproduced at different sizes)

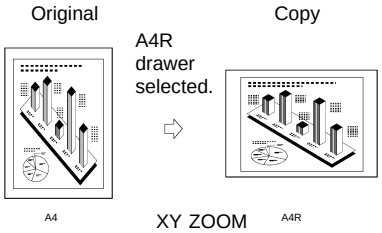
[XY ZOOM]
(See p. 3-23.)

You can designate different copy ratios (%) for each of the X and Y directions when making copies.



XY ZOOM
(X and Y axes are reproduced at manually set sizes)

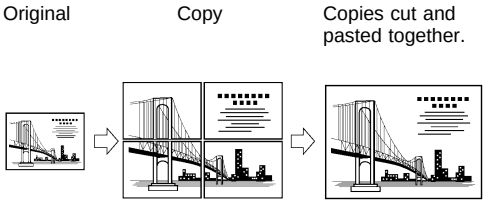
→ ④

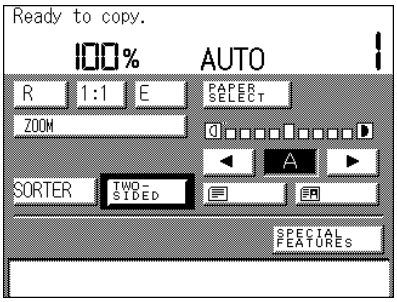


XY ZOOM
(X and Y axes are reproduced at manually set sizes)

[MULTI-PG ENLARGE]
(See p. 3-27.)

The machine automatically calculates how many sheets the original is to be copied on based on the enlarged copy size. If you cut and paste the output sheets together, you can make copies larger than A3 in size.

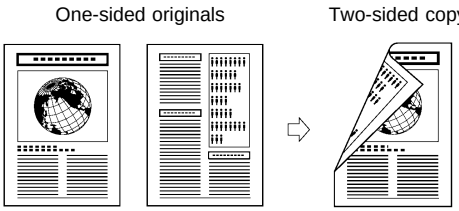




[TWO-SIDED]

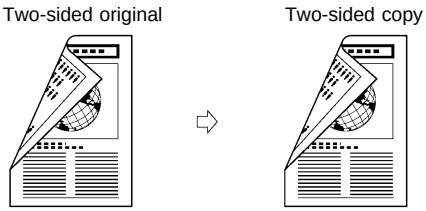
[1 → 2 SIDED]
(See p. 3-35.)

Makes two-sided copies from one-sided originals.



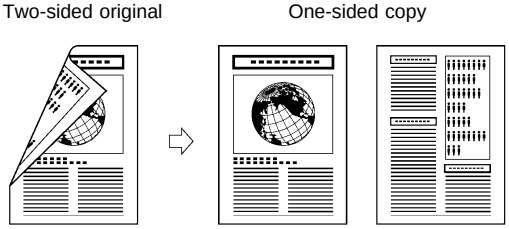
[2 → 2 SIDED]
(See p. 3-38.)

Makes two-sided copies from two-sided originals.



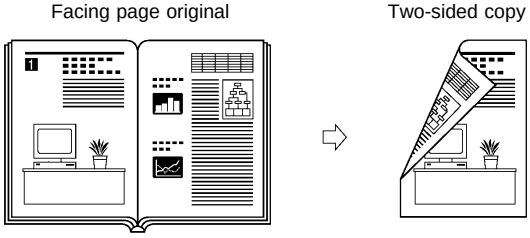
[2 → 1 SIDED]
(See p. 3-40.)

Makes one-sided copies from two-sided originals.

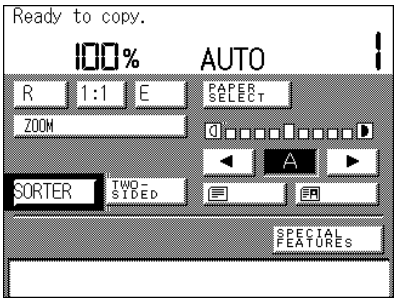


[BOOK → 2-SIDED]
(See p. 3-42.)

Makes two-sided copies from facing pages in a book.



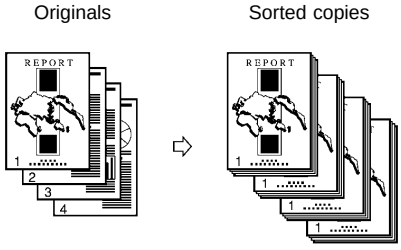
④ ⑤ ⑤



[SORTER]

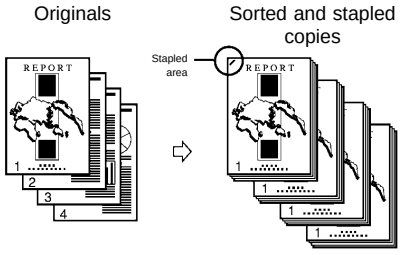
[SORT]
(See p. 3-44.)

Sorts copies into sets arranged in page order, and outputs them onto the bins.



[STAPLE-SORT]
(See p. 3-44.)

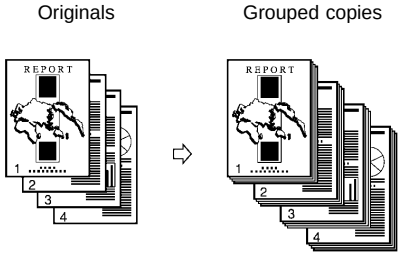
Sorts copies into sets arranged in page order, outputs them into the bins and automatically staples them.

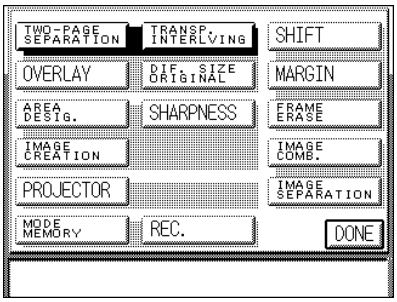


⑥

[GROUP]
(See p. 3-44.)

Groups all copies of the same original page together, and outputs them into the bins.



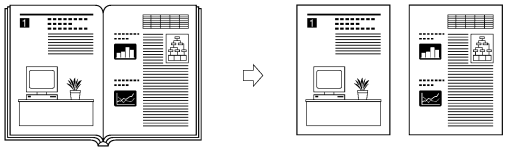


[TWO-PAGE SEPARATION]

(See p. 4-4.)

Copies facing pages in a bound original onto two copy sheets in one step.

Original Copy

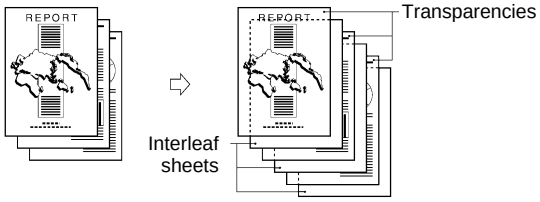


[TRANSP. INTERLVING]

(See p. 4-6.)

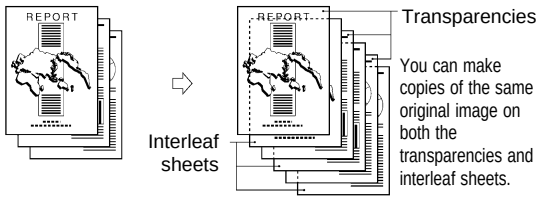
When copying onto transparencies, you can programme the machine to automatically insert a copy sheet (interleaf sheet) between each transparency.

Original Copies



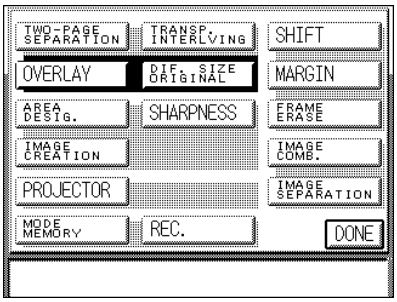
When not copying onto interleaf sheets:

Original Copies



You can make copies of the same original image on both the transparencies and interleaf sheets.

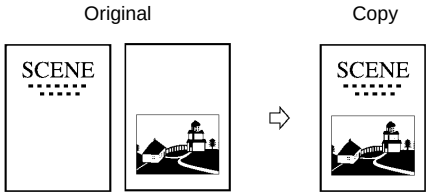
When copying onto interleaf sheets:



[OVERLAY]

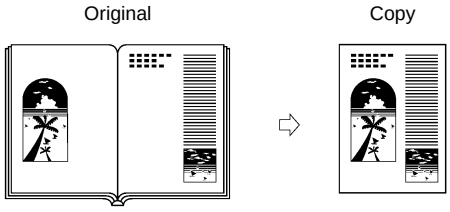
[SHEET OVERLAY]
(See p. 4-10.)

Superimposes two original images onto a single copy sheet.



[BOOK OVERLAY]
(See p. 4-12.)

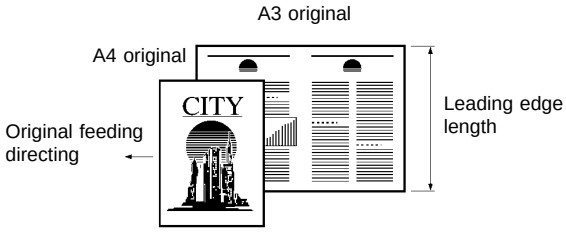
Superimposes images from facing pages in a bound original onto a single copy sheet.



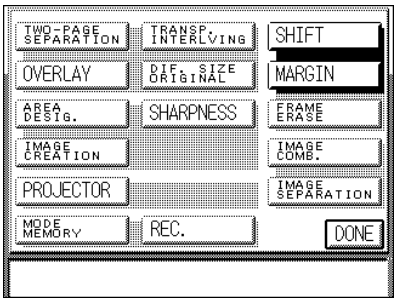
⑨

[DIF. SIZE ORIGINAL]
(See p. 4-14.)

You can feed different-size originals (e.g. A4 and A3, A5 and A4R) together in one group in the RDF, provided that the leading edge of each page is the same length.



⑩

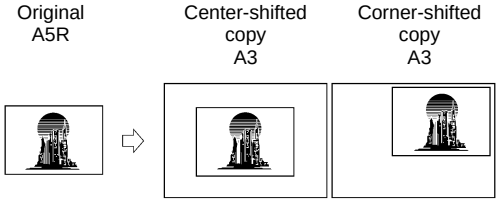


[SHIFT]

[CENTRE SHIFT] [CORNER SHIFT]

(See p. 4-18.)

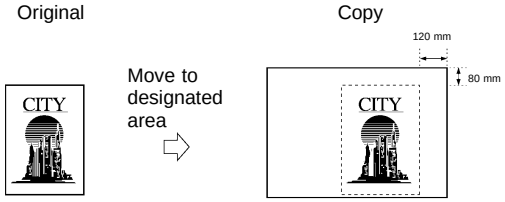
Makes copies with the entire image shifted diagonally to the top left, top right, bottom right, bottom left or center.



[NO. KEY ENTRY]

(See p. 4-19.)

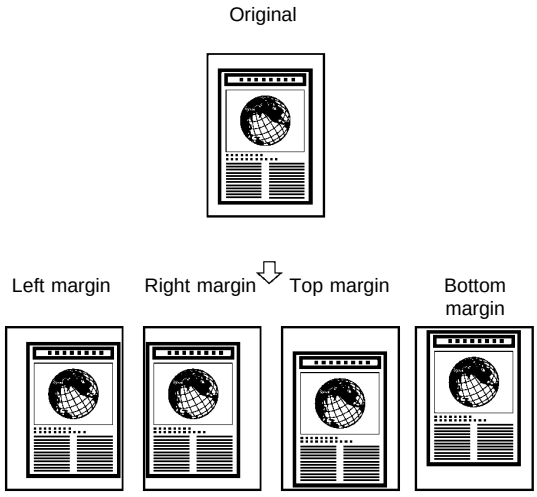
Makes copies with the entire original shifted to a position designated by the Number keys.

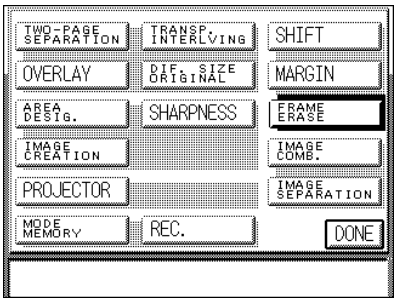


[MARGIN]

(See p. 4-22.)

Makes copies with the entire original image shifted slightly to the left, right, top or bottom to create a margin on copy sheets.



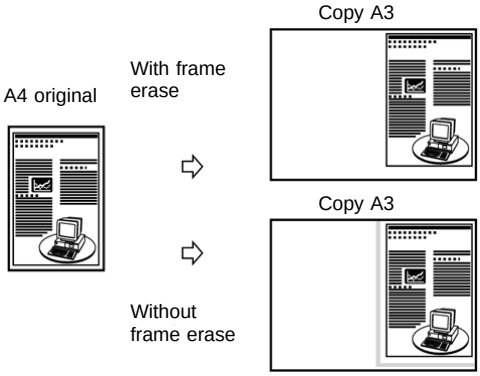


[FRAME ERASE]

[ORIGINAL FRAME ERASE]

(See p. 4-27.)

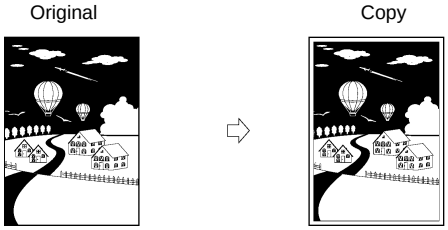
Eliminates the dark border area and lines that appear around the original image when the original is smaller than the selected paper size.



[SHEET FRAME ERASE]

(See p. 4-29.)

Makes clean copies of originals with ragged edges by eliminating the dark border around the edge of copy sheets.

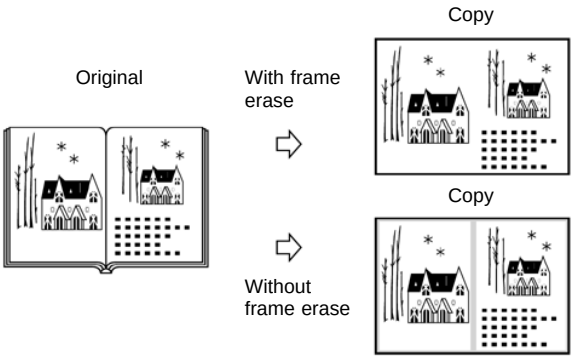


→ ⑬

[BOOK FRAME ERASE]

(See p. 4-30.)

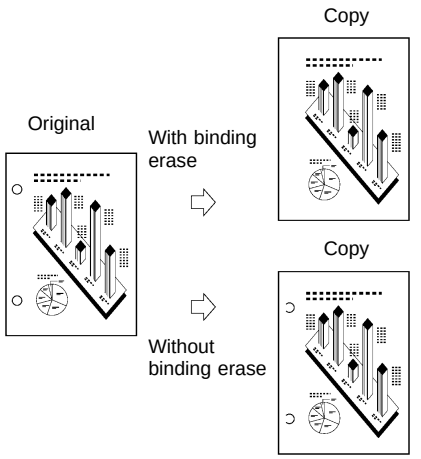
Eliminates the dark border and center line which appear when copying facing pages in a book onto a single sheet.



[BINDING ERASE]

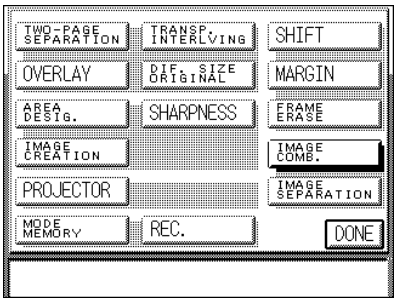
(See p. 4-31.)

When copying an original with binding holes, this mode erases the shadows of the holes so that they are not reproduced on copy sheets.



⑬

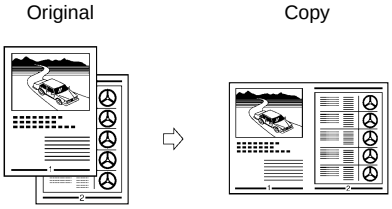
⑬



[IMAGE COMB.]

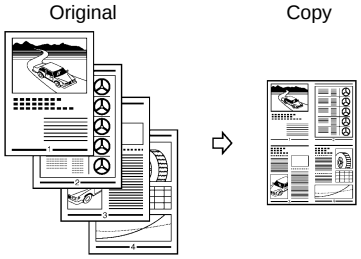
[2 ON 1]
(See p. 4-33.)

Makes copies of two originals reduced onto a single sheet.



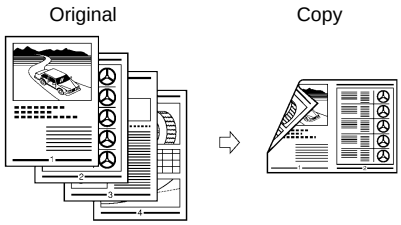
[4 ON 1]
(See p. 4-34.)

Makes copies of four originals reduced onto a single sheet.

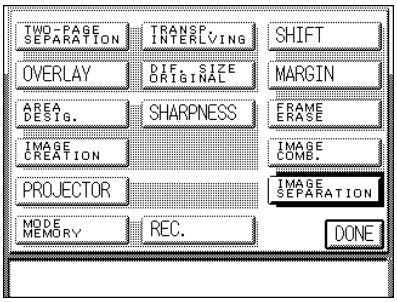


[2 ON 1/TWO-SIDED]
(See p. 4-34.)

Makes copies of four originals reduced onto two sides of a single sheet.



⑭

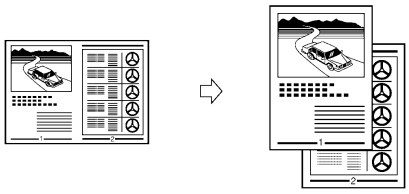


[IMAGE SEPARATION]

[1 TO 2]
(See p. 4-38.)

Makes copies of an original divided into equal sections and enlarged onto two copy sheets.

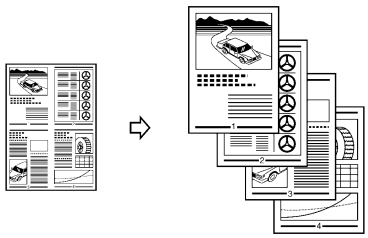
Original → Copy



[1 TO 4]
(See p. 4-38.)

Makes copies of an original divided into equal sections and enlarged onto four copy sheets.

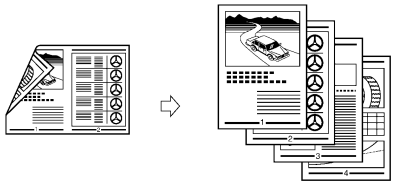
Original → Copy



[1 TO 2/2 → 1 SIDED]
(See p. 4-39.)

Makes copies of a two-sided original divided into equal sections on both sides and enlarged onto four copy sheets.

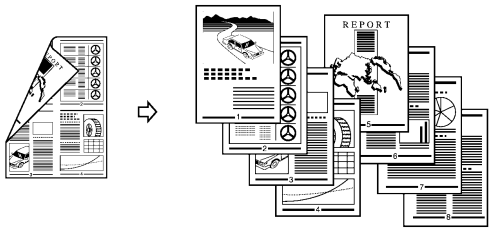
Original → Copy



[1 TO 4/2 → 1 SIDED]
(See p. 4-39.)

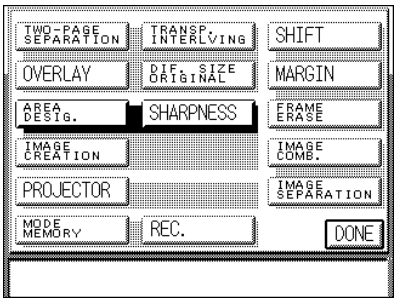
Makes copies of a two-sided original divided into equal sections on both sides and enlarged onto eight copy sheets.

Original → Copy



⑭ ⑮

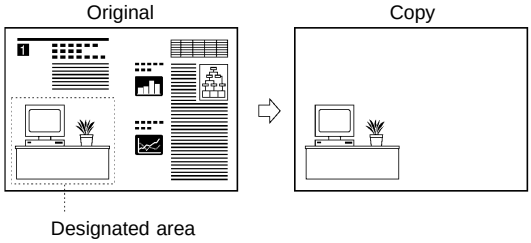
⑮



[AREA DESIG.]

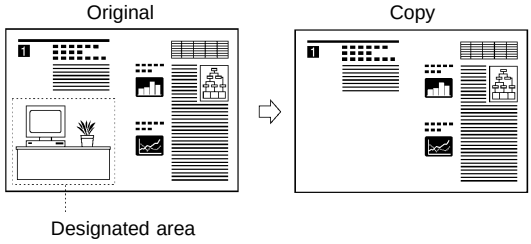
[FRAMING]
(See p. 5-3.)

Makes copies of only the inside of a designated area on the original.



[BLANKING]
(See p. 5-3.)

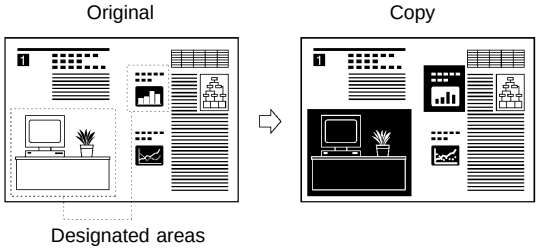
Makes copies of only the outside of a designated area on the original.



⑯

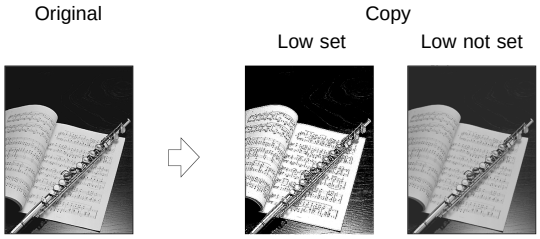
[NEGA/POSI]
(See p. 5-3.)

Makes copies of a designated area on the original with the original image inverted.

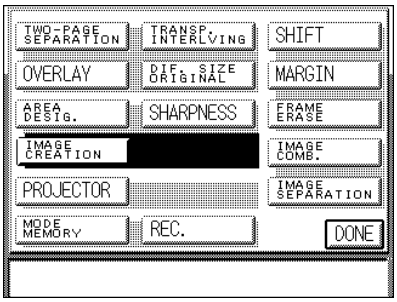


[SHARPNESS]
(See p. 5-17.)

Makes copies of original images with the contrast reproduced more sharply.



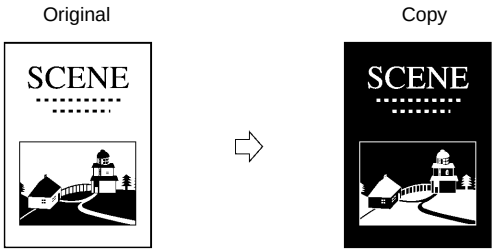
⑱



[IMAGE CREATION]

[NEGA/POSI]
(See p. 5-8.)

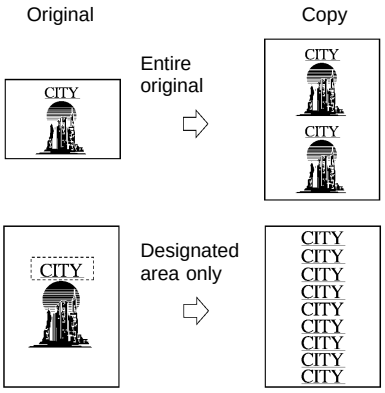
Makes copies with the original image inverted.



[IMAGE REPEAT]
(See p. 5-9.)

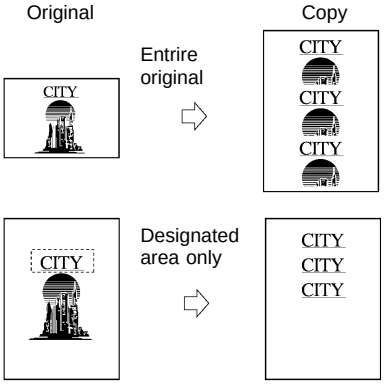
You can also make copies of designated areas in the original repeated in the vertical direction.

Automatic setting:
The original image is copied so that the maximum possible number of copies fit in the selected size of copy paper.

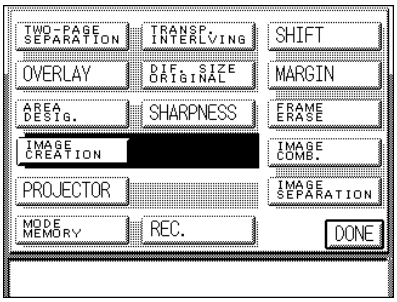


Manual setting:
The original image is copied for the specified numbers of times.

Example
When "three times" is specified.

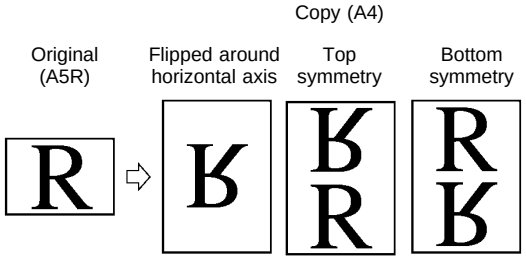


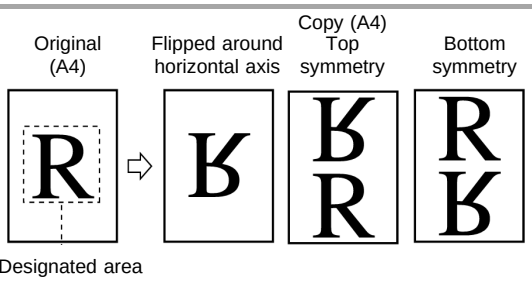
⑰



[MIRROR IMAGE]
(See p. 5-12.)

Makes copies of the original image flipped around the horizontal axis. You can also make mirror image copies of designated areas.

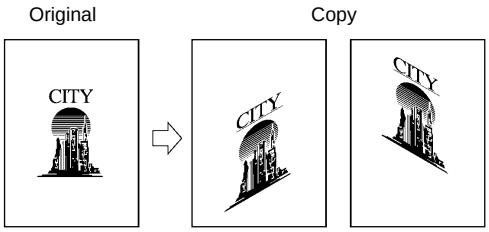


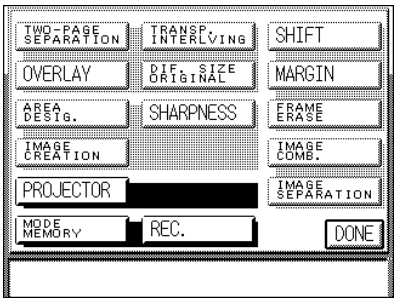


⑰

[SLANTED IMAGE]
(See p. 5-15.)

Makes copies of the original slanted at a designated angle.



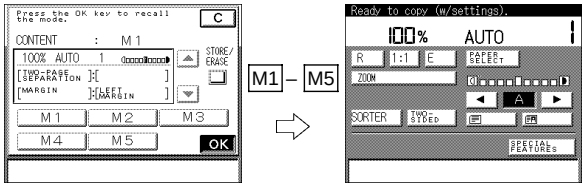


[MODE MEMORY]

(See p. 6-3.)

Recall stored copy settings from memory.

Enables you to store the copy settings (e.g. copy quantity, copy exposure, and copy ratio) for often run copy jobs in memory for later use. This function eliminates the need to programme copy settings each time you run a routine copy job.



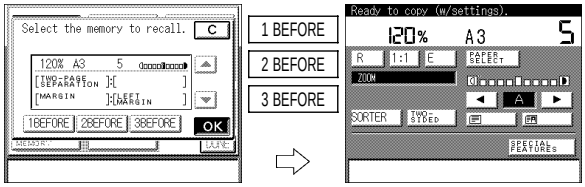
⑲

[REC.]

(See p. 6-11.)

Recall stored copy settings from memory.

Recalls (up to three before) previously set copy jobs and makes copies using the settings of that copy job.



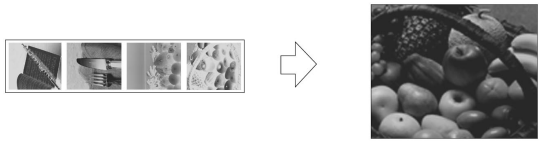
⑰ ⑳ ⑲ ⑳

[PROJECTOR]

(See chapter 7.)

Original Copy

Makes copies from 35 mm negative/positive or 4 x 5 negative/positive film using the optional Film Projector.



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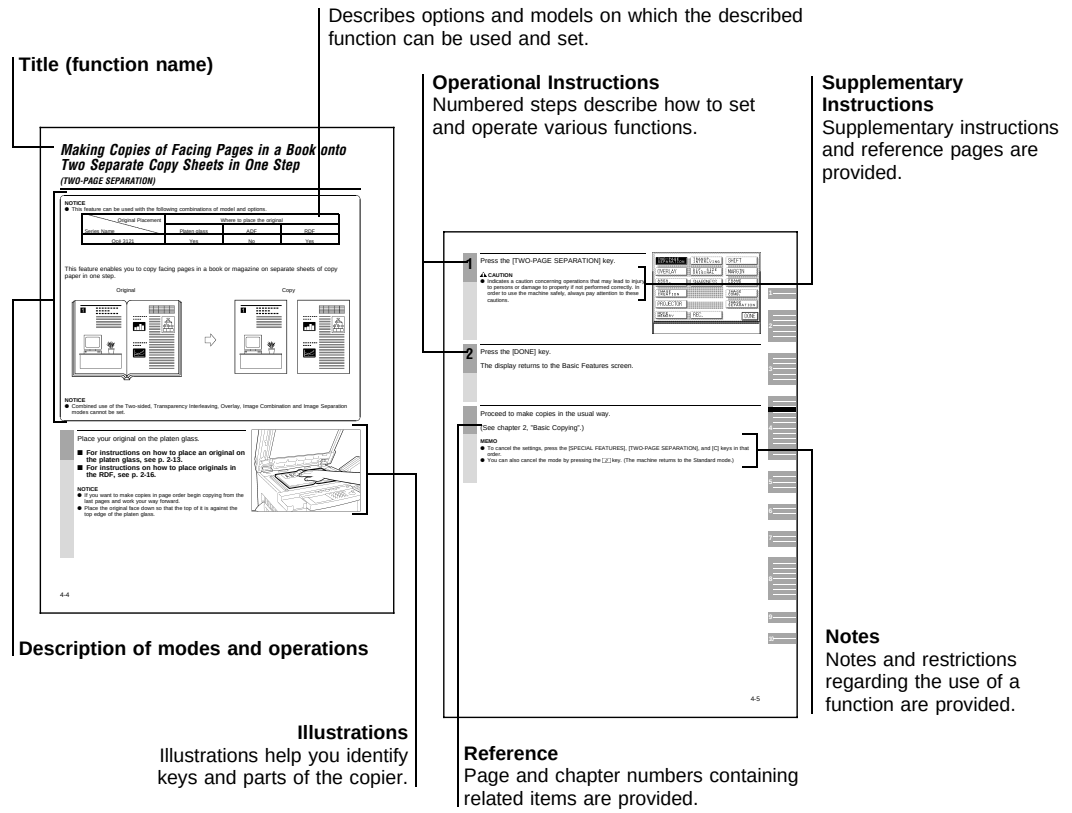
How to Use This Manual

The descriptions in this manual are presented using the following general format.



Symbols Used in This Manual

⚠ WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order 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. In order to use the machine safely, always pay attention to these cautions.
☞ REQUEST	Indicates important items or prohibited actions that should always be followed when operating the machine. These should always be read to avoid damage to the machine or injury to persons.
● NOTICE	Indicates operational warnings. Be certain to read these items so that you operate the machine correctly.
● MEMO	Indicates notes for operation or additional explanations. Reading these is recommended.

The following symbols, key names and unit names are used in this manual.

Key on control panel ..... ◎ key
Key on touch panel display ..... [OK]

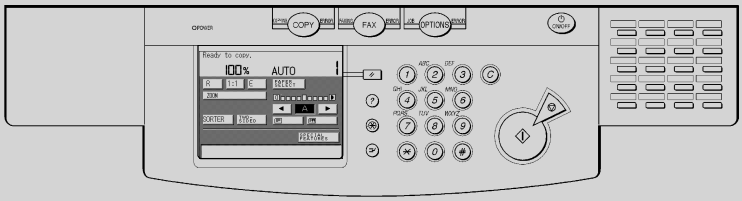
ADF-F1 (Automatic Document Feeder) ..... ADF
RADF-G1 (Recirculating Document Feeder) ..... RDF
Platen Cover Type C ..... Platen cover

- When options or accessory boards are mounted on the machine, this manual refers to the machine including these options or boards simply as the ”Océ 3121 Series”.
- Screen shots of the touch panel display used in this manual are those taken when Multi-output Tray B2, Océ 3121 Cassette Feeding Unit-L1, RADF-G1 and G3 Fax Board-C1 are attached to the Océ 3121. Note that functions that cannot be used depending on the model or options and accessories are not displayed in the touch panel display.

Chapter 1 Before You Start Using Copy Functions

■ Parts and Their Functions 2
■ Keying Operations 7

This chapter describes items you should understand and be familiar with before using the copy functions, such as names and functions of parts on the control panel, how to use the touch panel display, and meanings of items that appear in the touch panel display.



Parts and Their Functions

This section describes the names and functions of parts on the control panel used for making copies.

Control Panel

OPTIONS key
Press to use expanded functions other than copy or FAX.

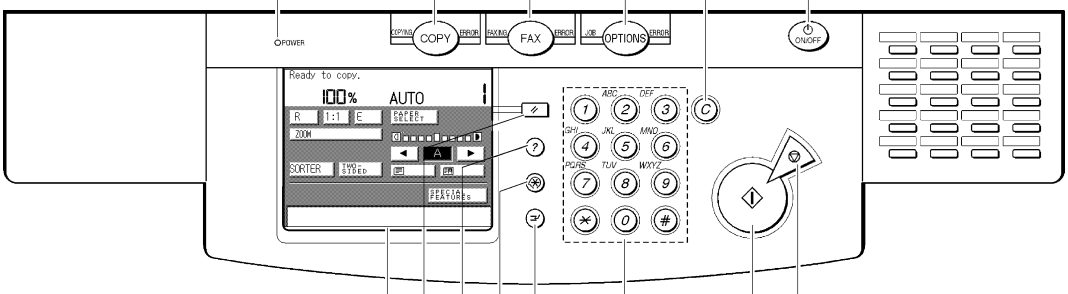
Clear key
Press to return the copy quantity to one, or to clear an incorrect value entered when setting a mode.

FAX key
Press to use the FAX functions of the Océ 3121 Series. The FAX Basic Features Screen appears in the touch panel display.

COPY key
Press to use copy functions of the Océ 3121 Series. The Copy Basic Features screen appears in the touch panel display. (See “Flow of Copy Operations,” on p. 2-2.)

Control panel power switch
Press to turn the control panel ON or OFF. When set to OFF, the machine is in the Sleep mode. (See “Sleep Function,” on p. 2-5.)

Power Indicator
Lights when the main power is turned ON.



Touch panel display
(See “Parts and Their Functions,” on p.1-3.)

STOP key
Press to stop the copy job before copying is completed.

Reset key
Press to return the copy settings to the Standard settings. (See “Keying Operations,” on p. 1-9.)

START key
Press to start copying.

Number keys
Press to enter numeric values such as copy quantity or the ID number.
(See “Keying Operations,” on p. 1-7.)

Guide key
Press to display explanations of modes or functions in the touch panel display. (See “Flow of Copy Operations,” on p. 2-7.)

Interrupt key
Press to interrupt a contiuous copying job when you need to make priority copies. (See “Interrupting the Current Copy Job to Make Priority Copies,” on p. 2-22.)

Additional function key
Press to set Custom Copy Settings.

Touch Panel Display

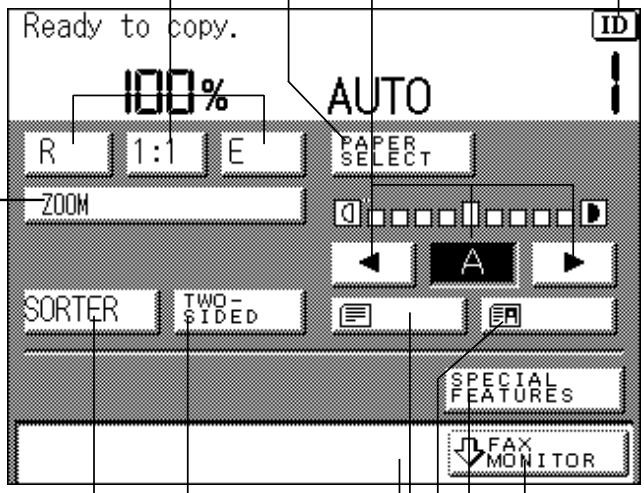
Basic Features Screen

[PAPER SELECT]
Press to select the paper size (Auto Paper Selection, drawer or stack bypass). (See "PAPER SELECT," on p. 3-2.)

[LIGHT]/[A]/[DARK]
Press LIGHT or DARK to manually control the copy exposure. Press [A] key to select or cancel Auto Exposure Control. (See "LIGHT/DARK," on p. 3-8.) (See "A," on p. 3-11.)

[R]/[1:1]/[E]
Press to reduce or enlarge using a preset copy ratio, or return the copy ratio to direct copying (100%). (See "R, 1:1, E," on p. 3-12.)

[ID]
Press to escape the ID mode. (See "Flow of Copy Operations," on p. 2-2.)



[ZOOM]
Press to set or cancel the Zoom, Auto Zoom, Zoom Programme, XY Zoom or Multi-Page Enlarge modes. (See "ZOOM," on p. 3-14.)

[SORTER]
Press to select or cancel Sort, Staple Sort or Group modes. (See "SORTER," on p. 3-44.)

Job/ Communications Status Display
Displays the current status of the copy job or other functions.

[FAX MONITOR]
Press to check the status of FAX communications. This is displayed only when FAX functions are supported.

[Two-Sided]
Press to select or cancel the Two-sided mode. (See "TWO-SIDED," on p. 3-34.)

[TEXT]
Press to copy originals containing text and photos, or printed photographs. (See "TEXT, TEXT/PHOTO, PHOTO," on p. 3-9).

[SPECIAL FEATURES]
Press to select the Special Features mode. (See "Special Features Screen," on pp. 1-4 through 1-5.)

[TEXT/PHOTO]
Press to copy originals containing both text and photos, or photographs printed on photographic printing paper. (See "TEXT, TEXT/PHOTO, PHOTO," on p. 3-9.)

Special Features Screen

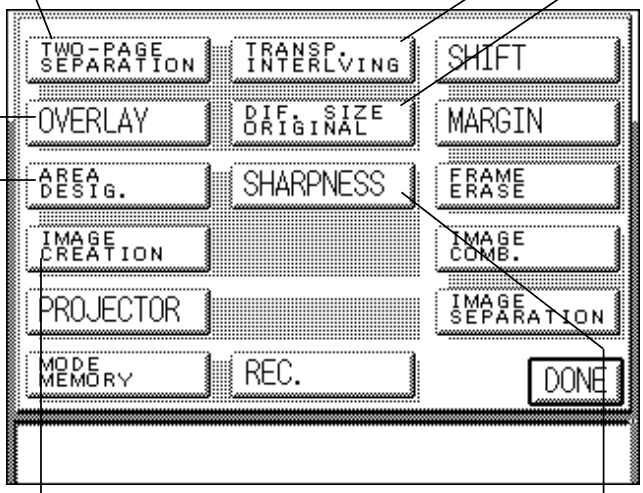
When you press the [SPECIAL FEATURES] key in the Copy Basic Features screen, the Special Features screen appears in the touch panel display. The Special Features screen displays special feature modes. If you select a Special Feature mode, a more detailed screen for the selected mode appears in the touch panel display. To close the Special Features screen and return to the Basic Features screen, press the [DONE] key.

■ When the RDF is attached (1/2)

[DIF. SIZE ORIGINAL]
Press to set or cancel the Different Size Original mode. This mode enables you to feed different-size originals together in one group in the RDF providing that the leading edge of each page is the same length.
(See "DIF. SIZE ORIGINAL," on p. 4-14.)

[TRANSP. INTERLVING]
Press to select or cancel the Transparency Interleaving mode. This mode enables you to insert a copy sheet between transparencies. You can also make copies of the same original image on both the transparencies and interleaf sheets.
(See "TRANSP. INTERLVING," on p. 4-6.)

[TWO-PAGE SEPARATION]
Press to select or cancel the Two-page Separation mode. This mode enables you to copy bound originals such as books in one step.
(See "TWO-PAGE SEPARATION," on p. 4-4.)



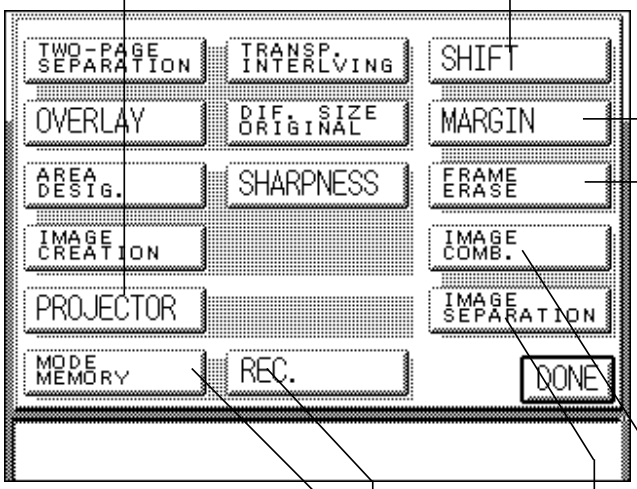
[OVERLAY]
Press to select or cancel the Sheet Overlay or Book Overlay modes. This mode enables you to superimpose two original images onto a single copy sheet.
(See "OVERLAY," on p. 4-9.)

[AREA DESIG.]
Press to select or cancel the Area Designation mode. This mode enables you to image-process designated areas. (See "AREA DESIG.," on p. 5-3.)

[IMAGE CREATION]
Press to select or cancel the Image Creation mode. (See "IMAGE CREATION," on p. 5-8.)

[SHARPNESS]
Press to select or cancel the Sharpness mode. This mode enables you to make copies of original images with the contrast reproduced more sharply.
(See "SHARPNESS," on p. 5-17.)

■ When the RDF is attached (2/2)



[PROJECTOR]
Press to make copies from photographic film.
(See "PROJECTOR," on p. 7-6.)

[SHIFT]
Press to select or cancel the Shift mode. This mode enables you to shift the position of the original image on the copy sheet. Two modes are available: shifting the original image to a fixed position or shifting the original mode to a position designated using the Number keys.
(See "SHIFT," on p. 4-16.)

[MARGIN]
Press to select or cancel the Margin mode. This mode enables you to create margins along the sides of originals.
(See "MARGIN," on p. 4-22.)

[FRAME ERASE]
Press to select or cancel the Frame Erase mode. This mode enables you to eliminate dark border areas and lines that appear around original images, or shadows from punched holes.
(See "FRAME ERASE," on p. 4-24.)

[IMAGE COMB.]
Press to select or cancel the Image Combination mode. This mode enables you to automatically reduce two or four originals to fit on a single copy sheet.
(See "IMAGE COMB.," on p. 4-31.)

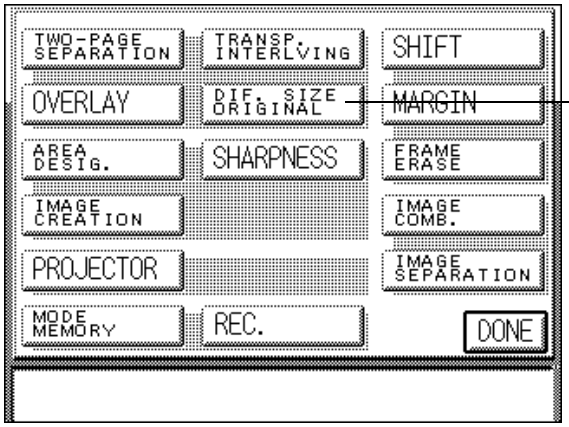
[MODE MEMORY]
Press to store or recall copy jobs. This mode enables you to store up to five often used copy jobs in mode memory.
(See "MODE MEMORY," on p. 6-3.)

[REC.]
Press to recall the previously set copy job.
(See "RECALL," on p. 6-11.)

[IMAGE SEPARATION]
Press to select or cancel the Image Separation mode. This mode enables you to divide an original into equal sections and copy each section on one or two sides of a copy sheet of a specified size.
(See "IMAGE SEPARATION," on p. 4-36.)

■ **When the ADF is attached**

When the ADF is attached to your machine, the [DIF. SIZE ORIGINAL] key changes to [THIN SHEET ORIGINALS]. For details on other modes, see the description for when the RDF is attached.



[THIN SHEET ORIGINALS]
Press to make copies of thin or faint originals such as invoices.
(See ”Thin Sheet Originals,” on p. 4-16.)

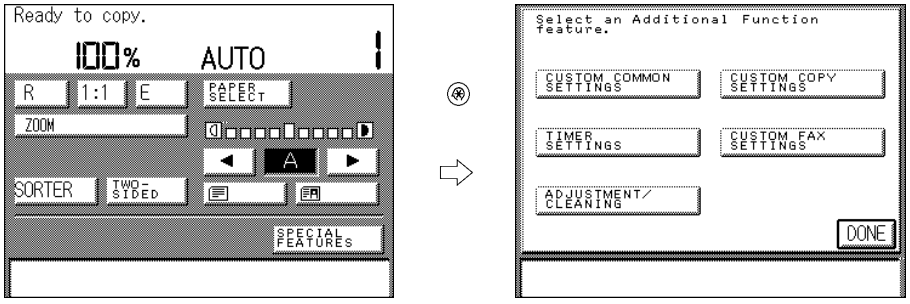
Additional Function Screen

When you press the ⓐ key, the Additional Function screen appears in the touch panel display.
With Additional functions, you can set the specifications common to all copy functions.
By pressing the [CUSTOM COPY SETTINGS] key, you can change the initial settings (defaults) of copy functions. For example, you can set the Auto Sort to ON or OFF, or set the Photo mode to ON or OFF.

MEMO

- For details on how to set custom settings, see the following manuals:

Copying Manual : Chapter 8, Custom Copy Settings
Facsimile Manual : Chapter 9, Storing and Setting Custom FAX Settings
Reference Manual : Chapter 3, Custom Common Settings, Timer Settings and Adjustment/Cleaning



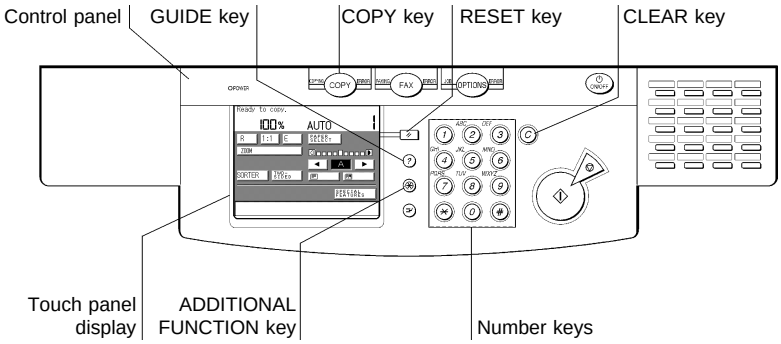
(See chapter 8, ”Custom Settings“.)

Keying Operations

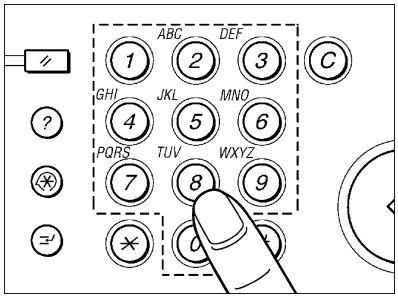
Keying operations on the control panel involve operating keys on the control panel and keys in the touch panel display.

Using the Control Panel to Perform Settings

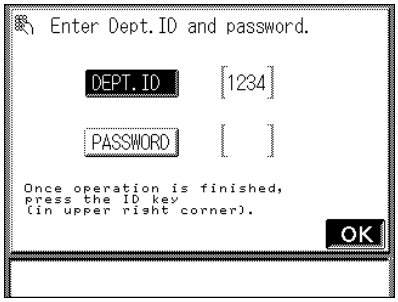
This section describes how to use the keys on the control panel when setting copy jobs.



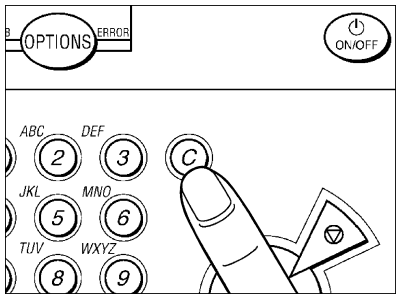
● **Number keys**
Use these keys to enter numeric values such as copy quantity.

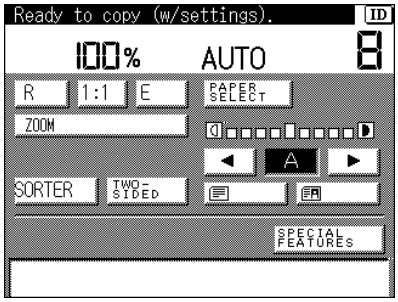


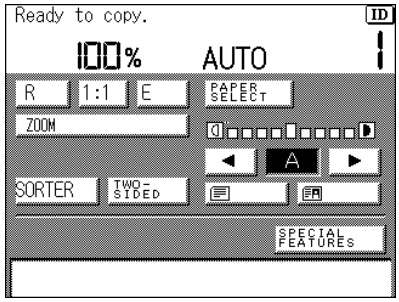
Example: Entering the department ID.



● **CLEAR key**
Press this key to clear numbers or numerals that you have entered.







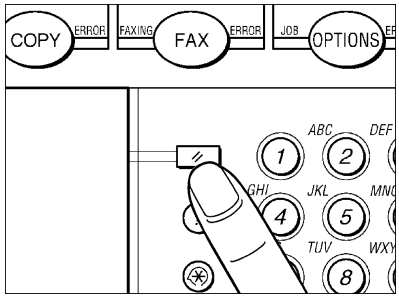
● RESET key

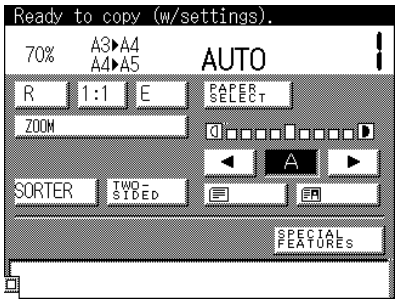
Press this key to cancel Copy mode settings.
When you press this key, all currently set copy jobs (or copy jobs in the process of being set) are cancelled, and the machine returns to the Standard mode. The display returns to the Basic Features screen.

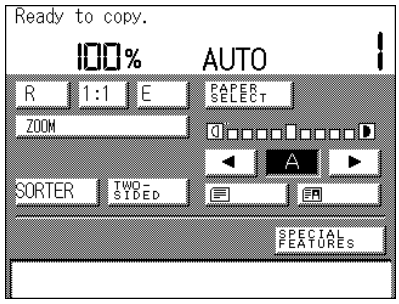
MEMO

● Standard mode settings are as follows:

Copy ratio	: 1:1 (100%)
Paper size	: Auto Paper Selection
Exposure control	: A (Auto Exposure Control)
Copy quantity	: 1

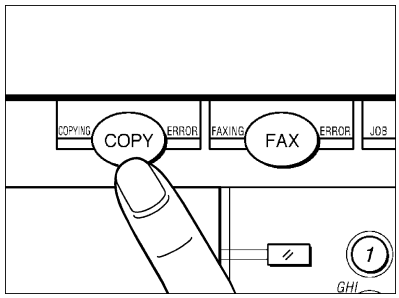


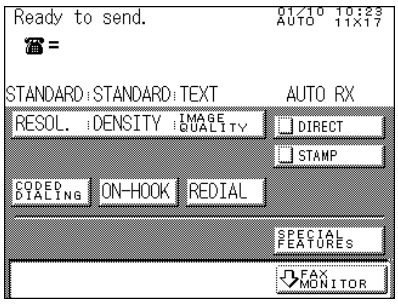


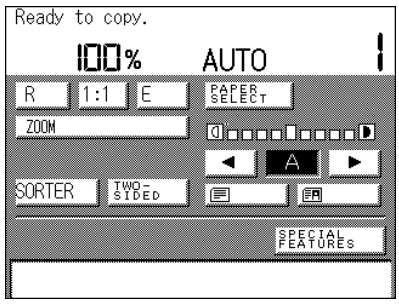


● COPY key

Press this key to use the copy functions of this machine.
When a copy function is being used, the COPY key is lit (green).

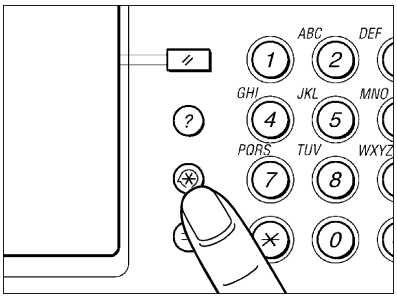


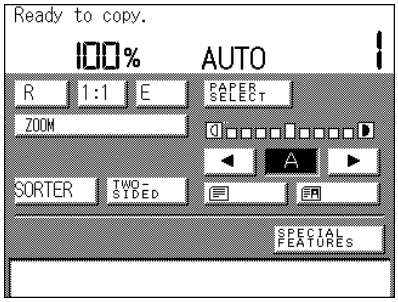


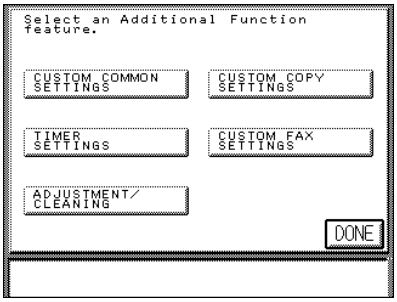


● **ADDITIONAL FUNCTION key**

Press this key to display the Additional Function screen, or to return to the Copy Functions screen from the Additional Function screen.
(See chapter 8, ”Custom Settings”.)

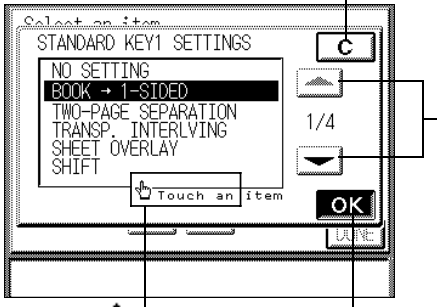






Using the Touch Panel Display to Perform Settings

This section describes the keys and icons that appear in the touch panel display.



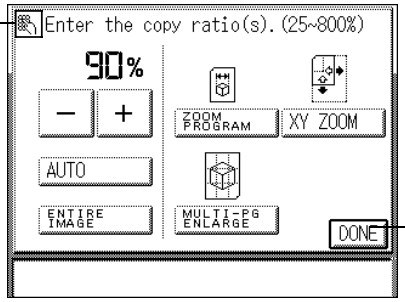
[C]
Press to cancel a set item and return to the previous operation screen.

[▲] [▼]
Press to scroll up or down, lists displayed on the screen.

Indicates that you can select the currently displayed item in the touch panel display directly with the tip of your finger.

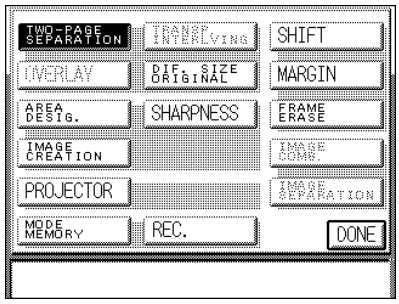
[OK]
Press to set an item and proceed to the next operation screen.

Indicates that the number keys can be used.

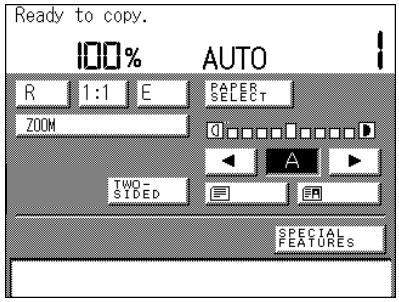


[DONE]
Press to return to the previous display.

Mode keys: Press to select a mode from the Basic Features screen or Special Features screen. Once selected, the mode key is highlighted to indicate that the mode has been initiated. When modes cannot be used depending on the machine status or settings, they are displayed lightly dimmed.
Example 1:
Modes which cannot be combined with already set modes are displayed lightly dimmed.
When the Two-page Separation mode is set, [TRANSP. INTERLVING], [OVERLAY], [IMAGE COMB.] and [IMAGE SEPARATION] are displayed lightly dimmed.



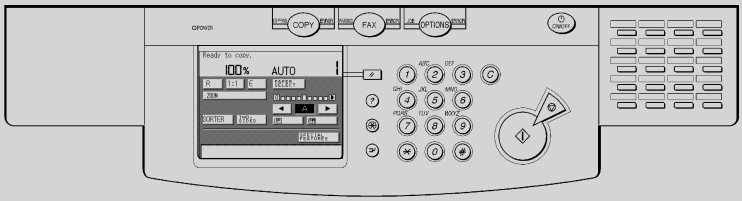
Example 2:
Also, modes that do not require setting according to the supported options or machine model are not displayed.
When the sorter or RDF are not attached, [SORTER] is not displayed.



Chapter 2 Basic Copying

- Flow of Copy Operations 2
- Inserting the Control Card 8
- Entering the Dept. ID and Password 10
- Placing Originals 12
- Entering the Copy Quantity (making a specific number of copies) 20
- Interrupting the Current Copy Job to Make Priority Copies (Interrupt Mode) 22

This chapter describes the steps necessary to perform basic copying with the Océ 3121 Series, including simple ways of making copies, entering the copy quantity, how to use the Interrupt mode, and how to place originals.



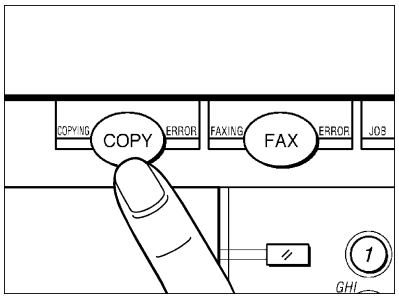
Flow of Copy Operations

This section describes the flow of basic copy operations. It is useful for finding out how to use a basic feature, how to find where an operation-related item is described in this manual, and learning about the overall features of this machine.

MEMO

- For details on the following items, see the *Reference Manual:*
  - Turning the power ON/OFF (See p. 2-2.)
  - Loading paper and adding toner (See p. 5-2.)
  - How to clear paper jams (See chapters 4 and 6.)
  - How to clean the machine when copies are dirty (See p. 5-16.)

1 Press the COPY key.

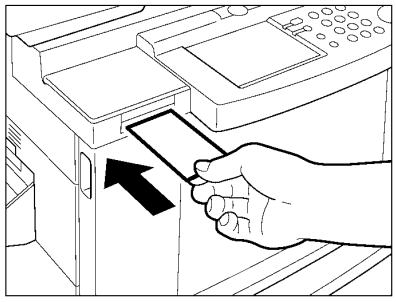


2 Insert a control card.

(For details, see "Inserting the Control Card," on p. 2-8.)

MEMO

- This step is not required if the optional Control Card V is not attached.

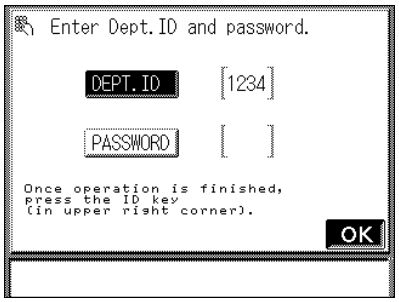


3 Enter the Dept. ID and the password, and press the [OK] key.

(See "Entering the Dept. ID and password," on p. 2-10.)

MEMO

- This operation is not required if you have not set Department ID Management.

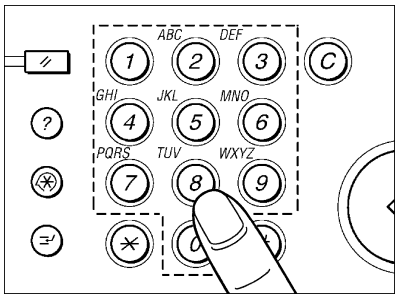


4 Place your originals. (See ”Placing Originals,” on p. 2-12.)

MEMO
- When making copies using the optional Film Projector, insert film into the Film Projector.

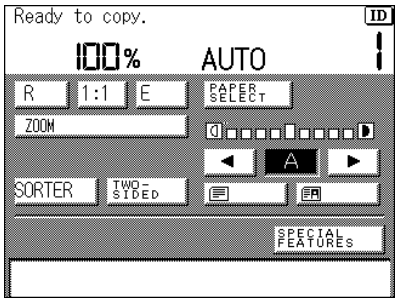
5 Enter the copy quantity. (See ”Entering the Copy Quantity,” on p. 2-20.)

MEMO
- Only one copy can be made when using the ADF.

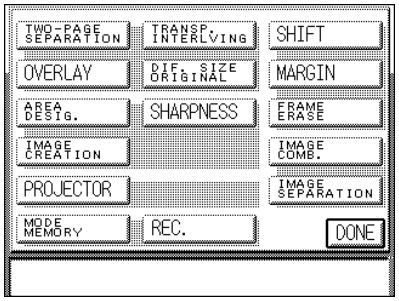


6 Set the copy mode in the Basic Features screen. (See chapter 3, ”Making Copies Using the Basic Features”.)

MEMO
- In the Basic Features screen, you can select the copy paper size, set exposure and image quality, and select the desired sorting function.

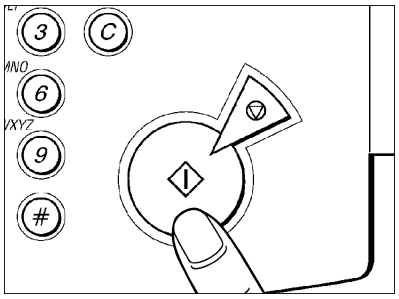


7 Set the copy mode in the Special Features screen. (See chapters 4 through 7.)



8 Press the ◎ key.

NOTICE
- You cannot change copy mode settings such as the copy quantity, copy paper size and copy ratio during copying.

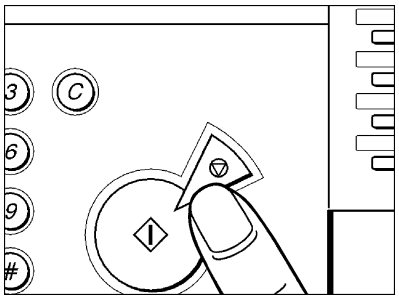


■ **Stopping before copying is completed**

- To stop the machine before copying is completed, press the ⊘ key.

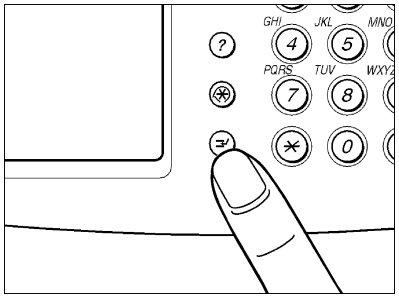
MEMO

- After you have pressed the ⊘ key, several copies may be output from the machine.



■ **To interrupt a continuous copying job**

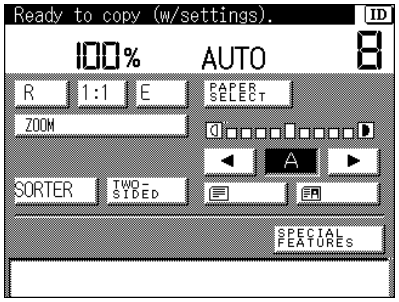
- To interrupt a continuous copying job when you need to make priority copies, press the ⊖ key. (See ”Interrupting Copying,” on p. 2-22.)



9 When all copies have been made, press the ID key at the top right of the touch panel display.

MEMO

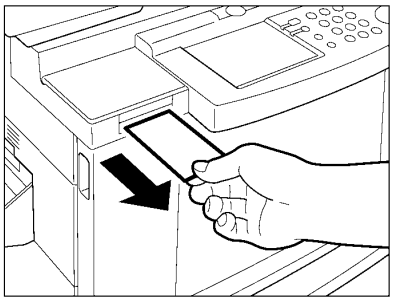
- This step is not required if you have not set Department ID Management.



10 Remove the control card.

MEMO

- This step is not required if the optional Control Card V is not attached.



Auto Drawer Switching

If a paper drawer runs out of paper during copying, the machine automatically locates another paper supply drawer loaded with the same paper size and begins feeding copy paper from that paper drawer.

MEMO

- You can set whether or not a drawer is subject to Auto Drawer Switching for copy, FAX, or printer functions. (See "Drawer Eligibility for APS/ADS," on p. 3-11 in the *Reference Manual*.)

Auto Clear Function

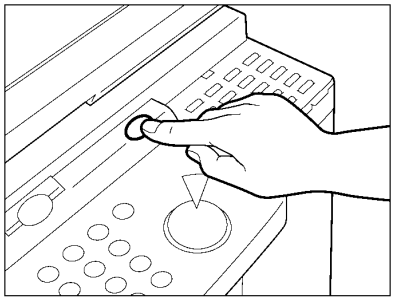
If the machine is not in operation for a period of about two minutes, it automatically returns to the Standard setting.

MEMO

- You can set the Auto Clear Time from 1 to 9 minutes, in one-minute increments. You can also cancel the Auto Clear function. (See "Auto Clear Time," on p. 3-33 in the *Reference Manual*.)

Sleep Function

If you press the control panel power switch to OFF, the display in the touch panel display disappears, and the machine enters the Sleep mode.
Setting the machine to the Sleep mode allows you to save power. To resume FAX operations, press the control panel power switch again. The copy Basic Features screen appears in the touch panel display.



MEMO

- You can set your machine so that the FAX Basic Features screen is displayed when the power is turned ON. (See "Initial Function," on p. 3-6 in the Reference Manual.)
- This machine can receive telephone calls or documents sent by FAX, and print out received documents even in the Sleep mode. We recommend using the Sleep mode to receive fax documents while you are out of the office.
- Turn the main power switch OFF when not using your machine for a prolonged period of time, for example at night, when your machine supports only copy functions, or when only printer functions are supported in addition to copy functions.

Auto Sleep Function

If the machine is not operated for a period of about five minutes after copying has finished or after a keying operation, the control panel power switch automatically moves to the OFF position, and the machine enters the Sleep mode.
To turn the power back ON, press the power switch to the ON position.

MEMO

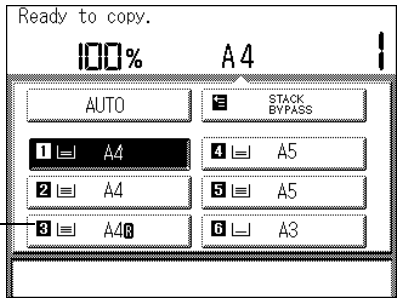
- You can set the auto sleep time from 1 minute to 8 hours. (See ”Auto Sleep Time,” on p. 3-32 in the *Reference Manual*.)

Paper Supply Indicator

If the machine runs out of paper during paper selection (PAPER SELECT) operations or continuous copying, the amount of copy paper remaining in the paper drawer is displayed. There are four different indicators as shown below.

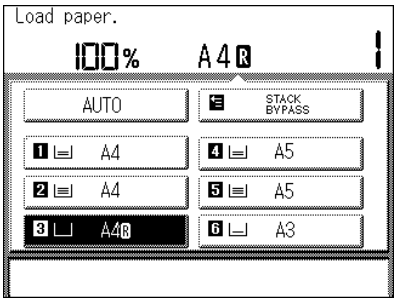
Indicator	Paper Amount
	Drawer is anywhere from 40% to 100% full
	Drawer is anywhere from 10% to 40% full
	Drawer is 10% full
	Empty

Paper Selection Menu



Paper Supply Indicator

No Paper Left Display



Guide Function

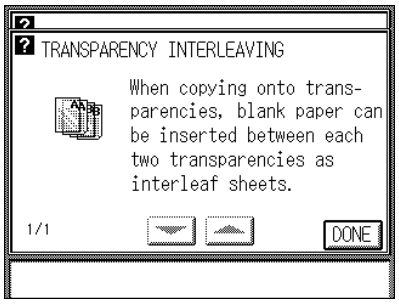
This machine supports two guide functions: Usage Guide and Information Guide.

■ Usage Guide

If you press the ⑦ key while setting a function, an explanation for that copy mode appears in the touch panel display. Use this guide function if you do not understand how to use the copy mode you are setting.

(In this example, the Transparency Interleaving mode has been selected.)
If you press the ⑦ key, while setting [TRANS. INTERLVING], the touch panel display changes to the Usage Guide screen as shown on the right. To return to the display for [TRANS. INTERLVING], press the [DONE] key.

Usage Guide screen



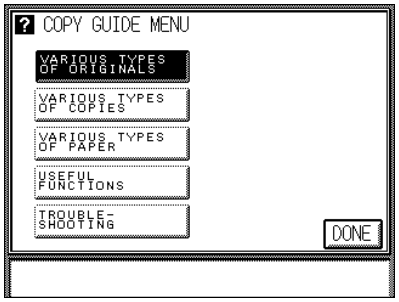
■ Information Guide

This machine supports many functions.
To find the right function for your particular copy needs, or to find a simple description of a function, press the ⑦ key while the Basic Features screen (See "Basic Features Screen," on p. 1-3.) or Special Features screen (See "Special Features Screen," on p. 1-4.) is displayed. The touch panel display changes to the Information Guide screen.

(In this example, copies are being made from photo originals.)
Press the [VARIOUS TYPES OF ORIGINALS] key.
You can display simple explanations of the Text/Photo or Book Frame Erase modes using the [▼] or [▲] keys.

To return the display to the Types of Originals screen, press the [DONE] key.

Information Guide screen



Inserting the Control Card

When the optional Control Card V is attached to the machine, you must insert the control card before starting to make copies.

NOTICE

- When the display in step 3 below does not appear in the touch panel display even if the control card is inserted, check the following:
  - Make sure that the control card is inserted in the correct direction.
  - Make sure that the control card is inserted as far as it can go.
  - Make sure that an unusable control card is not inserted.

MEMO

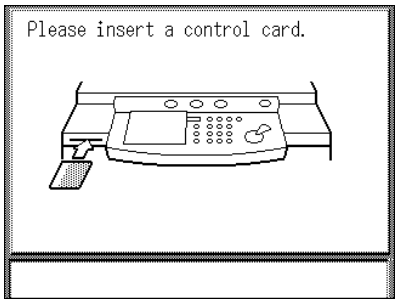
- For details on how to handle the control card, see the *Control Card Instruction Manual*.

Operations before Using Copy Functions

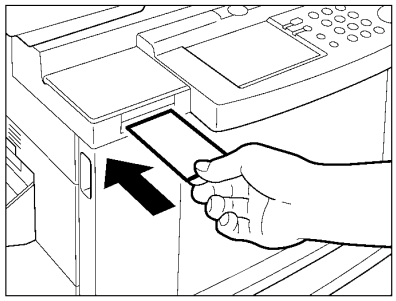
1 Press the COPY key. The screen on the right appears.

MEMO

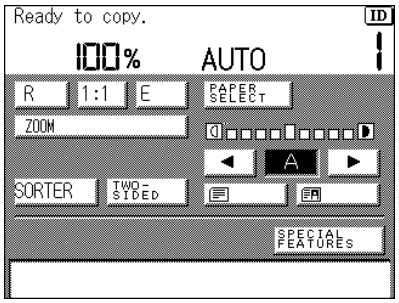
- For details on operations to carry out until turning the power ON, see "Turning the Power ON/OFF," on p. 2-2 in the *Reference Manual*.



2 Insert the control card into the card slot making sure it is facing the correct direction.



3 The Basic Features screen appears in the touch panel display.



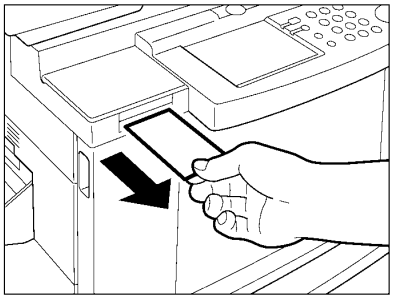
Operations after Using Copy Functions

1 After making copies, remove the control card.

The touch panel display returns to the screen for inserting the control card.

NOTICE

- After removing the control card, copies cannot be made unless you insert it back into the card slot.



Entering the Dept. ID and Password

When Department ID Management has been set (See p. 3-19 in the *Reference Manual*.), you must enter the Dept. ID and password before starting to make copies.

MEMO

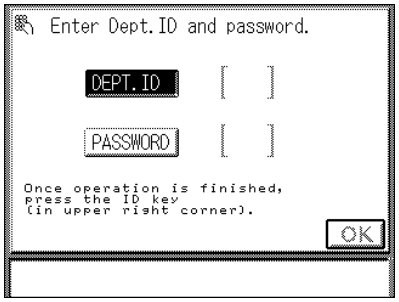
- If you press the COPY key when you are not using the control card, the message “Insert a control card.” appears in the touch panel display. Insert the control card into the card slot. (For details, see ”Inserting the Control Card,” on p. 2-8.)

Operations after Turning Power ON

1 Press the COPY key. The screen on the right appears.

MEMO

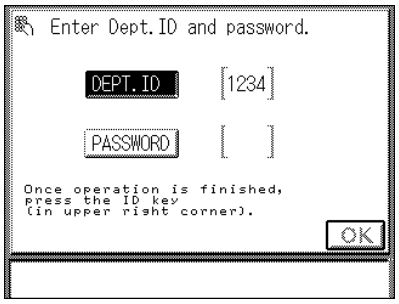
- For details on operations to carry out until turning the power ON, see ”Turning the Power ON/OFF,” on p. 2-2 in the *Reference Manual*.



2 Press the [DEPT. ID] key, and enter the department ID.

MEMO

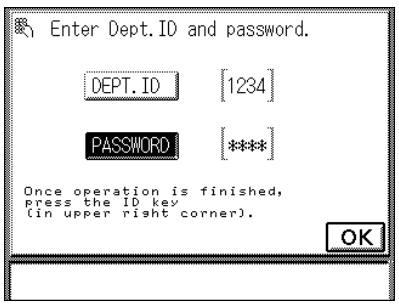
- Enter the four-digit department ID with the Number keys.
- If you make a mistake when entering values, press the C key, and enter the values again.



3 Press the [PASSWORD] key, and enter the password with the Number keys.

MEMO

- Enter the four-digit password with the number keys.
- If you make a mistake when entering the password, press the C key, and enter the password again.
- If a password has not been set, proceed to step 4.



4 Press the [OK] key.

The Basic Features screen appears in the touch panel display.

If the department ID and/or ID number that you entered are wrong, the message ”Wrong ID or ID number” appears. Repeat the procedure from step 2.

Operations after Using Copy Functions

1 After making copies, press the [ID] key on the top right of the touch panel display.

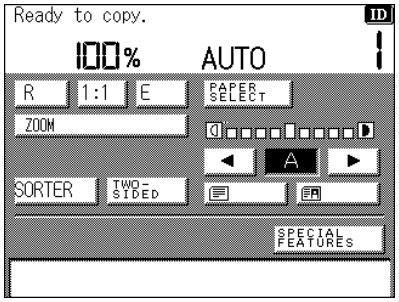
The screen for entering the department ID and password appears. To make copies again, enter the department ID and password again.

NOTICE

- If you do not press the [ID] key, after finishing your copy job, any additional copies will be totaled under the same department ID which you previously entered.

MEMO

- After making copies, the screen for entering the password automatically appears after the set time has elapsed if you forget to press the [ID] key. (See ”Auto Clear Function,” on p. 2-5.)



Placing Originals

There are three ways to place originals for copying. The method that you select will depend on the size and type of the original that you are using, and the copy settings that you have programmed.

■ **Platen glass**
Use when copying books, originals on heavy paper, lightweight paper, and transparencies.

■ **ADF (Automatic Document Feeder)**
Place a stack of originals in the ADF, and they are automatically fed to the platen glass for copying.

NOTICE
- Only one copy can be made when using the ADF.

■ **RDF (Recirculating Document Feeder)**
Place a stack of originals in the RDF, and they are automatically fed to the platen glass for copying. Two-sided copies can also be automatically made from two-sided originals.

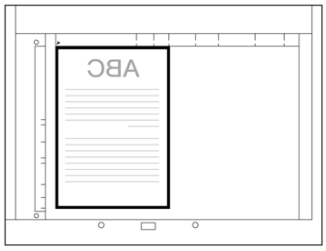
Orientation of Originals

You can place originals vertically or horizontally. Always align the top edge of your original with the back edge of the platen.

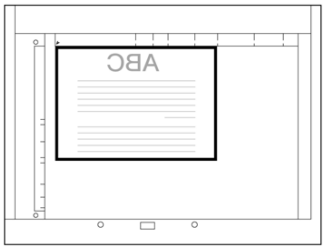
NOTICE
- If the original is not placed correctly, copies may not be made correctly depending on the copy mode.

MEMO
- A4/A5-size originals can be placed vertically or horizontally. However, the copy speed for vertically placed originals is somewhat faster than that for horizontally placed originals. (Horizontally placed A4/A5-size originals are referred to as “A4R/A5R.”)
- A3-size originals must be placed horizontally.

[Platen glass]

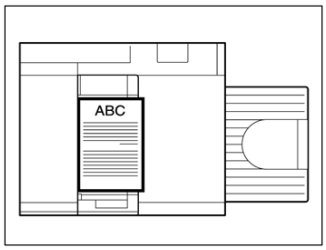


Vertical placement

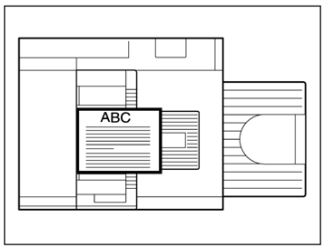


Horizontal placement

[RDF]

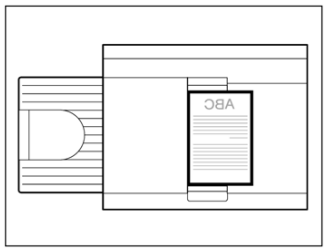


Vertical placement

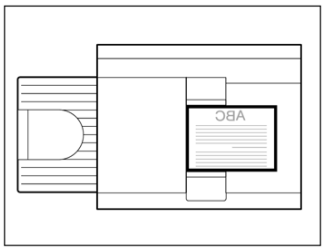


Horizontal placement

[ADF]



Vertical placement

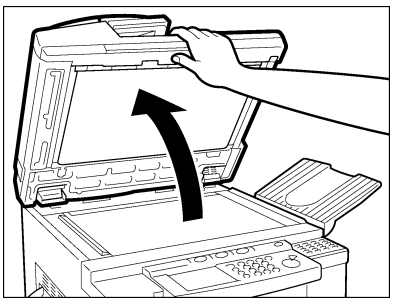


Horizontal placement

Placing an Original on the Platen Glass

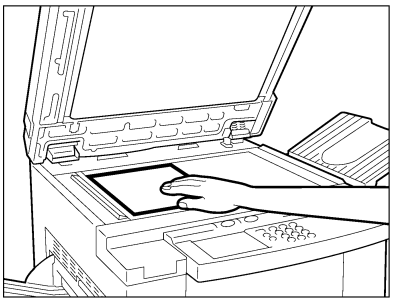
You should use the platen glass when copying books, originals on heavy paper, and transparencies, etc.

1 Lift up the platen cover (or ADF or RDF).



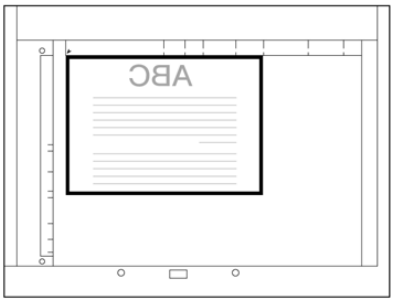
2 Place your original.

The surface that you want to copy must be placed face down. Align the corner of the original with the ↙ mark at the top left corner of the platen glass.



MEMO

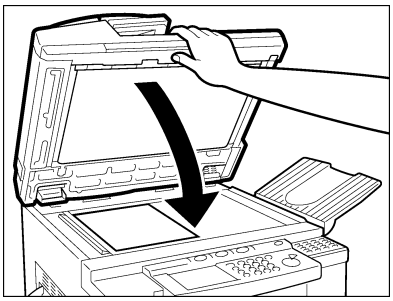
- Place books and other bound originals on the platen glass in the same way.
- When enlarging A4/A5-size originals to A3-size paper, place the original horizontally on the platen glass and align it with the A4R or A5R marks.



3 Gently lower the platen cover (or ADF or RDF).

NOTICE
- When placing originals on the platen glass, the size of the original is detected after the platen cover (or ADF or RDF) has been lowered. Be sure to lower the platen cover/ADF/RDF before copying.

☞ **REQUEST**
- Do not press down hard on the platen cover (or ADF or RDF) when using the platen glass to copy thick books. This may damage the platen glass.



Placing Originals in the ADF

Place a stack of originals in the ADF, and they are automatically fed to the platen glass for copying. You can place the following originals in the original supply tray:

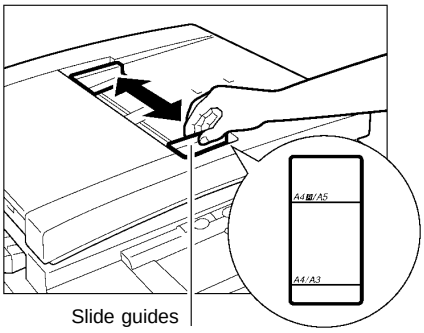
- Weight: 35 g/m^2 to 105 g/m^2 (The Thin Sheet Original mode must be set for originals such as invoices that are over 35 g/m^2 but less than 50 g/m^2.)
- Size: A5, A4, A3
- Tray capacity: A3-size: 15 (80 g/m^2), A5/A4-size: 30 (80 g/m^2)

☞ **REQUEST**
- Do not place objects in the document tray. Doing so might damage originals that are output to the document tray.

NOTICE
- Only one copy can be made when using the ADF.
- Do not place the following types of originals in the ADF:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon-backed paper or other originals which might not feed smoothly
  - Transparencies and other highly transparent originals
- Do not bring paper or your hands within 5 cm of the paper sensors on the ADF during copying. Doing so may result in erroneous copying.

MEMO
- Names and functions of ADF parts (See p. 6-8 in the *Reference Manual*.)

1 Adjust the slide guides to fit the size of the originals.



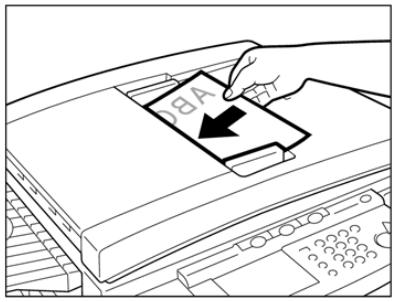
Slide guides

2 Neatly stack your originals face up in the original supply tray.

The capacity of the original supply tray is as follows:
- A3-size originals : 15
- A4, A5-size originals : 30

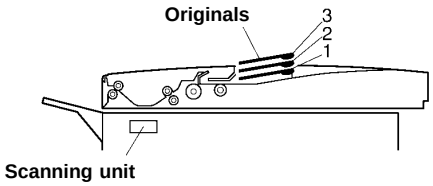
NOTICE
- After copying begins, do not add or remove originals.
- Place the next set of originals after the last original is output to the Document Tray.

MEMO
- When enlarging A4-size originals to A3-size paper, place your originals horizontally. (A5 cannot be placed horizontally)
- Once copies are made from originals, originals are output in the same order and facing the same direction that they were placed on the Original Supply Tray.

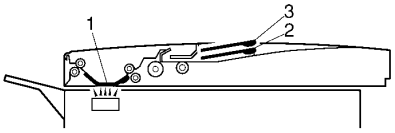


How Originals Feed Through the ADF

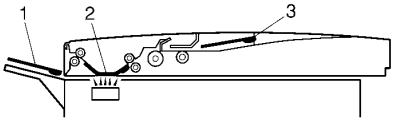
Neatly stack your originals face up in the original supply tray.



Scanning is carried out from the lowermost original.
The light source is fixed. (flow scanning function*)
* The "flow scanning function" refers to scanning originals by moving the originals fed by the ADF over a fixed scanner.



Once copied, originals are output to the document tray.



☞ **REQUEST**
- Do not place objects in the document tray. Doing so might damage originals that are output to the document tray.

Placing Originals in the RDF

Place a stack of originals in the RDF, and they are automatically fed to the platen glass for copying. Two-sided copies can also be automatically made from two-sided originals.

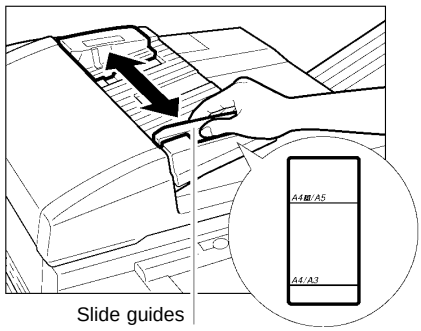
You can place the following originals in the original supply tray:

- Weight: 50 to 105 g/m^2
- Size: A5, A4, A3
- Tray capacity: A3-size: 25 (80 g/m^2), A4, A5-size: 50 (80 g/m^2)

NOTICE

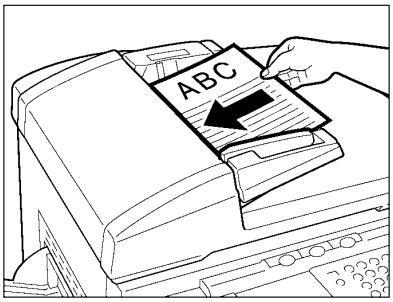
- Do not place the following types of originals in the RDF:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon-backed paper or other originals which might not feed smoothly
  - Transparencies and other highly transparent originals
- Check the condition of originals which have been fed through the RDF many times. Originals which have been fed through the RDF many times can become folded or wrinkled and might not feed smoothly.

1 Adjust the slide guides to fit the size of the originals.

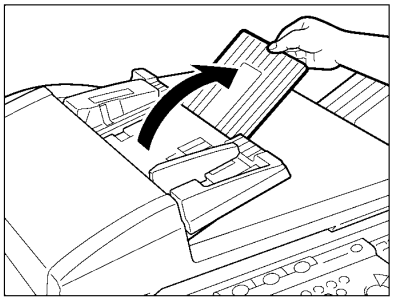


Slide guides

2 Neatly stack your originals face up in the original supply tray.



The capacity of the original supply tray is as follows:
- A3-size originals : 25
- A4, A5-size originals : 50

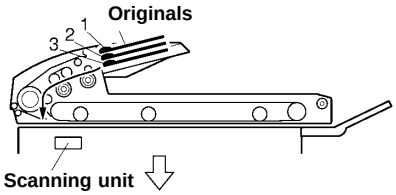


NOTICE
- After copying begins, do not add or remove originals.

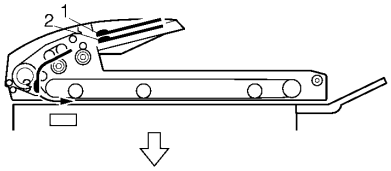
MEMO
- When enlarging A4-size originals to A3-size paper, place your originals horizontally.
- Before placing the following types of originals in the RDF, flip open the auxiliary tray:
  - A4/A4R-size originals (horizontal placement)
  - A5-size originals (vertical placement)
  - Different-size originals
    (See "Feeding Different-size Originals Together in the Feeder," on p. 4-14.)
- You can place different-size originals together in one group in the RDF provided that the leading edge of each page is the same length and the originals are the same thickness. (See "Feeding Different-size Originals Together in the Feeder," on p. 4-14.)
- Once copies are made from originals, originals are output in the same order and facing the same direction that they were placed on the Original Supply Tray.

How Originals Feed Through the RDF (when making copies of one side of the original)

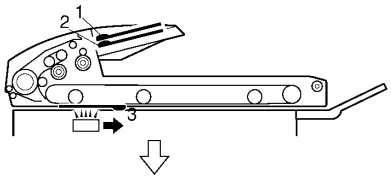
Neatly stack your originals face up in the original tray.



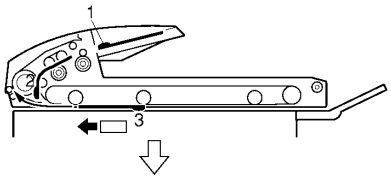
Originals are fed from the lowermost original to the platen glass.



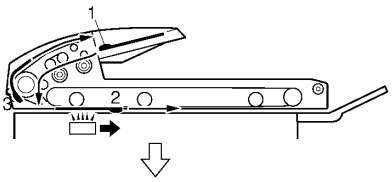
When the original is placed on the platen glass, the original is scanned by the light source in the moving scanning unit.



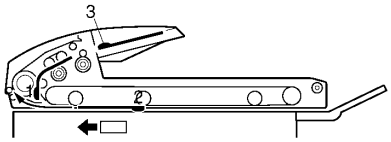
The next original (2) is fed to the platen glass.



The first scanned original (3) is returned to the original supply tray.

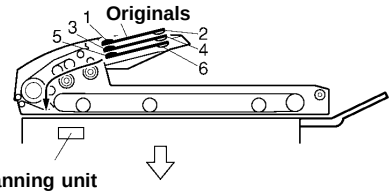


All originals that were placed in the RDF are output to the original supply tray.

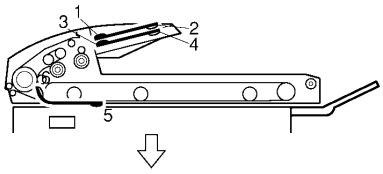


How Originals Feed Through the RDF (when making copies of two sides of the original)

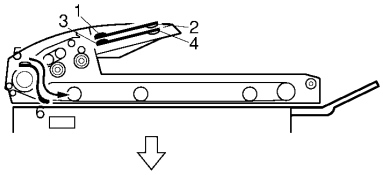
Neatly stack your originals face up in the original supply tray.



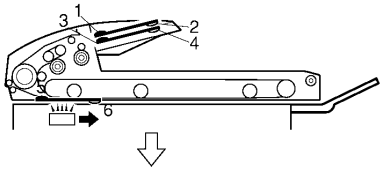
Originals are fed from the lowermost original to the platen glass.

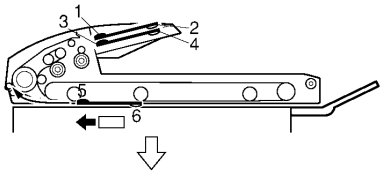


First, the original is reversed, and then fed to the platen glass.

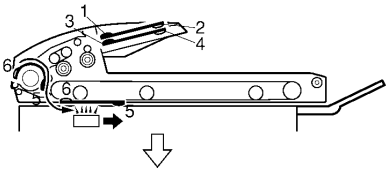


When the original is placed on the platen glass, the original is scanned by the light source in the moving scanning unit.

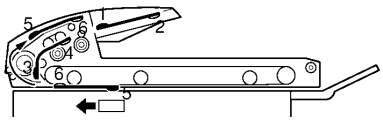




Next, the original is reversed, and the front of the original is fed to the platen glass, and is scanned.



The first scanned original (5, 6) is returned to the original supply tray.



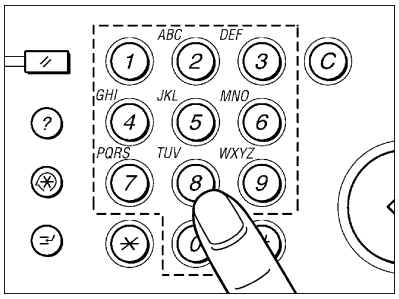
Entering the Copy Quantity
(making a specific number of copies)

This section describes how to enter and change the copy quantity.

MEMO
- Up to 100 copies can be set. The maximum number of copies can also be changed. (For details, contact your service representative.)

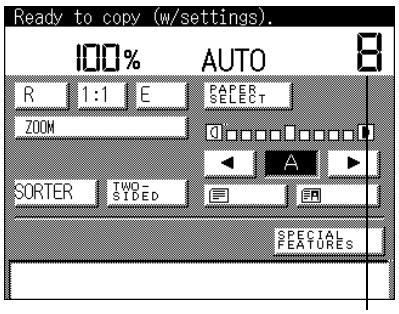
Entering the Copy Quantity

1 Press the Number (① to ⓪) keys to enter the desired copy quantity (1 to 100).



NOTICE
- Only one copy can be made when using the ADF.
- After copying begins, you cannot change the copy quantity.

MEMO
- The maximum copy quantity varies according to the copy job settings.
- The copy quantity appears in the right side of the touch panel display.

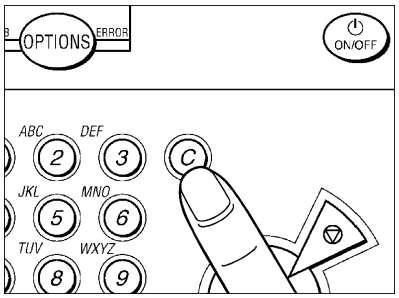


Copy Quantity

Changing the Copy Quantity

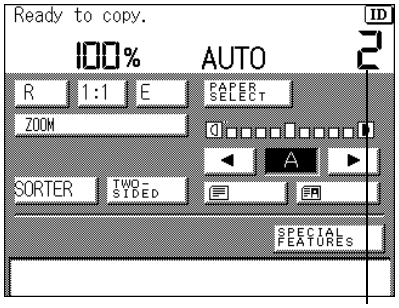
1 Press the Ⓒ key to clear the entered number.

Then press the Number (① to ⓪) keys to enter the copy quantity again.



NOTICE
- Only one copy can be made when using the ADF.
- After copying begins, you cannot change the copy quantity.

MEMO
- The copy quantity appears in the right side of the touch panel display.



Copy Quantity

Interrupting the Current Copy Job to Make Priority Copies (Interrupt Mode)

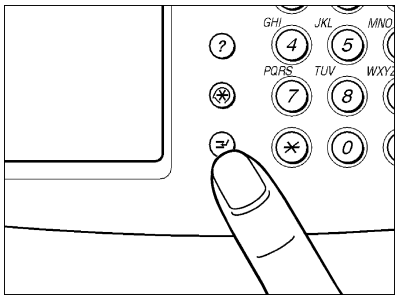
The Interrupt mode enables you to stop the current copy job long enough to make other priority copies. This mode comes in useful when making a rush copy during a continuous copy job.

MEMO

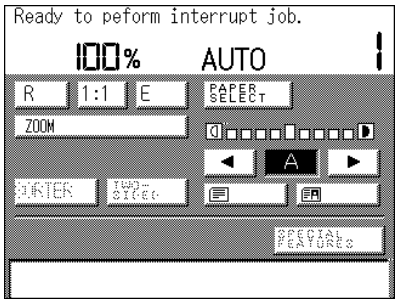
- When using the Interrupt mode, place your originals on the platen glass. Originals cannot be scanned from the ADF/RDF.
- There are five modes or settings which can be set in the Interrupt mode:
  - Adjusting Exposure Setting and Image Quality (See p. 3-8.)
  - Enlarging/Reducing Originals from Standard Paper Sizes to Another (See p. 3-12.)
  - Reducing/Enlarging Originals to the Desired Size (See p. 3-14.)
  - Selecting the Copy Paper Size (See p. 3-2.)
  - Entering the Copy Quantity (See p. 2-20.)
- Auto Clear is not carried out while the Interrupt mode is set.
- Up to 100 copies can be made in the Interrupt mode.

1 Press the ⏎ key.

When you press the ⏎ key, it begins flashing.



After the current copy job has stopped, the touch panel display changes as shown on the right, and the ⏎ key stops flashing and stays lit.



MEMO

- If a department ID was being used to run the current copy job, the screen for entering the department ID and password appears. (See "Entering the dept. ID and password," on p. 2-10.) When managing copying using the control card, the control card must be inserted before using the Interrupt mode. (See "Inserting the Control Card," on p. 2-8.)

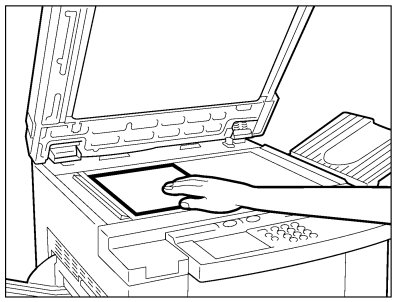
2 Lift up the platen cover/ADF/RDF.

NOTICE

- If the interrupted copy job was being run using the platen glass, temporarily remove the original from the platen glass.
- If the interrupted copy job was being run using the ADF/RDF, slowly lift the ADF/RDF so that none of the originals fall out of the original supply tray.

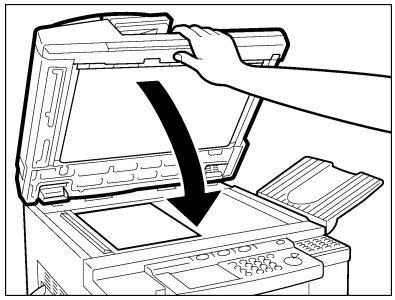
3 Place the original on the platen glass.

(See ”Placing Originals,” on p. 2-12.)

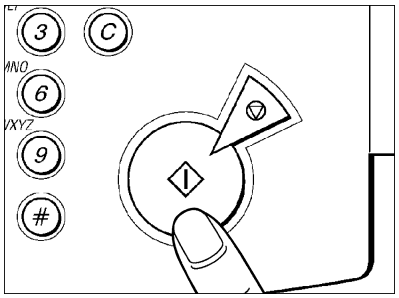


4 Gently lower the platen cover (or ADF or RDF). Then, programme the necessary copy settings.

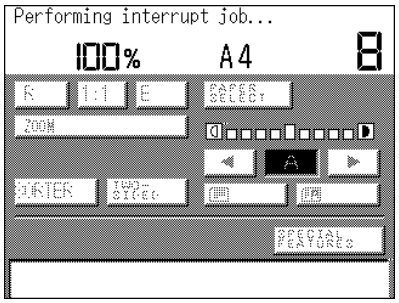
MEMO
- You can enter up to 100 copies.
- Press the ⊘ key and copy mode will return to the Standard mode.



5 Press the ◎ key.

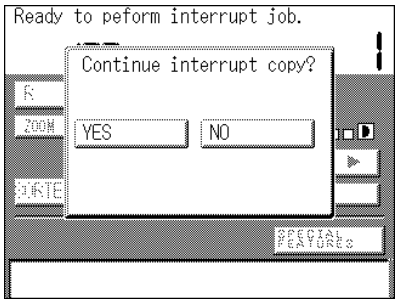


During copying, the message to the right appears in the touch panel display.



MEMO
- If your machine is equipped with the Multi-output Tray-B2, copies are output to the top bin.
- If you want to make copies of another original, replace the current original with the new one. Programme the new copy settings. Then, press the ◎ key.

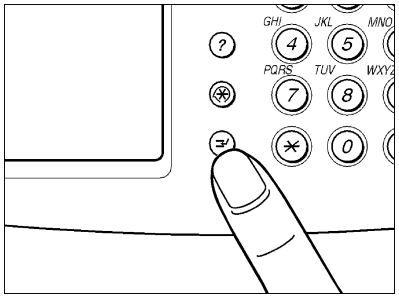
6 When you finish copying, the touch panel display changes as shown on the right.



To continue making copies in the Interrupt mode, press the [YES] key. To end making copies in the Interrupt mode, press the [NO] key.

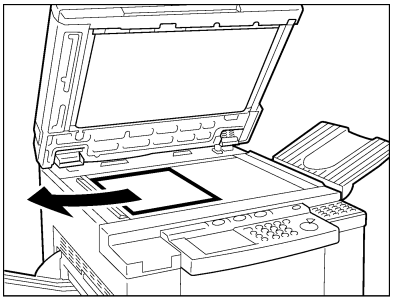
When you press the [NO] key, the Interrupt mode is cancelled.

■ **You can also cancel the Interrupt mode by pressing the ⊖ key.**



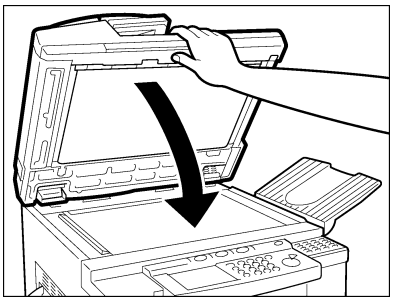
NOTICE
- When you have finished making copies in the Interrupt mode, be sure to cancel the Interrupt mode.
- Printing by the FAX or printer is not possible while the machine is in the Interrupt mode.
- Copies cannot be made in the regular mode unless the Interrupt mode is cancelled.
- The Interrupt mode will not be cancelled even by pressing the ⌫ key.

7 Lift the platen cover (or ADF or RDF), and remove the original from the platen glass.



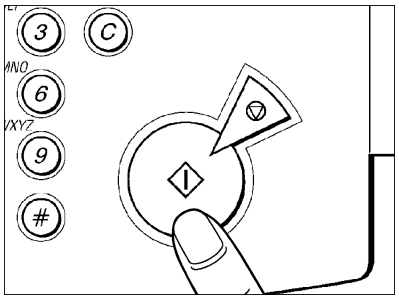
8 Lift the platen cover (or ADF or RDF).

If the interrupted copy job was being run using the platen glass, place the original (that you removed in step 2) back on the platen glass.
If the interrupted copy job was being run using the RDF, rearrange your originals in page order with the first page on top. Then place your originals in the original supply tray again.
If the interrupted copy job was being run using the ADF, rearrange your originals in page order with the first page at the bottom. Then place your originals in the document tray.



9 Press the ◎ key.

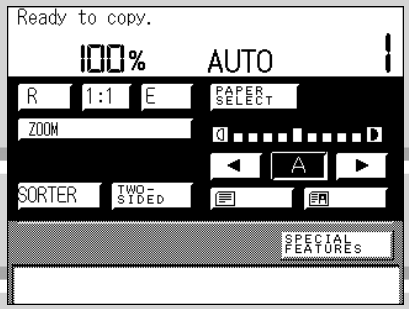
The machine resumes the interrupted copy job.

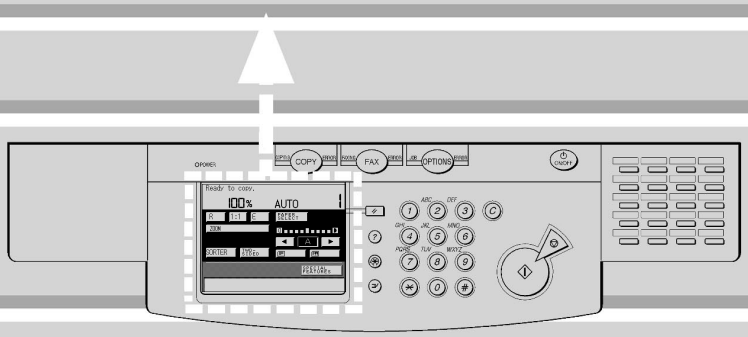


Chapter 3 Making Copies Using the Basic Features

This chapter describes the modes that can be selected from the Basic Features screen in the touch panel display.

- Selecting the Copy Paper Size (PAPER SELECT) 2
- Adjusting Exposure and Image Quality 8
- Enlarging/Reducing Originals from One Standard Paper Size to Another (R, 1:1, E) 12
- Reducing/Enlarging Originals Originals to the Desired Size (ZOOM MODE) 14
- Copying Two-sided Originals, Copying onto Both Sides of Copy Paper (TWO-SIDED) 34
- Sorting Copies (SORTER) 44





Selecting the Copy Paper Size *(PAPER SELECT)*

The following three ways of selecting the copy paper size are available.

■ **Auto Paper Selection (See p. 3-2.)**
The machine automatically selects the appropriate paper size based on the size of the original and the selected copy ratio.

■ **Manual Paper Selection (See p. 3-4.)**
You can freely select the paper size using the [PAPER SELECT] key.

■ **Using the Stack Bypass (See p. 3-5.)**
You can place the appropriate paper size in the stack bypass, and select the paper size from the paper selection screen displayed in the touch panel display.

NOTICE

- You cannot use Auto Paper Selection when copying the following types of originals. Copy these by Manual Paper Selection.
  - Non-standard size originals
  - Highly transparent originals such as transparencies
  - Originals with an extremely dark background
  - Originals smaller than A5 in size
- Auto Paper Selection cannot be set together with the Zoom, XY Zoom, Auto Zoom, Image Combination, Image Separation and Image Repeat (when set to AUTO) modes.

MEMO

- The initial setting in the Standard mode is Auto Paper Selection.
- To make copies on transparencies or special (thick) copy stock, use the stack bypass.
- You can set Auto Paper Selection to specific paper drawers. (See "Drawer Eligibility for APS/ADS," on p. 3-11 in the *Reference Manual*.)

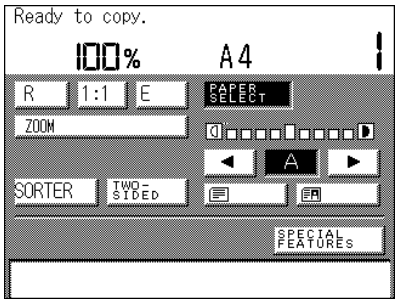
Auto Paper Selection

If a paper size is displayed in the center of the touch panel display, press the [PAPER SELECT] key to select the [AUTO] key.

Place your originals.

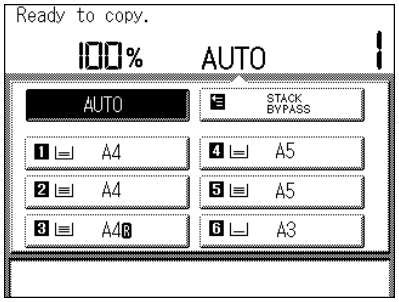
■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [PAPER SELECT] key.

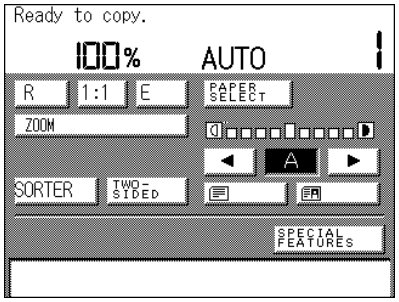


MEMO
- Auto Paper Selection is the Standard mode setting.

2 Select the [AUTO] key.



The screen on the right appears.



Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

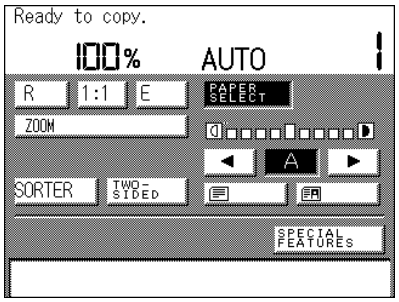
MEMO
- When using Auto Paper Selection, the selected paper size is indicated as follows:
  - If you place your original on the platen glass, the paper size appears in the touch panel display after the platen cover is lowered.
  - If you place your originals in the ADF, the paper size appears in the touch panel display after you place the original in the Original Supply Tray.
  - If you place your originals in the RDF, the paper size appears in the touch panel display after you press the ◎ key.
- You can also cancel the mode by pressing the ⌧ key. (The machine returns to the Standard mode.)

Manual Paper Selection

Place your originals.

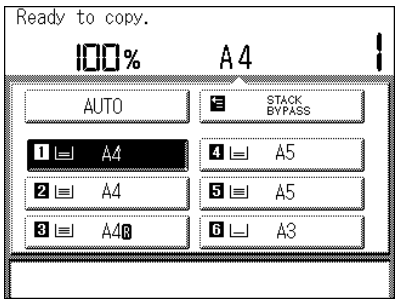
- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [PAPER SELECT] key.

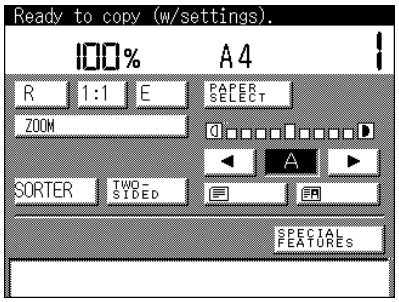


2 Select the paper size.

MEMO
- The paper sizes are displayed in the order in which they are loaded in the paper drawers.
- The paper sizes shown in the display will vary depending on which paper sizes are loaded in the paper drawers.



The selected paper size is displayed.



Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- You can also cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

Using the Stack Bypass

To make copies on transparencies or special (thick) copy stock, use the stack bypass. Copies will be made not on paper fed from the paper drawers but on paper in the stack bypass automatically fed into the machine.
If you select the Stack Bypass mode with Auto Paper Selection, you can make copies from the stack bypass. The following three types of paper can be copied using the stack bypass.

■ Standard Size
You can select standard inch system copy paper, or A or B series copy paper.

■ Free Size
You can place standard-size or non-standard size copy paper.

■ Envelope
You can place envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5 and YOUKEI 4).

MEMO
- When copying the following originals, you cannot use Auto Paper Selection:
  - Highly transparent originals such as transparencies
  - Originals with an extremely dark background

  Use Manual Paper Selection with these types of paper.
- When the Transparency Interleaving mode is already set, you cannot make copies using the stack bypass by Free Size. When the Transparency Interleaving mode is selected when making copies by Free Size, enter the copy size during copying.
- Two-sided and Overlay modes cannot be set for envelopes.

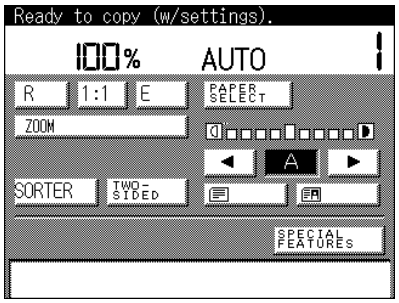
NOTICE
- Free Size and Envelope cannot be discharged and sorted to Multi-output Tray-C1 and -B2.
- Note the following points when using the stack bypass.
  - Copy quantity: 1 to about 50 sheets (stack about 5 mm high)
  - Paper size: A3 size to postcard (horizontaly placed)
  - Paper weight: 64 g/m^2 to 128 g/m^2
  - Curl down copy paper before use.
  - There are some types of copy stock which may meet the above specifications but cannot be fed in the stack bypass.

MEMO
- When [STACK BYPASS SIZE ENTRY] in the Custom Copy Settings is set to [ON] (See p. 3-15 in the *Reference Manual*.) and the stack bypass in [DRAWER ELIBILITY FOR APS / ADS] is set to [OFF] (See p. 3-11 in the *Reference Manual*.), the Size Entry selection screen appears when you place copy paper in the stack bypass.
- Once you have set a copy paper size, that setting is held in memory until you next place copy paper in the stack bypass.

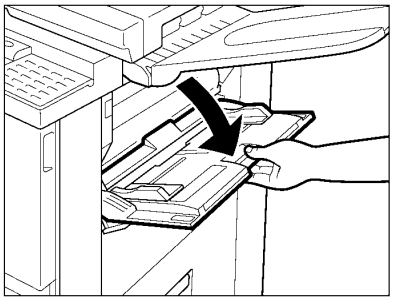
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

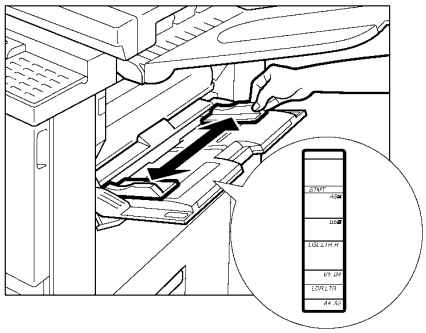
1 Programme the copy settings.



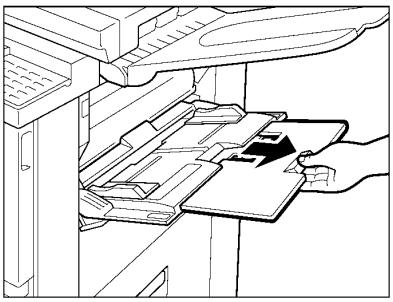
2 Open the stack bypass.



3 Adjust the slide guides to fit the size of the copy paper.

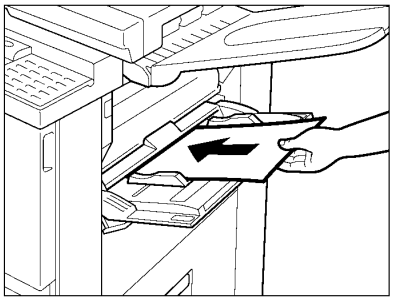


When feeding large copy paper, pull out the auxiliary tray.

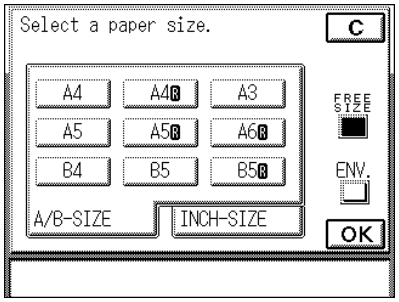


4 Place the copy paper in the stack bypass.

Align the required number of sheets of copy paper with the slide guides. The surface that you want to copy on must be placed face up. Insert the copy paper into the machine until it stops.



The Stack Bypass Size Entry screen is displayed.

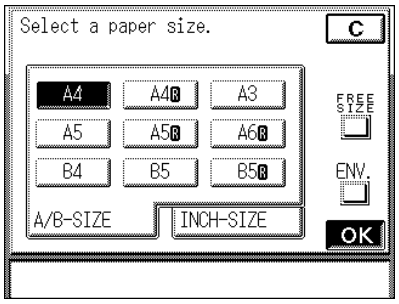


MEMO

- When [STACK BYPASS SIZE ENTRY] in the custom settings is set to [ON] (See p. 3-15 in the *Reference Manual*.), the screen on the right appears. Initial setting is [OFF].

5 Select the copy size, then press the [OK] key.

Select one of the [A/B SIZE], [INCH-SIZE], [FREE SIZE] or [ENV.] (COM10, Monarch, DL, ISO-B5, ISO-C5, YOUKEI 4) keys.



NOTICE

- When placing envelopes on the stack bypass, be sure to press the [ENV.] key and specify which standard of envelope is placed. Incorrectly specifying the envelope standard may cause a paper jam.

MEMO

- If one of the Two-sided, Overlay, or Image Combination modes has been set, select the size of the copy papers placed in the stack bypass from among the copy sizes displayed in the touch panel display.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

Adjusting Exposure and Image Quality

The following three methods are available for adjusting the copy exposure.

- **Manual Exposure Control (See p. 3-8.)**
  You can manually adjust the copy exposure to the desired level using the Exposure ([◀] or [▶]) keys.
- **Setting Text/Photo Exposure (See p. 3-9.)**
  You can select the appropriate image quality for the type of original (text or photo).
- **A (Automatic Exposure Control) (See p. 3-11.)**
  The machine automatically adjusts the copy exposure to the most appropriate level for the original.

Adjusting Exposure (LIGHT, DARK)

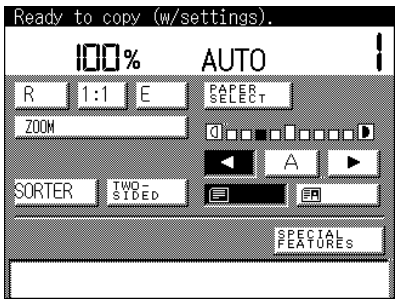
Manually adjust the copy exposure to the most appropriate level for the original.

Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [◀] or [▶] keys to adjust the copy exposure.

MEMO
- Move the indicator above the [◀] [A] [▶] keys to the left to make the exposure lighter or to the right to make the exposure darker.
- If you press the [◀] or [▶] keys while Automatic Exposure Control is in active (i.e. the [A] key is highlighted), the [A] key returns to normal and Manual Exposure Control become active.



Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO
- You can also cancel the mode by pressing the ⌧ key. (The machine returns to the Standard mode.)

Selecting Image Quality (TEXT, TEXT/PHOTO, PHOTO)

You can adjust image quality to the appropriate level best suited to the quality of text or photo originals. The following three modes are available for adjusting image quality.

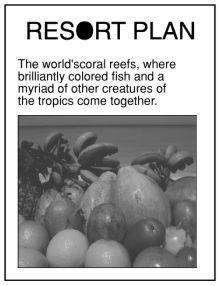
■ **TEXT**
This mode is best suited for making copies from text originals (600 dpi). Good-looking copies can be made from even blueprints or faint pencil-drawn originals.

■ **TEXT/PHOTO**
This mode is best suited for making copies from originals containing both text or photos, or photo originals containing halftones (i.e. printed photos).

■ **PHOTO**
This mode is best suited for making copies from photos printed on photographic paper. (200 dpi)

Text

Text/Photo



Photo

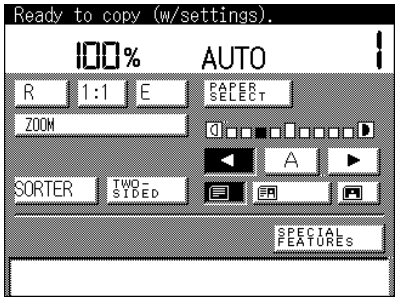
NOTICE
- If you make copies of an original containing half-tones such as a printed photograph using the Photo mode, moiré may occur. If this happens, you can soften this moiré effect by using the Sharpness mode. (See "Making Sharp Contrast Copies," on p. 5-17.)
- Combinations of these three modes cannot be set. If you select one of these modes, the previously set mode is cancelled.

MEMO
- When the Photo mode in the Custom Copy Settings is set to [ON], [PHOTO] is displayed. (See "Photo Mode," on p. 8-8.)
- When you have selected the Text, Text/Photo or Photo mode, the copy exposure can be adjusted only by Manual Exposure Control. Automatic Exposure Control [A] cannot be selected.
- If the original is a transparency, select the Text, Text/Photo or Photo mode to adjust the image quality to the most appropriate level.

Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Select the [▤] (TEXT), [▤/▣] (TEXT/PHOTO) or [▣] (PHOTO) key, then press [◀] or [▶] to adjust the copy exposure.



MEMO
- Move the indicator above the [◀] [A] [▶] keys to the left to make the exposure lighter or to the right to make the exposure darker.
- If you press the [◀] or [▶] keys while Automatic Exposure Control is in effect (i.e. the [A] key is highlighted), the [A] key returns to normal and Manual Exposure Control become active.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

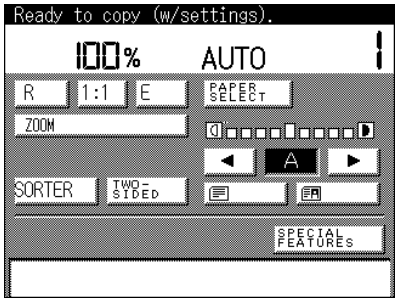
Automatic Adjustment of Exposure and Image Quality (A)

Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [A] key.

The copy exposure is automatically adjusted to the appropriate level best suited to the quality of the original.



MEMO
- To return the machine to the Manual Exposure Adjustment mode, press the [A] key again. The machine also returns to the Manual Exposure Control mode after you have adjusted the copy exposure by the [◀] or [▶] keys.
- If the original is a transparency, you may not be able to use Automatic Exposure Control. If so, adjust the copy exposure using Manual Exposure Control.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- Automatic Copy Exposure is carried out in one of two ways. For details on how to set this (See “Setting Automatic Exposure Adjustment,” on p. 3-9 in the *Reference Manual*.)
  - [SPEED PRIORITY] (default)
    The copy exposure is automatically adjusted. By this exposure method, copies are made with background density skipped.
  - [IMAGE PRIORITY]
    The copy exposure and image quality are automatically adjusted. Before the original is scanned, the original is ”pre-scanned” by the machine to judge the copy exposure. So, this method takes longer than the Speed Priority mode.
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

NOTICE
- When making copies using the ADF with the Automatic Exposure Adjustment mode set to ”Image Priority,” pre-scanning is not possible. So, set the Automatic Exposure Adjustment mode to ”Speed Priority.”

Enlarging/Reducing Originals from One Standard Paper Size to Another (R, 1:1, E)

You can make copies at the same size as the original, and make enlarged or reduced copies from standard-size originals on standard-size copy paper.

■ **1:1 (Direct)**
This mode enables you to make copies the same size as the original.

■ **R (Reduce)**
This mode enables you to make reduced size copies from standard-size originals to standard-size copy paper. This machine is provided with the following preset reduction copy ratios.

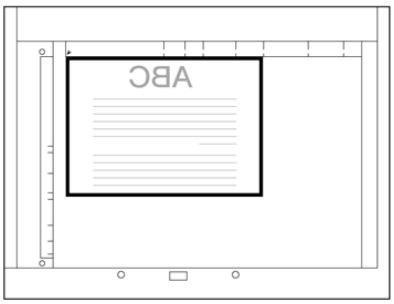
A3 → A4 → A5 (70%)
A3 → A5 (50%)
25% MIN.

■ **E (Enlarge)**
This mode enables you to make enlarged size copies from standard-size originals to standard-size copy paper. This machine is provided with the following preset enlargement copy ratios.

A5 → A4 → A3 (141%)
A5 → A3 (200%)
400%
800% MAX.

NOTICE

- Place your originals horizontally in the following cases:
  - When enlarging A4-size originals to A3-size
  - When enlarging A5-size originals to A3-size
- When reducing A3-size originals to A4-size, select the A4R paper drawer loaded with A4-size copy paper.
- Copies cannot be made at the [25% MIN], [400%] or [800% MAX] copy ratios when using the ADF. Make copies at these copy ratios with the original placed on the platen glass.



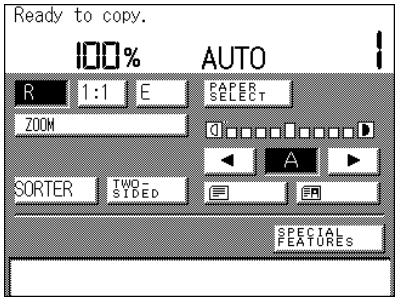
Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [E] or [R] key to display the preset copy ratios in the touch panel display.

- **To make larger size copies on a standard paper size, press the [E] key.**
- **To make smaller size copies on a standard paper size, press the [R] key.**

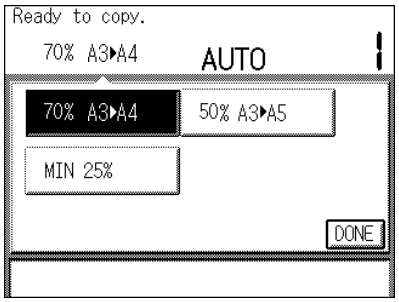
MEMO
- When making copies the same size as the original (100%), see "Flow of Copy Operations," on p. 2-2.

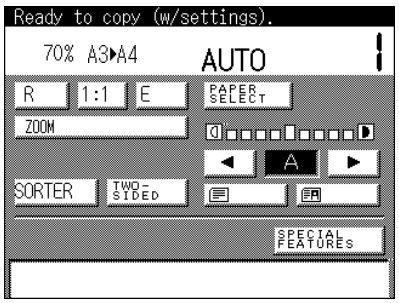


2 Select a preset copy ratio.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.

NOTICE
- Copies cannot be made at the [25% MIN], [400%] or [800% MAX] copy ratios when using the ADF. Make copies at these copy ratios with the original placed on the platen glass.





Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO
You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

Reducing/Enlarging Originals to the Desired Size
(ZOOM MODE)

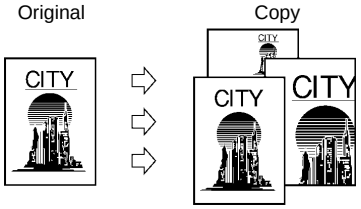
You can make copies reduced or enlarged to the desired copy ratio. The following six zoom modes are available.

- **ZOOM (See p. 3-14.)**
  You can enlarge or reduce images by a copy ratio of your choice, selectable in 1% increments.
- **AUTO ZOOM (See p. 3-16.)**
  You can automatically copy from a standard-size original to a different standard-size copy at the same XY ratio.
- **ENTIRE IMAGE (See p. 3-19.)**
  This mode slightly reduces the entire image.
  This mode prevents images that fill the entire page from being cut off at the edges if it fills the entire page.
- **ZOOM PROGRAM (See p. 3-20.)**
  You can make copies with a copy ratio, by specifying the copy size and original size.
  Two Zoom Programme modes are available: [ZOOM] for specifying copying at the same XY copy ratio, and [XY ZOOM] for specifying copying at a different XY copy ratio.
- **XY ZOOM (See p. 3-23.)**
  This mode makes enlarged or reduced copies at a different XY copy ratio.
  Two XY Zoom modes are available: automatic for automatically specifying the copy ratio, and manual for manually specifying the copy ratio.
- **MULTI-PG ENLARGE (See p. 3-27.)**
  This mode automatically calculates how many sheets the original is to be copied on based on the enlarged copy size. If you paste together the copy sheets output in the Multi-PG Enlarge mode, you can enlarge originals to copy paper sizes larger than A3.

Reducing Originals at a Desired Copy Ratio (ZOOM)

You can reduce or enlarge images by any copy ratio, selectable in 1% increments. The copy ratios are as follows:

- When placing originals in the RDF or on the platen glass: 25 to 800%
- When placing originals in the ADF: 50 to 200%

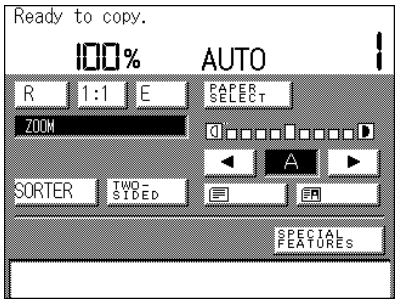


NOTICE
- When the selected copy ratio is outside of the 50 to 200% range, copies cannot be made from originals placed on the ADF.

Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

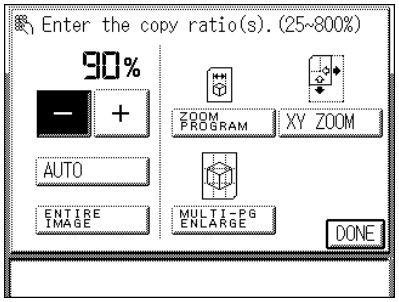
1 Press the [ZOOM] key.



2 Enter the copy ratio.

You can enter the copy ratio with the [–] [+] keys or the Number keys in 1% increments.

- **To increase the copy ratio, press the [+] key.**
- **To decrease the copy ratio, press the [–] key.**
- **To enter the copy ratio directly, press the Number (① to ⓪) keys.**

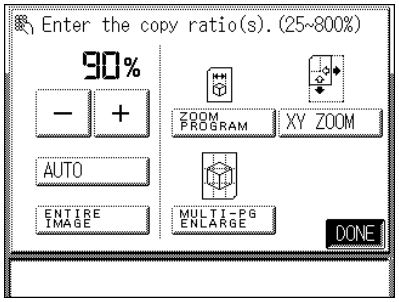


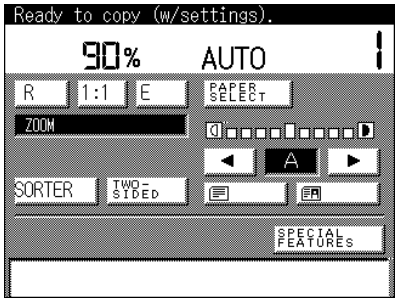
MEMO

- If you enter the copy ratio with the Number keys, you can directly change (increase/decrease) the entered values with the [–] [+] keys in the touch panel display.
- If you make a mistake when entering values, press the Ⓒ key, and enter the correct value.
- If you enter a value outside the setting range, a message prompting you to enter the appropriate value will appear on screen.
- If you have placed originals in the ADF, you can make copies at a copy ratio within the range 50 to 200%.

3 Press the [DONE] key.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.





Proceed to make copies in the usual way.

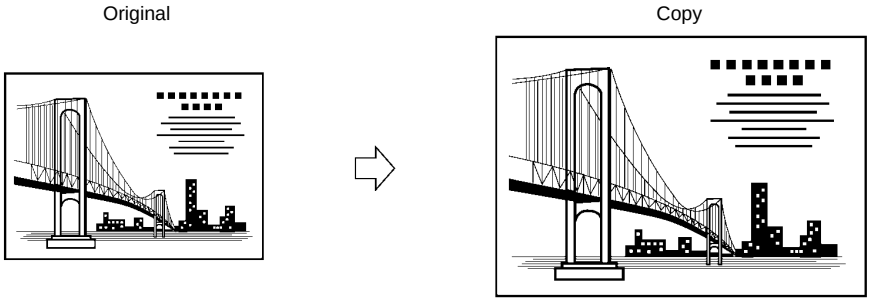
(See chapter 2, ”Basic Copying”.)

NOTICE
- When the selected copy ratio is outside of the 50 to 200% range, copies cannot be made from originals placed on the ADF.

MEMO
- If you press the [1:1] key, the setting is cancelled, and the copy ratio returns to direct copying (100%).
- You can also cancel the mode by pressing the ⧸ key. (The machine returns to the Standard mode.)

Automatically Setting the Copy Ratio Based on the Original and Copy Paper Sizes (AUTO ZOOM)

In this mode, the machine automatically selects the appropriate copy ratio based on the size of the originals and the selected copy paper. The copy ratios are as follows:
- When placing originals in the RDF or on the platen glass: 25 to 800%
- When placing originals in the ADF: 50 to 200%



NOTICE
- You cannot use the Auto Zoom mode with Auto Paper Selection.
- You cannot copy highly transparent originals, such as transparencies, in the Auto Zoom mode. Use the Reduction, Enlargement or Zoom modes.
- To use the Auto Zoom mode, your originals must conform to a standard paper size.
- When the copy ratio is outside the 50 to 200% range in the Auto Zoom mode, copies cannot be made from originals placed on the ADF.

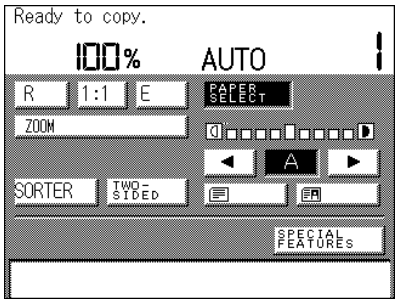
MEMO
- If an error occurs between the Auto Zoom copy ratio and the actual copy size, you can adjust this with the Zoom Fine Adjustment function. (See “Zoom Fine Adjustment,” on p. 3-38 in the *Reference Manual*.)
- The copy paper placed in the stack bypass normally is not processed in the Auto Zoom mode. To process this paper in the Auto Zoom mode, you must first specify the size of the copy paper to be placed in the stack bypass. (See “Selecting the Copy Paper Size,” on p. 3-2.)
- The paper sizes that can be used with Auto Zoom are as follows:

  For an original placed on the platen glass : A3, A4, A4R, A5
  For originals placed in the ADF : A3, A4, A4R, A5, A5R
  For originals placed in the RDF : A3, A4, A4R, A5

Place your originals.

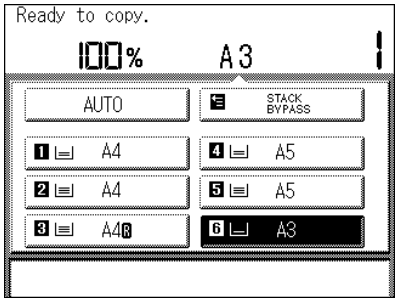
- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [PAPER SELECT] key.

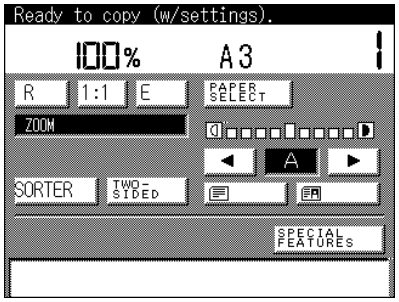


2 Select the copy paper size.

NOTICE
- Select a copy paper size other than [AUTO].

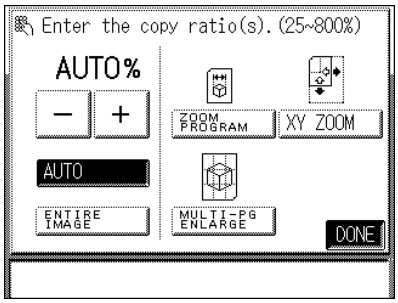


3 Press the [ZOOM] key.



4 Select the [AUTO] key, then Press the [DONE] key.

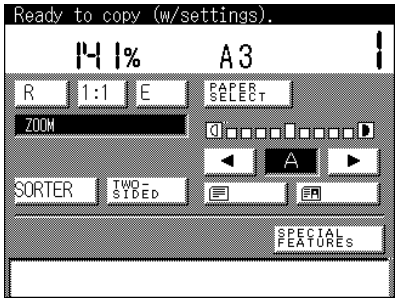
The display returns to the Basic Features screen.



■ **If you placed your original on the platen glass:**
When you have lowered the platen cover (or ADF or RDF), the selected copy ratio appears in the touch panel display.

■ **If you placed your original in the ADF:**
After you have placed the originals, the selected copy ratio appears in the touch panel display.

■ **If you placed your original in the RDF:**
After you press the ◎ key to begin copying, the selected copy ratio appears in the touch panel display.



MEMO
- The copy ratio is set within the range of 25 to 800%.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

NOTICE
- When the copy ratio is outside the 50 to 200% range in the Auto Zoom mode, copies cannot be made from originals placed on the ADF.

MEMO
- If you press the [1:1] key, the setting is cancelled, and the copy ratio returns to direct copying (100%).
- You can also cancel the mode by pressing the ⧄ key. (The machine returns to the Standard mode.)

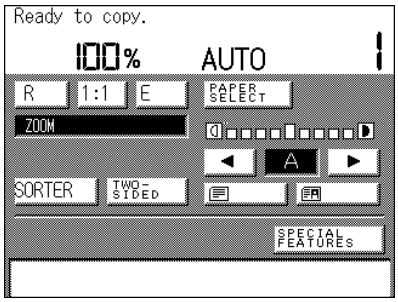
Slightly Reducing Images to Prevent the Original Periphery from Being Cut (ENTIRE IMAGE)

When copying an original onto the same size of paper at a 100% copy ratio, the periphery of the original may be cut slightly on the copy.
However, if you set the Entire Image mode, the copied image is automatically reduced slightly based on the copy paper size and copy image size. As a result, the entire original image is reproduced on the copy without its periphery being cut off.

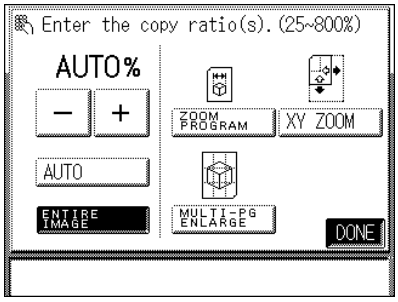
Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [ZOOM] key.

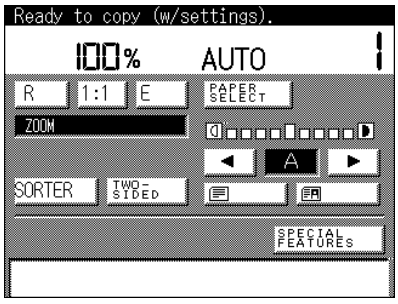


2 Select the [ENTIRE IMAGE] key, then press the [DONE] key.



Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)



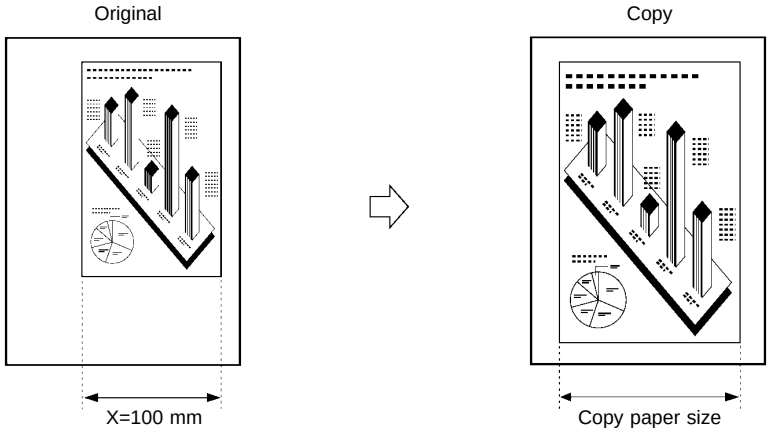
MEMO
- To cancel the settings, press the [ZOOM] and [ENTIRE IMAGE] in that order.
- You can also cancel the mode by pressing the ⌧ key. (The machine returns to the Standard mode.)

Calculating the Copy Ratio Based on the Original and Copy Paper Sizes (ZOOM PROGRAM)

If you enter measurements for the original and desired copy images (or sheets), the machine will automatically calculate and set the appropriate copy ratio. The following two Zoom Programme modes are available.

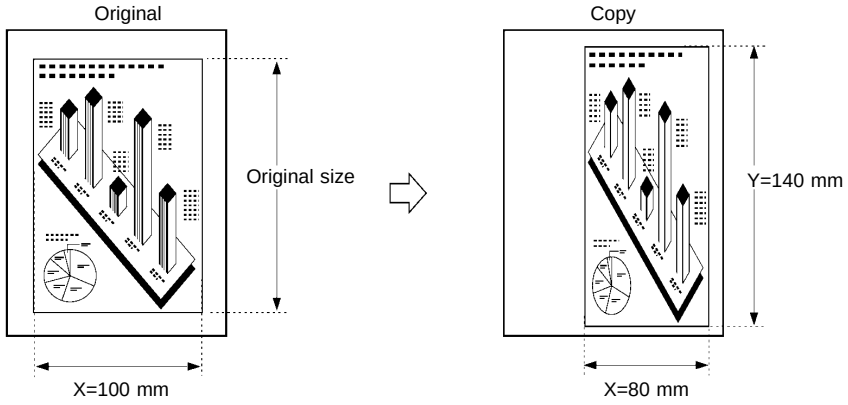
■ Making copies with the same XY copy ratio (ZOOM)

Designate the same copy ratio for the vertical and horizontal directions.



■ Making copies with a different XY copy ratio (XY ZOOM)

Designate a different copy ratio for the vertical and horizontal directions.



MEMO

- Sizes designated in millimeters are converted to the copy ratio (%) as follows:
  copy ratio (%) = copy size (mm)/original size (mm) x 100
  Numbers past the decimal point are discarded.
- If the calculated copy ratio is smaller than 25%, it is set to 25%. If it is larger than 800%, it is set to 800%.

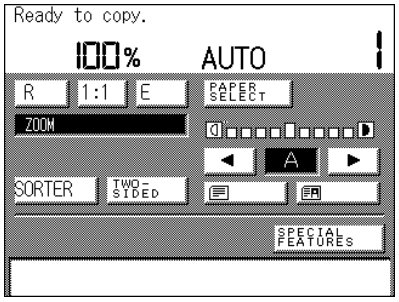
NOTICE

- When the calculated copy ratio is outside the 50 to 200% range, copies cannot be made from originals placed on the ADF.

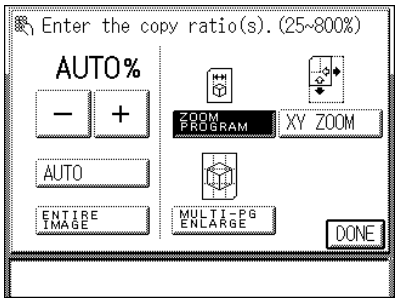
Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [ZOOM] key.



2 Select the [ZOOM PROGRAM] key.

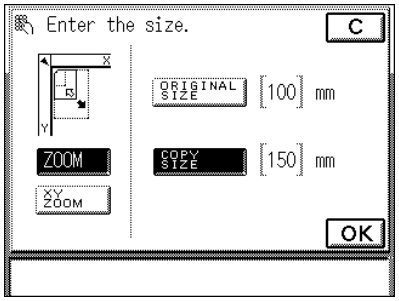


3 Select the [ZOOM] or [XY ZOOM] key.

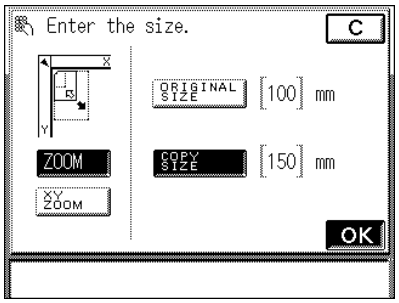
Select the [ORIGINAL SIZE] key, then enter the original size (mm) with the Number keys.
Select the [COPY SIZE] key, then enter the copy size (mm) with the Number keys.

MEMO

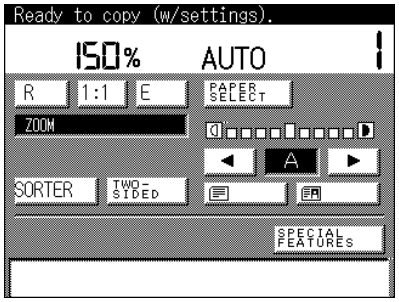
- If you make a mistake when entering values, press the Ⓒ key, and enter the values again.



4 Press the [OK] key.



The display returns to the Basic Features screen, and the selected copy ratio is displayed.



Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

NOTICE

- When the calculated copy ratio is outside the 50 to 200% range, copies cannot be made from originals placed on the ADF.

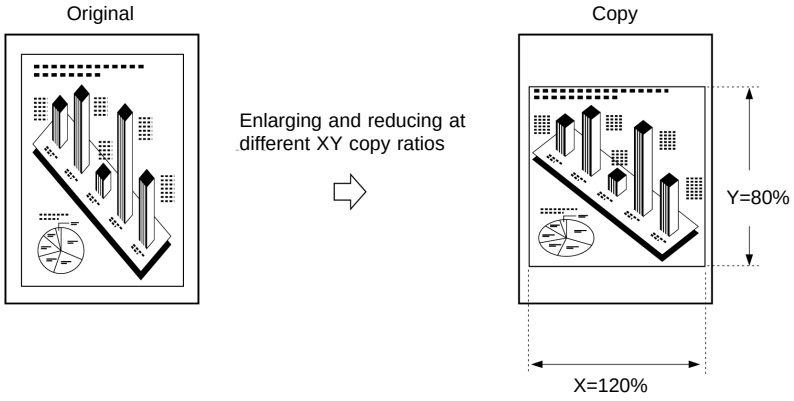
MEMO

- If you press the [1:1] key, the setting is cancelled, and the copy ratio returns to direct copying (100%).
- To cancel the settings, press the [ZOOM], [ZOOM PROGRAM] and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

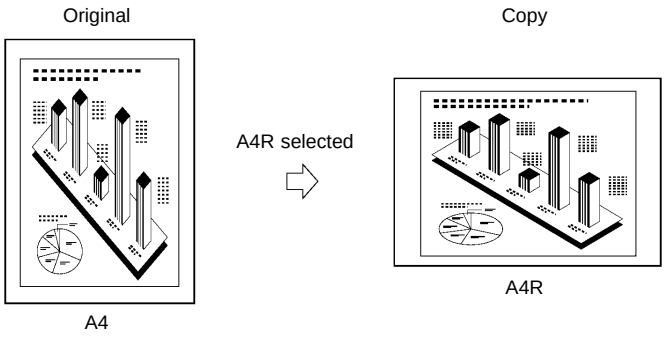
Enlarging/Reducing Originals at Copy Ratios Set Independently for X and Y Axes (XY ZOOM)

If you set the XY Zoom mode, you can make enlarged or reduced copies at a different XY copy ratio. The following two XY Zoom modes are available.

■ **Manually Specifying the Copy Ratio (XY ZOOM) (See p. 3-24.)**
Manually specify the XY copy ratio in 1% increments.



■ **Automatically Specifying the Copy Ratio (AUTO XY ZOOM) (See p. 3-25.)**
The XY copy ratio is automatically set to suit the size of the selected copy paper.



NOTICE
- You cannot use the Auto XY Zoom mode with Auto Paper Selection.
- If you set the Auto XY Zoom mode, select the copy paper size by Manual Paper Selection. If you do not select the copy paper size, the copy ratio is automatically set to the size of the copy paper set in the topmost paper drawer during copying.
- You cannot copy highly transparent originals, such as transparencies, in the Auto XY Zoom mode. Use the Reduction, Enlargement or Zoom modes.
- When the copy ratio is outside the 50 to 200% range in the Auto XY Zoom mode, copies cannot be made from originals placed on the ADF.

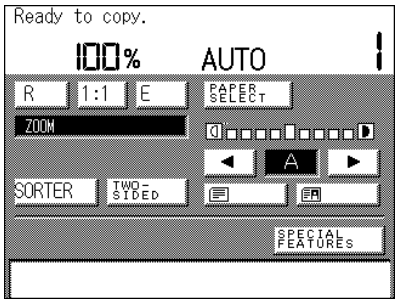
MEMO
- When the copy ratio is smaller than 25% in the Auto XY Zoom mode, it is set to 25%. If it is larger than 800%, it is set to 800%.
- If an error occurs between the Auto XY Zoom copy ratio and the actual copy size, you can adjust this with the Zoom Fine Adjustment function. (See "Zoom Fine Adjustment," on p. 3-38 in the *Reference Manual*.)

Manually Specifying the Copy Ratio

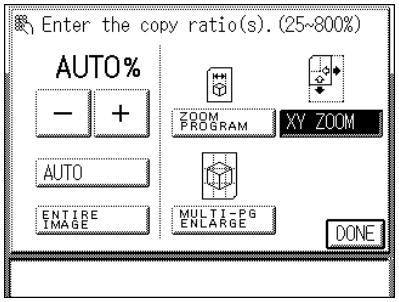
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [ZOOM] key.



2 Select the [XY ZOOM] key.



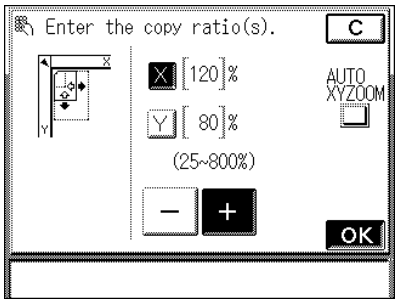
3 Enter the XY copy ratio.

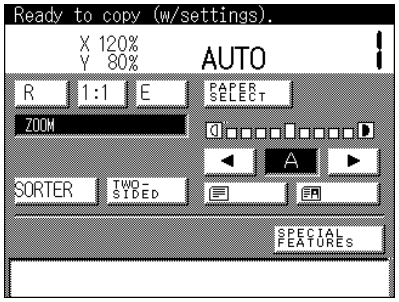
Press the [X] and [Y] keys, and enter the values for X and Y.
You can enter the XY copy ratio in the range of 25 to 800% with the [–] [+] keys or the Number keys in 1% increments.

- To increase the copy ratio, press the [+] key.
- To decrease the copy ratio, press the [-] key.
- To enter the copy ratio directly, press the Number (① to ⓪) keys.

MEMO
- If you enter the copy ratio with the Number keys, you can directly change (increase/decrease) the entered values with the [–] [+] keys on the touch panel display.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.





Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

NOTICE
- When the set copy ratio is outside the 50 to 200% range, copies cannot be made from originals placed on the ADF.

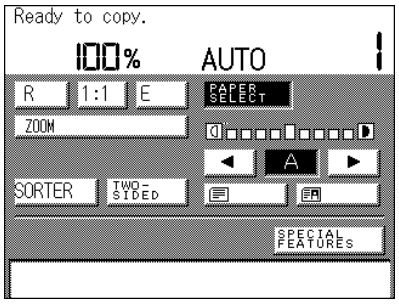
MEMO
- If you press the [1:1] key, the setting is cancelled, and the copy ratio returns to direct copying (100%).
- To cancel the settings, press the [ZOOM], [XY ZOOM], and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

Automatically Specifying the Copy Ratio

Place your originals.

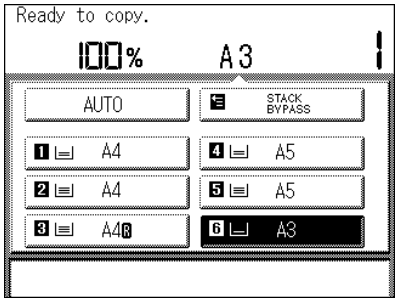
- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [PAPER SELECT] key.

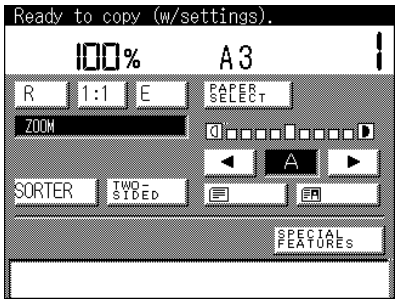


2 Select the copy paper size.

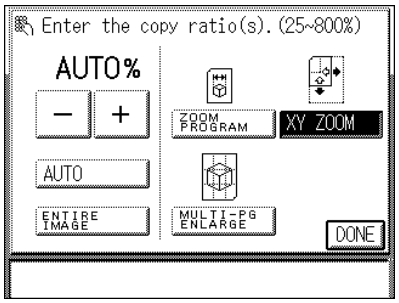
NOTICE
- Select a copy size other than the [AUTO] key. When the [AUTO] key is selected, the paper loaded in the upper drawer is selected.



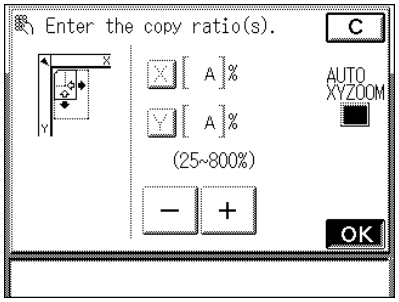
3 Press the [ZOOM] key.



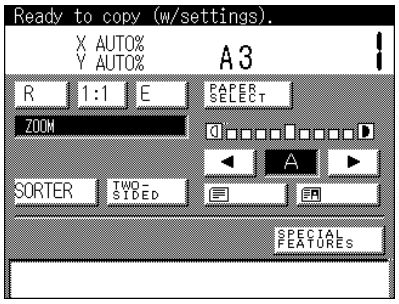
4 Select the [XY ZOOM] key.



5 Select the [AUTO XY ZOOM] key, then press the [OK] key.



The display returns to the Basic Features screen.



Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

NOTICE

- When the copy ratio is outside the 50 to 200% range in the Auto Zoom mode, copies cannot be made from originals placed on the ADF.

MEMO

- If you press the [1:1] key, the setting is cancelled, and the copy ratio returns to direct copying (100%).
- To cancel the settings, press the [ZOOM], [XY ZOOM], and [C] keys in that order.
- You can also cancel the mode by pressing the ⧄ key. (The machine returns to the Standard mode.)

Reducing/Enlarging Originals to Copy Paper Sizes Larger than A3 (MULTI-PG ENLARGE)

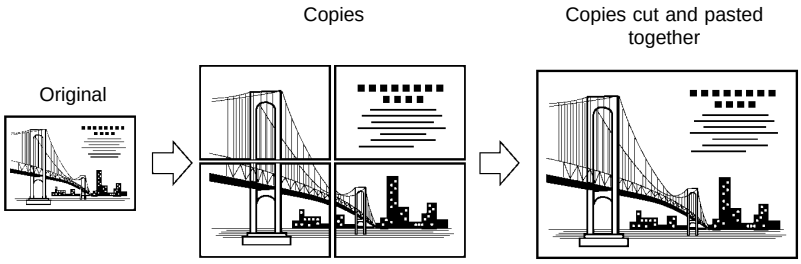
NOTICE
- This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	No	Yes

If you set the Multi-Page Enlarge mode, you can enlarge and copy originals onto sheets larger than A3 in size.
The machine automatically calculates how many sheets the original is to be copied on based on the enlarged copy size. If you paste together the copy sheets output in this mode, you can make copies larger than A3.

■ **Specifying the Copy Ratio by % (COPY RATIO(S)) (See p. 3-29.)**
Specify the copy ratio up to 800%. The copy paper size is automatically set.

■ **Specifying the Copy Ratio by Number of Output Pages (NUMBER OF OUTPUT PGS) (See p. 3-31.)**
Specify the copy paper size and number of output pages. The copy ratio is automatically set.



NOTICE
- Copies output in the Multi-page Enlarge mode are output so that adjacent images are overlapping. When cutting and pasting these copies together, overlap and paste duplicated image areas.
- Only the following standard-size originals can be copied in the Multi-page Enlarge mode: A3, A4, A4R, A5, A5R
- Only one copy can be made in the Multi-page Enlarge mode.

Copy Ratio Specification and Required Paper Sizes and Quantities

When making an enlarged copy with a specified copy ratio, the size of the copy paper and the number of sheets required for the resulting copy depend on the copy ratio that was specified. The following table shows typical copy ratios and the size and number of sheets of copy paper required. Use this table as a guide when determining the desired copy ratio.

■ When the original and output copy sheets are horizontal

Original Size/ Orientation / Output Size/ Orientation	A3/Horizontal	A4/Horizontal	Number of Copy Sheets at Suitable Copy Paper Size
A0 x 2 / Horizontal	400%	–	A3 5 × 5 = 25 sheets
A0 / Horizontal	282%	400%	A3 3 × 3 = 9 sheets
A1 / Horizontal	200%	282%	A3 3 × 3 = 9 sheets
A2 / Horizontal	141%	200%	A3 2 × 2 = 4 sheets

■ When the original and output copy sheets are vertical

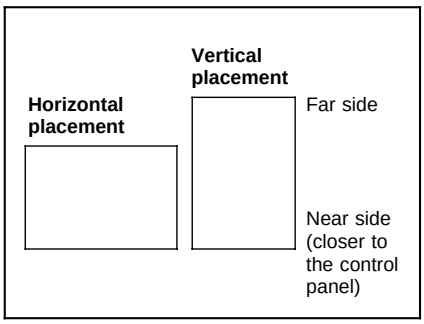
Original Size/ Orientation / Output Size/ Orientation	A4/Vertical	Number of Copy Sheets at Suitable Copy Paper Size
A0 / Vertical	400%	A3 3 × 5 = 15 sheets
A1 / Vertical	282%	A3 2 × 3 = 6 sheets
A2 / Vertical	200%	A3 2 × 2 = 4 sheets

NOTICE

- The values shown in the above table are only meant as a guide. The actual values may be slightly different.
- The resulting size after the printed copies have been cut and pasted together will be slightly smaller than the size indicated in the above table.
- For originals as large as A3-size, the copy ratio can be set freely from 25% to 800%.

MEMO

- Horizontal placement and vertical placement are shown below.

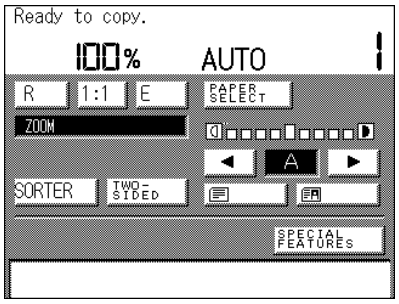


Specifying the Copy Ratio by % (COPY RATIO(S))

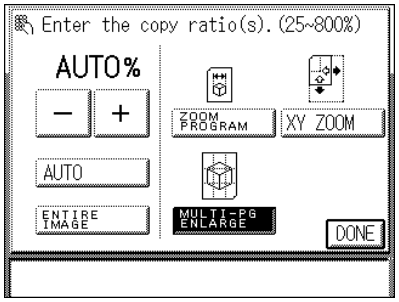
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

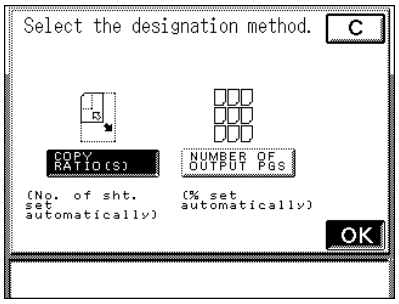
1 Press the [ZOOM] key.



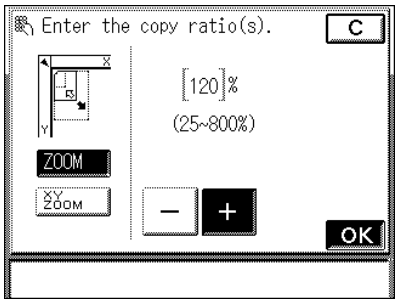
2 Select the [MULTI-PG ENLARGE] key.



3 Select the [COPY RATIO(S)] key, then press the [OK] key.



4 Enter the copy ratio.



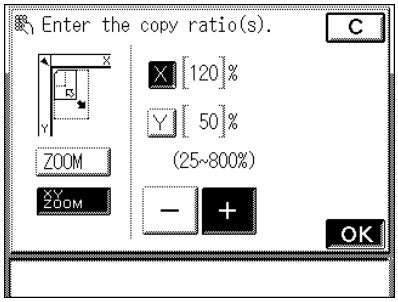
■ To set the XY copy ratio to the same copy ratio

Select the [ZOOM] key. Press the Number keys, or the [–] [+] keys to set the copy ratio, then press the [OK] key.

- To increase the copy ratio, press the [+] key.
- To decrease the copy ratio, press the [–] key.
- To enter the copy ratio directly, press the Number (① to ⓪) keys.

MEMO

- If you make a mistake when entering values, press the Ⓒ key, and enter the correct value.
- If you enter the copy ratio with the Number keys, you can directly change (increase/decrease) the entered values with the [–] [+] keys on the touch panel display.



■ To set the XY copy ratio to a different copy ratio

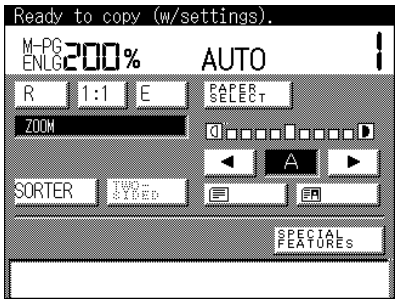
Select the [XY ZOOM] key. Press the Number keys, or the [–] [+] keys to set the XY copy ratio, then press the [OK] key.

- To increase the copy ratio, press the [+] key.
- To decrease the copy ratio, press the [–] key.
- To enter the copy ratio directly, press the Number (① to ⓪) keys.

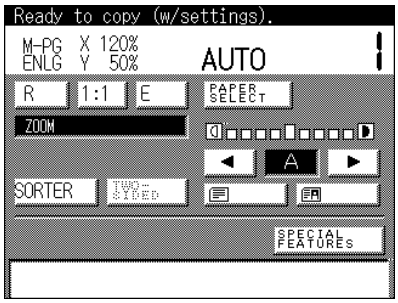
MEMO

- If you enter the copy ratio with the Number keys, you can directly change (increase/decrease) the entered values with the [–] [+] keys on the touch panel display.

The display returns to the Basic Features screen, and the selected copy ratio is displayed.



(ZOOM)



(XY ZOOM)

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

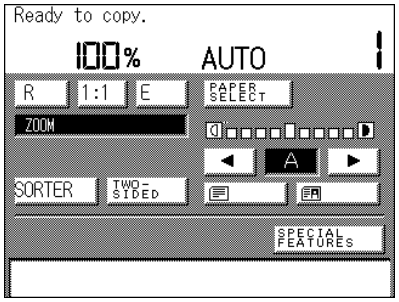
MEMO
- How many copy sheets an original is copied onto is determined by the copy ratio and selected copy paper size.
- If you press the [1:1] key, the setting is cancelled, and the copy ratio returns to direct copying (100%).
- To cancel the settings, press the [ZOOM], [MULTI-PG ENLARGE], and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

Specifying the Copy Ratio by Number of Output Pages (NUMBER OF OUTPUT PGS)

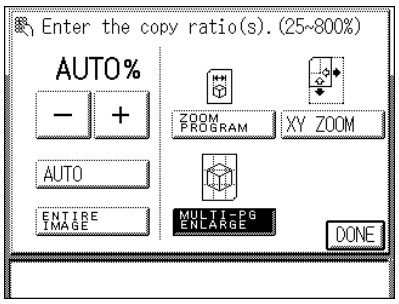
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

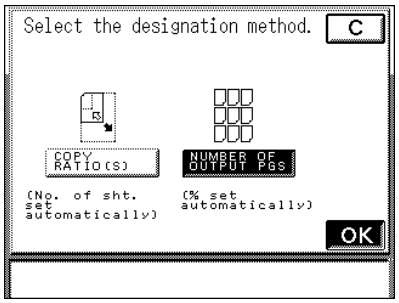
1 Press the [ZOOM] key.



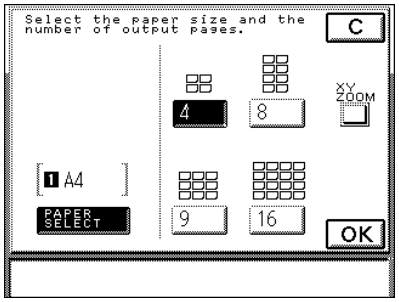
2 Select the [MULTI-PG ENLARGE] key.



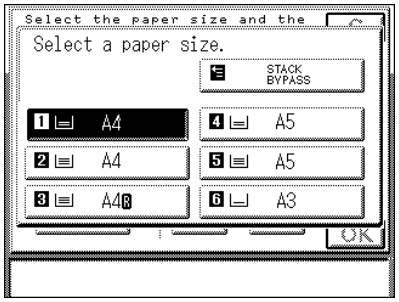
3 Select the [NUMBER OF OUTPUT PGS] key, then press the [OK] key.



4 Press the [PAPER SELECT] key.

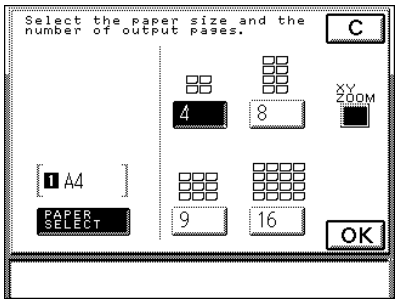


5 Select the desired copy paper size.



6 Select the number of output pages.

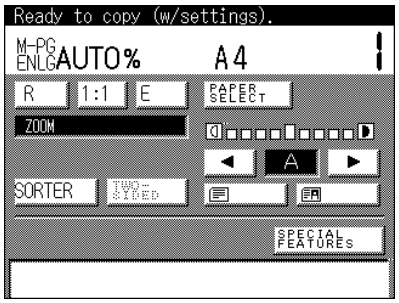
The number of copy sheets determines the size at which the original is to be copied. Press one of the [4], [8], [9] or [16] keys.

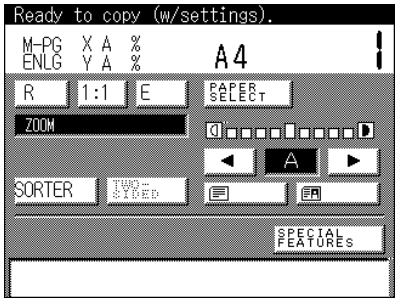


■ **To select a different XY copy ratio**
Press the [XY ZOOM] key. A different copy ratio is automatically set for X and Y directions.

3 Press the [OK] key.

The display returns to the Basic Features screen, and the automatic copy ratio is displayed.





When [XY ZOOM] is pressed.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO

- If you press the [1:1] key, the setting is cancelled, and the copy ratio returns to direct copying (100%).
- To cancel the settings, press the [ZOOM], [MULTI-PG ENLARGE], and [C] keys in that order.
- You can also cancel the mode by pressing the ⊠ key. (The machine returns to the Standard mode.)

Copying Two-sided Originals, Copying onto Both Sides of Copy Paper *(TWO-SIDED)*

The following two-sided copying features are available.

■ **1 → 2 SIDED (See p. 3-35.)**
Makes two-sided copies from one-sided originals.

■ **2 → 2 SIDED (See p. 3-38.)**
Makes two-sided copies from two-sided originals.

■ **2 → 1 SIDED (See p. 3-40.)**
Makes one-sided copies from two-sided originals.

■ **BOOK → 2-SIDED (See p. 3-42.)**
Makes two-sided copies from facing pages in a book or bound original.

NOTICE
- Non-standard paper sizes cannot be used to make two-sided copies.
- 2-sided modes cannot be used with the Overlay, Two-page Separation, Image Combination, Image Separation, Multi-page Enlarge and Transparency Interleaving modes.

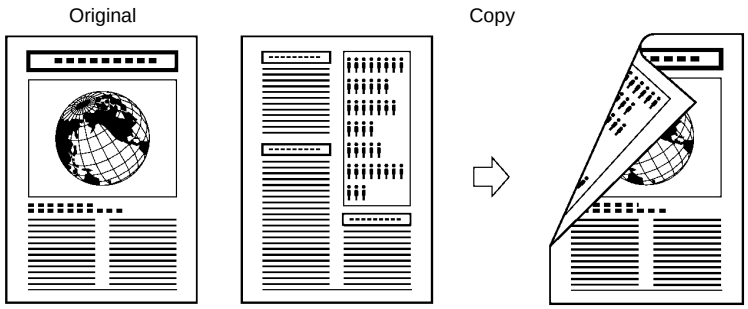
MEMO
- In the 2-sided mode, the functions that can be set vary according to whether or not your machine is equipped with the ADF/RDF.
- The Two-sided mode that you have set is displayed as a balloon above the [TWO-SIDED] key in the Basic Features screen.
- Copy paper used to make two-sided copies must conform to the following specifications.
  - Paper size: A3 to A5 (A5R-size and paper less than 182 mm wide cannot be used.)
  - Paper weight: 64 g/m^2 to 80 g/m^2

Making Two-sided Copies from One-sided Originals
(1 → 2-SIDED)

MEMO
- This feature can be used with the following combinations of models and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	Yes	Yes

This feature enables you to make two-sided copies from one-sided originals.



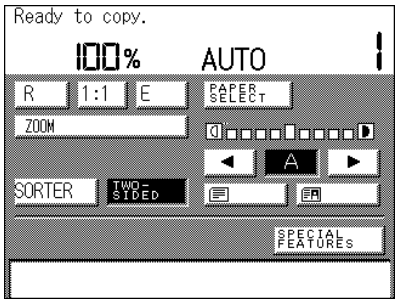
NOTICE
- When copying onto A5R paper in the 1 → 2-sided mode, only one copy can be set.
- Be certain to place the original horizontally when making copies from A4R, A5R and other horizontal sizes. If these originals are placed vertically, the back of the copy will be printed upside down.
- The number of copies that can be made in the 1 → 2-sided mode are as follows.
  - When placing an original on the platen glass:
    - A3, A4R, A5R-size copy paper: only one
    - A4, A5-size copy paper: 20 sheets
  - When placing originals in the ADF:
    Only one copy can be made.
  - When placing originals in the RDF:
    - A3, A4R, A5R-size copy paper: 50 sheets
    - A4, A5-size copy paper: 100 sheets

MEMO
- If two or more one-sided originals are placed in the RDF, the number of originals will automatically be counted before copying begins. The Auto Count function prevents the first copied page from being reproduced blank. You can also make copies with the Auto Count function cancelled. If you specify the number of originals with [EVEN NUMBER] or [ODD NUMBER], automatic counting is not performed. Cancelling automatic counting saves time, and also reduces wear and tear on originals.
- If there are an odd number of originals, the back of the last page is left blank. (The machine's counter does not count the blank page as a copy.)

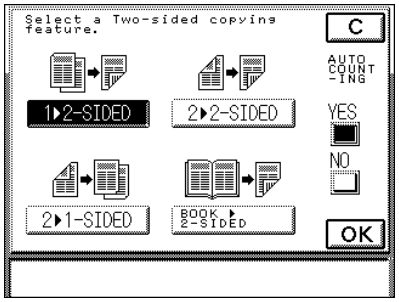
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

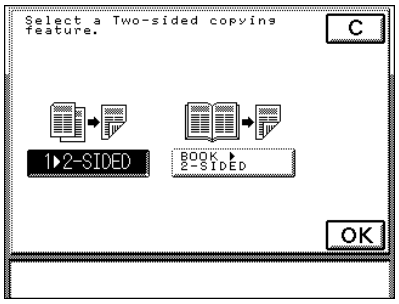
1 Press the [TWO-SIDED] key.



2 Select the [1 → 2 SIDED] key.



If your machine is not equipped with the RDF, the screen on the right appears in the touch panel display.



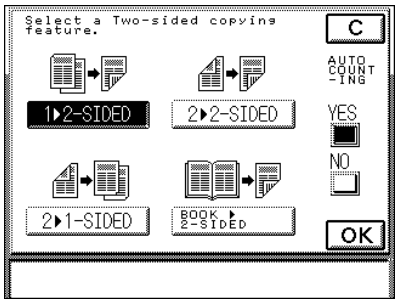
Proceed to step 4.

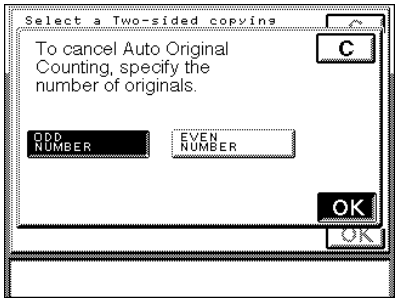
3 Select whether or not to set the Auto Count function ON or OFF. (With RDF attached)

■ **Setting Auto Count to ON**
Select the [YES] key.

MEMO
- If there are an odd number of originals, the back of the last page is left blank. (The machine's counter does not count the blank page as a copy.)

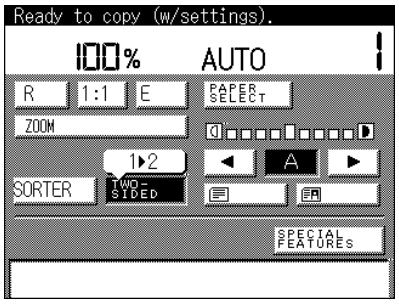
■ **Setting Auto Count to OFF**
Select the [NO] key.
Specify the number of originals (even or odd), then press the [OK] key.





4 Press the [OK] key.

The display returns to the Basic Features screen, and "1 → 2" is displayed above the [TWO-SIDED] key.

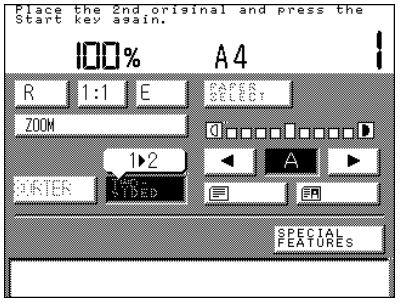


Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

■ **If you placed your original on the platen glass**
Press the ◎ key for each original following the message displayed in the touch panel display on the right.

MEMO
- To cancel the settings, press the [TWO-SIDED] and [C] keys in that order.
- You can also cancel the mode by pressing the ⊘ key. (The machine returns to the Standard mode.)



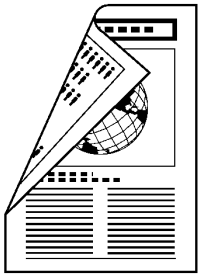
Making Two-sided Copies from Two-sided Originals
(2 → 2-SIDED)

NOTICE
● This feature can be used with the following combinations of model and options.

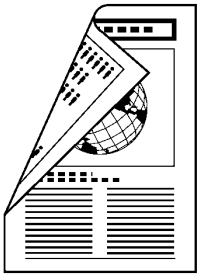
Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	No	No	Yes

This feature automatically turns over two-sided originals placed in the RDF to make two-sided copies.

Original



Copy

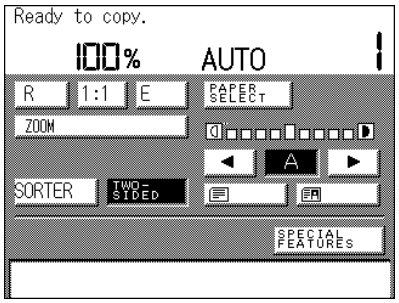


NOTICE
● The number of copies that can be made in the 2 → 2-sided mode are as follows.
- A3, A4R, A5R-size copy paper: 50 sheets
- A4, A5-size copy paper: 100 sheets

Place your originals in the RDF.

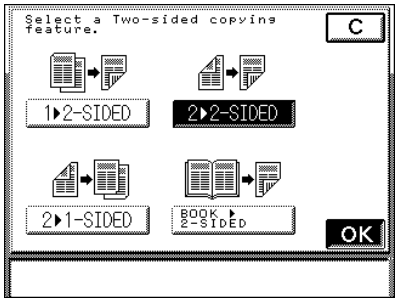
(See ”Placing Originals in the RDF,” on p. 2-16.)

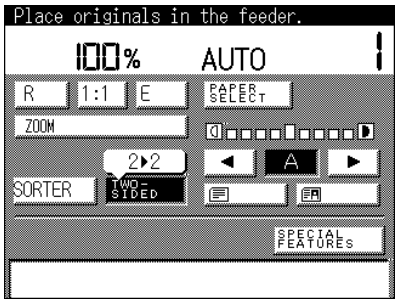
1 Press the [TWO-SIDED] key.



2 Select the [2 → 2 SIDED] key, then press the [OK] key.

The display returns to the Basic Features screen, and "2 → 2" is displayed above the [TWO-SIDED] key.





Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO

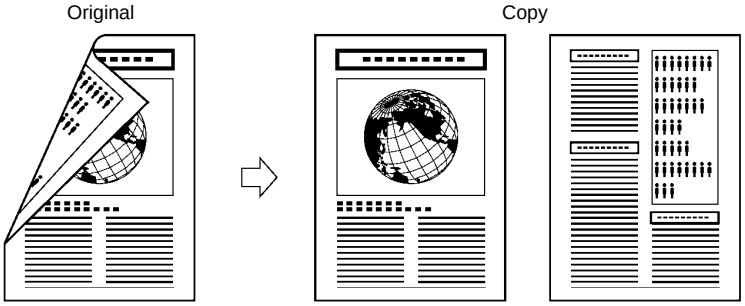
- To cancel the settings, press the [TWO-SIDED] and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

Making One-sided Copies from Two-sided Originals
(2 → 1-SIDED)

NOTICE
- This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	No	No	Yes

This feature automatically turns over two-sided originals placed in the RDF to make one-sided copies.

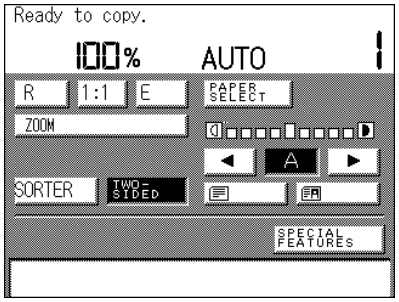


NOTICE
- Be certain to place the original horizontally when making copies from A4R, A5R and other horizontal sizes. If these originals are placed vertically, the back of the copy will be printed upside down.

Place your originals in the RDF.

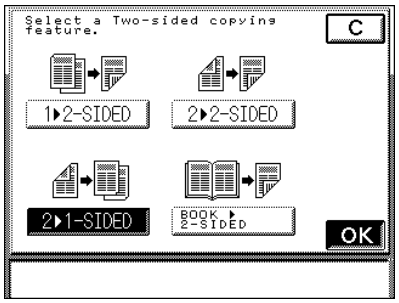
(See ”Placing Originals in the RDF,” on p. 2-16.)

1 Press the [TWO-SIDED] key.

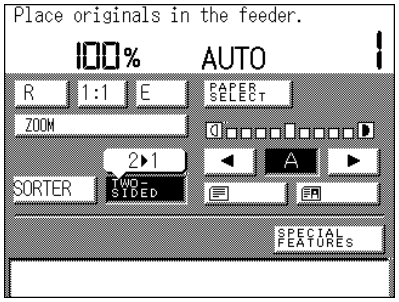


2 Select the [2 → 1 SIDED] key, then press the [OK] key.

The display returns to the Basic Features screen.



3 The display returns to the Basic Features screen, and "2 → 1" is displayed above the [TWO-SIDED] key.



Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO

- To cancel the settings, press the [TWO-SIDED] and [C] keys in that order.

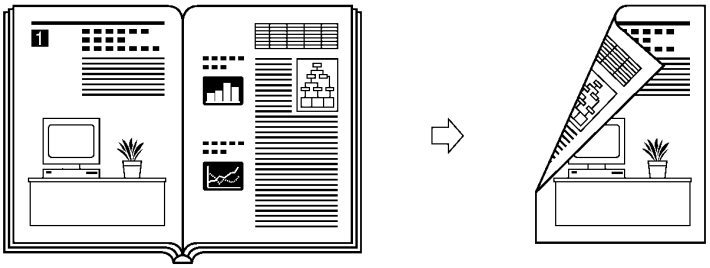
Making Two-sided Copies from Facing Pages in a Book in One Step (BOOK → 2-SIDED)

NOTICE
● This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	No	

This feature enables you to make two-sided copies from facing pages in a bound original, such as a magazine.

Original Copy



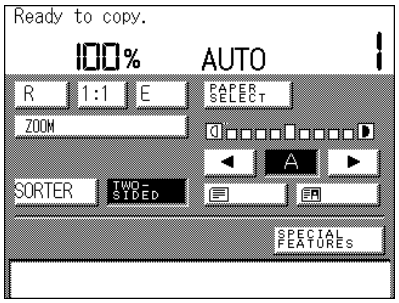
NOTICE
● When using this feature, select A4 or A5-size copy paper.
● The number of copies that can be made in the Book → 2-sided mode are as follows.
  ● When placing an original on the platen glass:
    • A3, A4R, A5R-size copy paper: only one
    • A4, A5-size copy paper: 20 sheets
  ● When placing originals in the RDF:
    • A3, A4R, A5R-size copy paper: 50 sheets
    • A4, A5-size copy paper: 100 sheets

Place your originals.

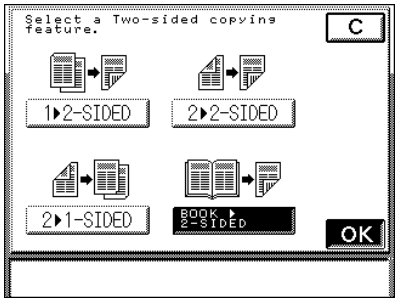
■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

MEMO
● If you want to make copies in page order, begin copying from the last page and work your way forward.
● Place the original face down so that top edge rests against the back edge of the platen glass.

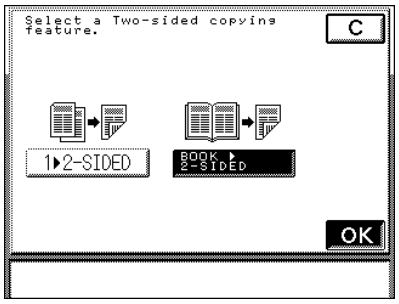
1 Press the [TWO-SIDED] key.



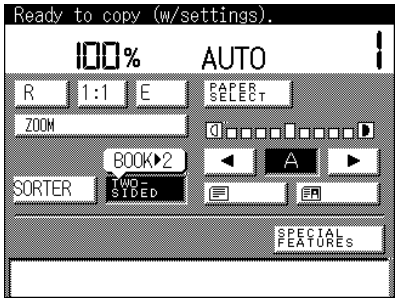
2 Select the [BOOK → 2-SIDED] key, then press the [OK] key.



■ **If your machine is not equipped with the RDF, the screen on the right appears in the touch panel display.**



3 The display returns to the Basic Features screen, and "BOOK → 2" is displayed above the [TWO-SIDED] key.



Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

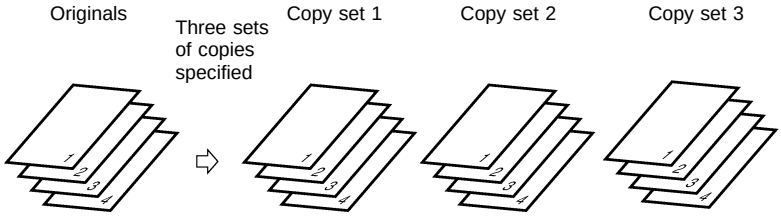
MEMO

- To cancel the settings, press the [TWO-SIDED] and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

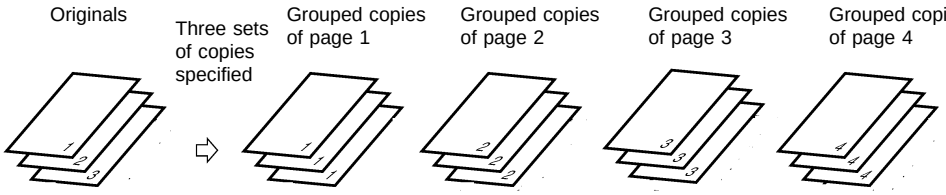
Sorting Copies (SORTER)

When the Sorter mode is set on a machine equipped with an optional RDF or Sorter, you can sort the copied sheets by page, or output the copied sheets by group.
The Sorter mode provides three settings: Sort, Group and Staple-sort.

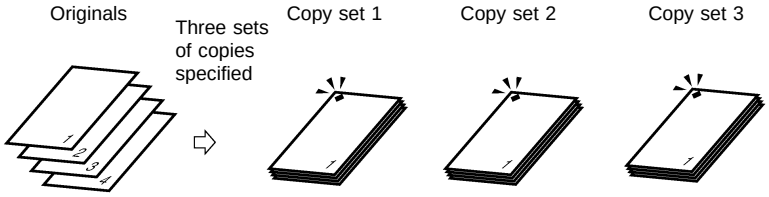
■ **When "Sort" is set:**
Copies are automatically sorted into sets arranged in page order, and output onto the trays or bins as follows.



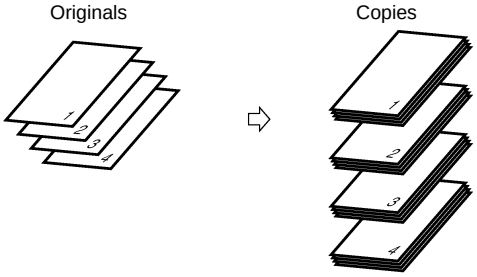
■ **When "Group" is set:**
All copies of the same original page are automatically sorted and grouped together, and output onto the trays or bins as follows.



■ **When "Staple-sort" is set (Multi-output Tray-B2):**
Copies are automatically sorted into sets arranged in page order, output onto the trays or bins as shown below, and then automatically stapled.



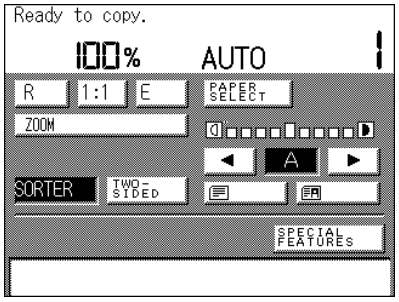
■ **When none of the above (Sort, Group or Staple-sort) are set:**
All copies are output into the top tray or bin as follows.



Place your originals.

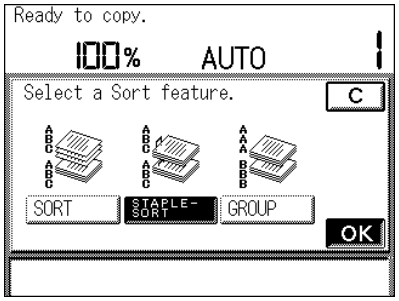
■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [SORTER] key.

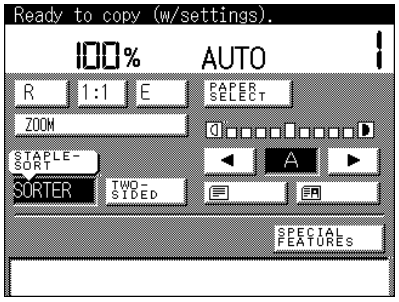


2 Select the desired sort feature, and press the [OK] key.

MEMO
- When the Auto Sort mode in the Custom Copy settings is set to [ON], the Sort mode is automatically selected.



The display returns to the Basic Features screen.



MEMO
- The setting is displayed as a balloon above the [SORTER] key.

Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

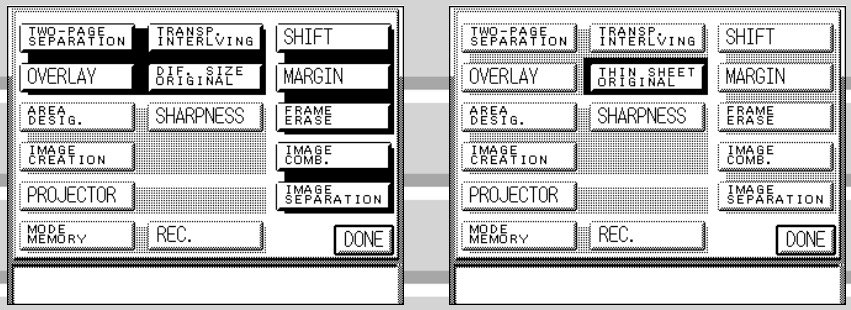
MEMO
- To cancel the settings, press the [SORTER] and [C] keys in that order.
- You can also cancel the mode by pressing the ⊘ key. (The machine returns to the Standard mode.)

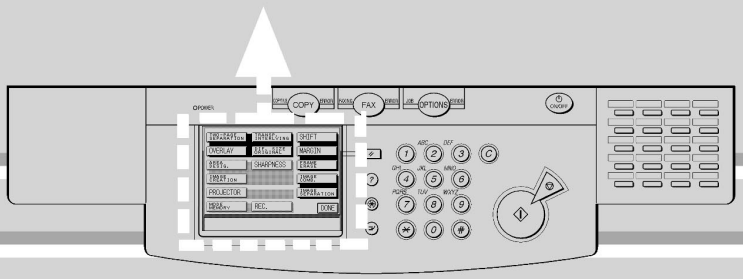
Chapter 4 Special Features

This chapter describes the modes that can be selected from the Special Features screen in the touch panel display.

- Special Feature Modes 2
- Calling up the Special Features Screen 3
- Making Copies of Facing Pages in a Book onto Two Separate Copy Sheets in One Step (TWO-PAGE SEPARATION) 4
- Making Copies with Sheets of Paper Interleaved between Transparencies (TRANSP. INTERLVING) 6
- Superimposing Two Original Images onto a Single Copy Sheet (OVERLAY) 9
- Feeding Different-size Originals Together in the Feeder (DIF. SIZE ORIGINAL) 14
- Scanning Thin Sheet Originals (THIN SHEET ORIGINAL) 16
- Making Copies with Original Images Shifted (SHIFT) 18
- Making Copies with Margins (MARGIN) 22
- Erasing Shadows from Copies (FRAME ERASE) 26
- Reducing Two or Four Originals to Fit on a Single Copy Sheet (IMAGE COMB.) 33
- Dividing an Original into Equal Sections and Copying Each Section on a Separate Copy Sheet (IMAGE SEPARATION) 38

TWO-PAGE SEPARATION
TRANSP. INTERLVING
OVERLAY
DIF. SIZE ORIGINAL
THIN SHEET ORIGINAL
SHIFT
MARGIN
FRAME EARASE
IMAGE COMB.
IMAGE SEPARATION





Special Feature Modes

This section describes the special feature modes that are displayed in the Special Features screen.

- **TWO-PAGE SEPARATION (See p. 4-4.)**
  This mode enables you to continuously copy bound originals such as books onto separate copy sheets in one step.

- **TRANSP. INTERLVING (See p. 4-6.)**
  This mode enables you to automatically insert a copy sheet between transparencies.

- **OVERLAY (See p. 4-9.)**
  This mode enables you to superimpose two original images onto a single copy sheet.

- **DIF. SIZE ORIGINAL (See p. 4-14.)**
  This mode enables you to feed different-size originals (e.g. A4 and A3) together in one group in the ADF/RDF, provided that the leading edge of each page is the same length.

- **THIN SHEET ORIGINAL (See p. 4-16.)**
  This mode enables you to make copies of faint originals such as invoices placed in the ADF.

- **SHIFT (See p. 4-18.)**
  This mode enables you to make copies with the entire image shifted.

- **MARGIN (See p. 4-22.)**
  This mode enables you to make copies with the entire original image shifted by a designated width (0 to 20 mm) to the left, right, top or bottom to create a margin on copy sheets.

- **FRAME ERASE (See p. 4-26.)**
  This mode enables you to eliminate dark border areas and lines that appear around original images, or shadows from punched holes.

- **IMAGE COMB. (See p. 4-33.)**
  This mode automatically reduces two or four originals to fit on one side or both sides of a selected copy paper size.

- **IMAGE SEPARATION (See p. 4-38.)**
  This mode enables you to divide an original into equal sections and copy each section enlarged on selected copy paper size.

Calling up the Special Features Screen

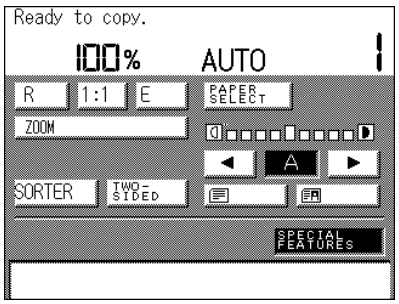
Place your original.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

MEMO

- How you place originals varies according to which special feature you are using.
  When using the optional Film Projector, insert the film to make copies from. (See How to Attach and Remove the Film Projector, page 7-3.)

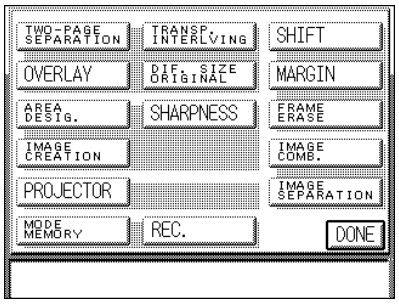
1 Press the [SPECIAL FEATURES] key.



The Special Features screen appears in the touch panel display.

MEMO

- The screen on the right is the screen displayed when the RDF is attached to this machine. The number of mode keys that appear in this screen varies according to the machine model and to which options are attached to this machine.
  This manual will inform you if a feature cannot be used according to the machine model or attached option.



All descriptions from here on assume that you are operating from the Special Features screen.

Making Copies of Facing Pages in a Book onto Two Separate Copy Sheets in One Step

(TWO-PAGE SEPARATION)

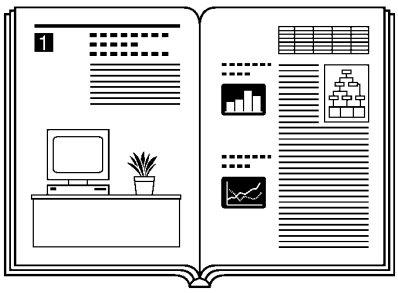
NOTICE

- This feature can be used with the following combinations of model and options.

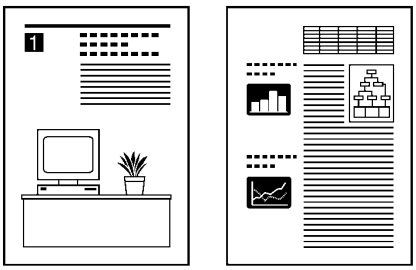
Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	No	Yes

This feature enables you to copy facing pages in a book or magazine on separate sheets of copy paper in one step.

Original



Copy



NOTICE

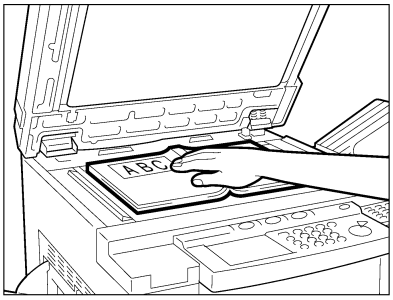
- Combined use of the Two-sided, Transparency Interleaving, Overlay, Image Combination and Image Separation modes cannot be set.

Place your original on the platen glass.

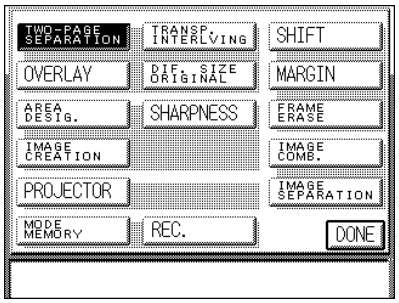
- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

NOTICE

- If you want to make copies in page order begin copying from the last pages and work your way forward.
- Place the original face down so that the top of it is against the top edge of the platen glass.



1 Press the [TWO-PAGE SEPARATION] key.



2 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO

- To cancel the settings, press the [SPECIAL FEATURES], [TWO-PAGE SEPARATION], and [C] keys in that order.
- You can also cancel the mode by pressing the ⌧ key. (The machine returns to the Standard mode.)

Making Copies with Sheets of Paper Interleaved between Transparencies

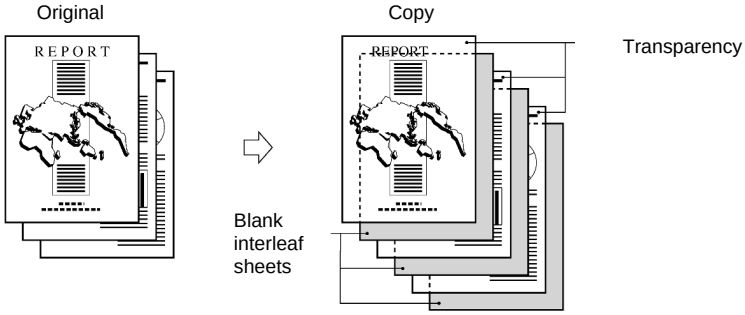
(TRANSP. INTERLVING)

NOTICE
- This feature can be used with the following combinations of model and options.

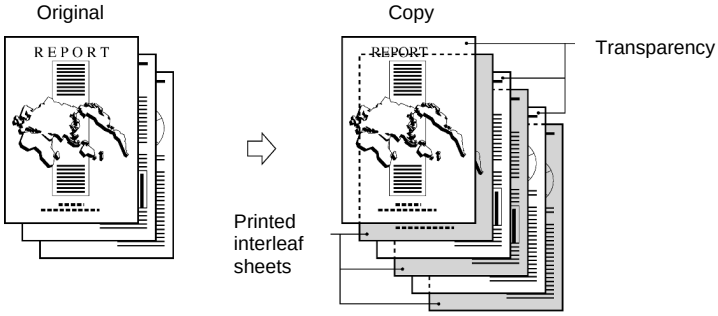
Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	No	Yes

Use this mode when copying onto transparencies fed from the stack bypass. The machine automatically interleaves a sheet of copy paper between each transparency. The interleaf sheets protect the copied surface of the transparencies. They can also either be printed with the same images as the transparencies or left blank.

■ Blank interleaf sheets selected in the Transparency Interleaving mode.



■ Printed interleaf sheets selected in the Transparency Interleaving mode.



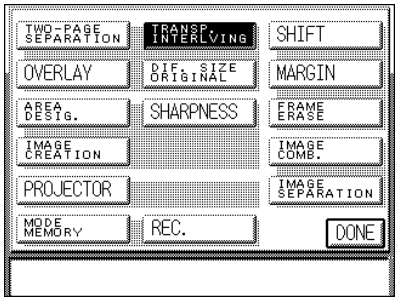
NOTICE
- You cannot make more than one set of copies at a time in the Transparency Interleaving mode.
- In the Transparency Interleaving mode, combined use of the Two-page Separation, Image Combination, Image Separation, Overlay, Book Overlay and Two-sided modes cannot be set.
- Even if your machine is equipped with a Sorter, you cannot use any of the Sorter modes with the Transparency Interleaving mode.

MEMO
- When copying interleaf sheets, those sheets are included in the count of the total number of copies.

Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

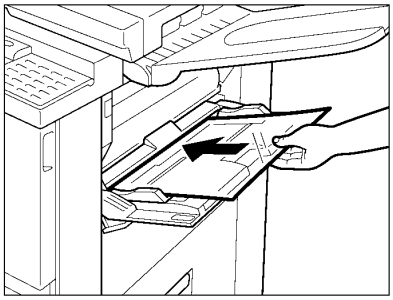
1 Press the [TRANSP. INTERLVING] key.



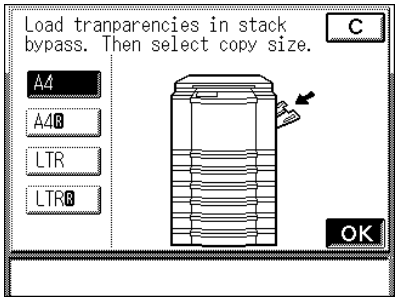
2 Place the transparencies in the stack bypass.

NOTICE
- Adjust the slide guides in the stack bypass to fit the size of the transparencies.

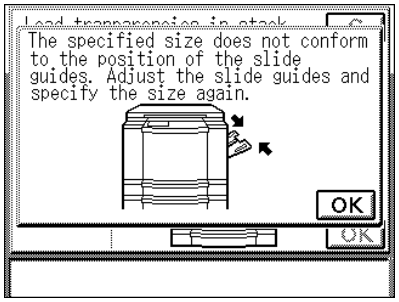
MEMO
- You can place a stack of transparencies of up to 5 mm high in the stack bypass.



3 Select the size of the transparencies, then press the [OK] key.

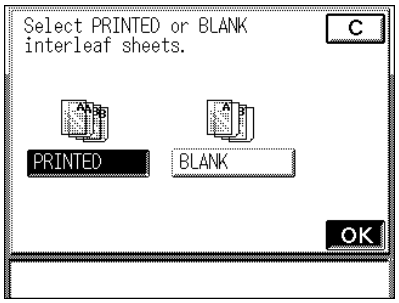


NOTICE
- In the Transparency Interleaving mode, the transparencies are fed from the stack bypass and the copy paper is fed from the paper drawer.
- If a message like the one on the right appears in the touch panel display, adjust the slide guides and select the size of the transparencies again.



4 When copying onto the interleaf sheets, select the [PRINTED] key, and then select the [OK] key.

MEMO
- When copying interleaf sheets, those sheets are counted in the total number of copies.



5 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

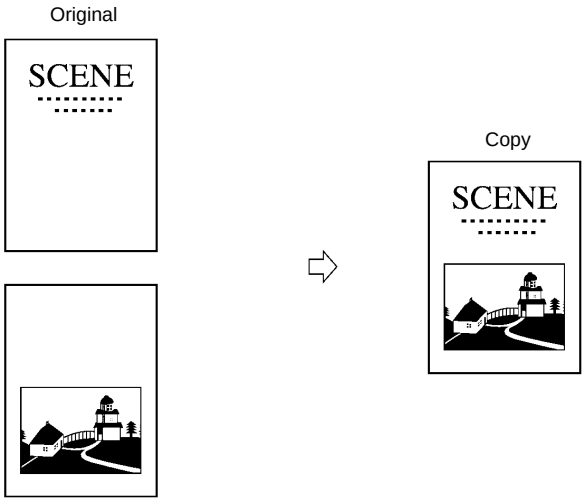
(See chapter 2, ”Basic Copying”.)

MEMO
- Interleaf sheets are output before transparencies.
- To cancel the settings, press the [SPECIAL FEATURES], [TRANSP. INTERLVING], and [C] keys in that order.
- You can also cancel the mode by pressing the ⍁ key. (The machine returns to the Standard mode.)

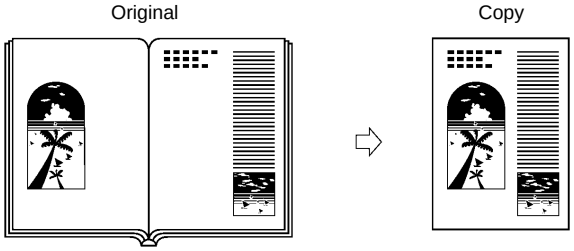
Superimposing Two Original Images onto a Single Copy Sheet (OVERLAY)

This feature enables you to superimpose the images from two sheet originals onto a single sheet of copy paper. The following two Overlay features are available.

■ **SHEET OVERLAY (See p. 4-10.)**
Superimposes two sheet originals onto a single sheet of paper.

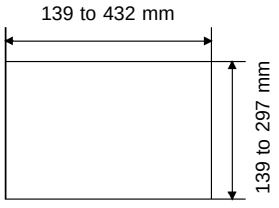


■ **BOOK OVERLAY (See p. 4-12.)**
Superimposes facing pages in a bound original onto a single sheet of copy paper.



NOTICE
- In the Overlay mode, combined use of the Two-sided, Two-page separation, Transparency Interleaving, Image Combination, and Image Separation modes cannot be set.
- Copy paper used to make overlay copies must conform to the following specifications:
  - Two-sided copies cannot be made from postcards or envelopes.
  - Paper weight: 64 to 80 g/m^2

MEMO
- Copies can even be made from non-standard size originals if the size of the original falls within the dimensions shown on the right.



Superimposing Two Originals (SHEET OVERLAY)

NOTICE
● This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	Yes	Yes

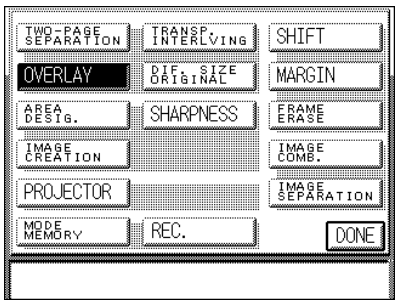
This feature enables you to superimpose the images from two sheet originals onto a single sheet of copy paper.

NOTICE
● The maximum copy quantities that can be set are as follows:
  ● When placing an original on the platen glass:
    • A3, A4R, A5R and non-standard sizes: Only one
    • A4, A5-size copy paper: 20 sheets
  ● When placing originals in the ADF:
    Only one copy can be made.
  ● When placing originals in the RDF:
    • A3, A4R, A5R and non-standard sizes: 50 sheets
    • A4, A5-size copy paper: 100 sheets

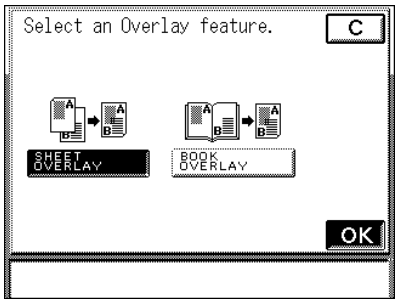
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [OVERLAY] key.



2 Select the [SHEET OVERLAY] key, then press the [OK] key.

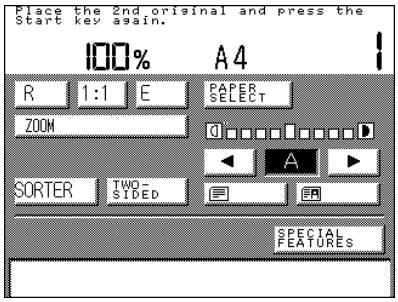


3 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)



■ **If you place your originals on the platen glass.**

Press the ◎ key for each original following the message displayed in the touch panel display on the right.

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [OVERLAY], and [C] keys in that order.
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

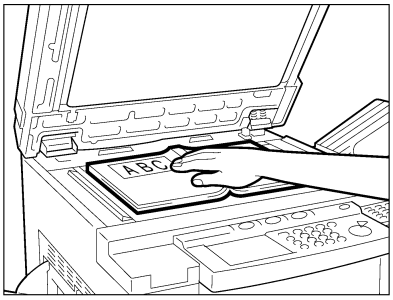
Superimposing Facing Pages in a Book (BOOK OVERLAY)

NOTICE
- This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	No	Yes

This feature enables you to superimpose the images from facing pages in a book or magazine onto a single sheet of copy paper.

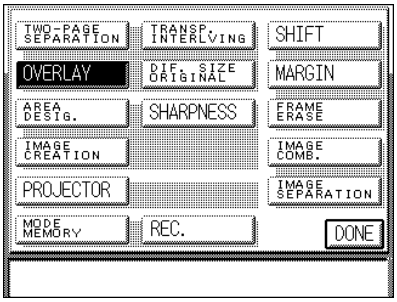
Place your original on the platen glass.



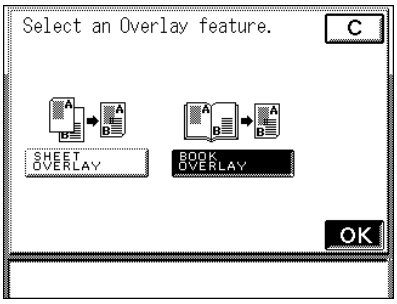
- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

NOTICE
- To output originals in page order, start copying from the last page in the book.
- Place the original face down so that the top of it is against the top edge of the platen glass.

1 Press the [OVERLAY] key.



2 Select the [BOOK OVERLAY] key, then press the [OK] key.



3 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [OVERLAY], and [C] keys in that order.
- You can also cancel the mode by pressing the ⧸⧸ key. (The machine returns to the Standard mode.)

Feeding Different-size Originals Together in the Feeder *(DIF. SIZE ORIGINAL)*

NOTICE
- This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	No	No	Yes

You can feed different-size originals (e.g. A4 and A3) together in one group in the RDF, provided that the leading edge of each page is the same length. If you set the Paper Select and Auto Zoom modes, the machine will automatically select the settings required for each of the originals.

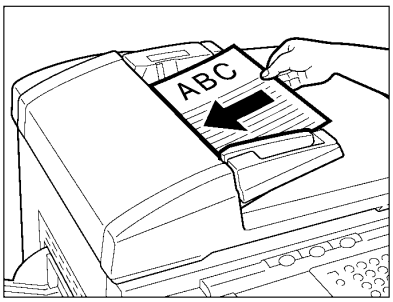
NOTICE
- All originals placed together in the RDF must be the same weight (paper type).
- Paper sizes in which the leading edge of each page are different (e.g. A3 and A4) cannot be fed together.
- You cannot use this mode together with the Image Combination or Image Separation modes.

MEMO
- For information on what types of originals can be fed in the RDF, see pp. 2-16 through 2-19.

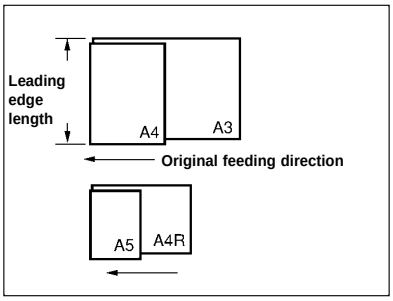
Place your originals in the RDF.

(See "Placing Originals in the RDF," on p. 2-16.)

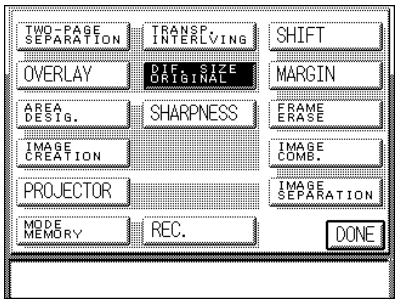
NOTICE
- When feeding A4R or A3-size originals, flip open the auxiliary tray before placing the originals.



Place the originals so that the edges which enter the machine first are all the same length.



1 Press the [DIF. SIZE ORIGINAL] key.



2 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES] and [DIF. SIZE ORIGINAL] keys in that order.
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

Scanning Thin Sheet Originals *(THIN SHEET ORIGINAL)*

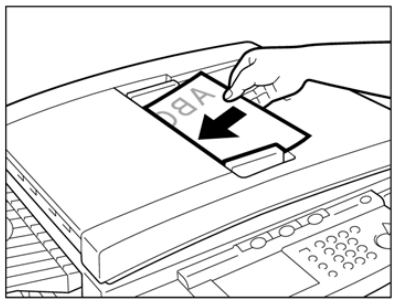
NOTICE
- This function can be used when the ADF is attached to the machine.

When the Thin Sheet Original mode is set, copies can be made from thin originals (35 g/m^2) or more, or 50 g/m^2 or less) such as invoices placed on the ADF.

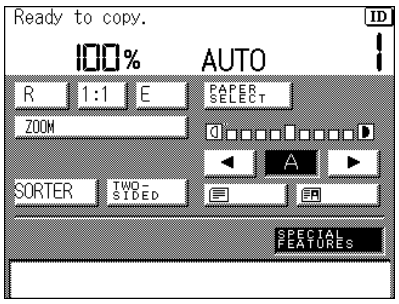
NOTICE
- If the Thin Sheet Original mode set for normal copy stock (50 g/m^2 to 105 g/m^2), it may take longer to scan the originals.

Place your originals in the ADF.

(See "Placing originals in the ADF," on p. 2-14.)



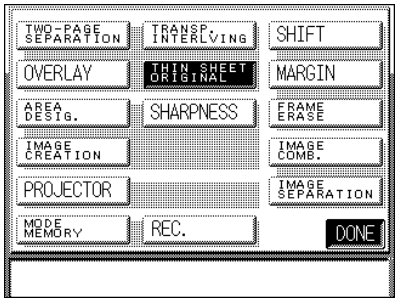
1 Press the [SPECIAL FEATURES] key.



2 Press the [THIN SHEET ORIGINAL], then press the [DONE] key.

MEMO
- To cancel the setting, press the [THIN SHEET ORIGINAL] key again.

The display returns to the Basic Features screen.



Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

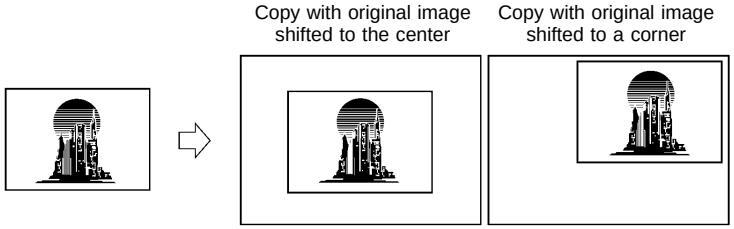
MEMO

- To cancel the settings, press the [SPECIAL FEATURES], [THIN SHEET ORIGINALS] and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄/ key. (The machine returns to the Standard mode.)

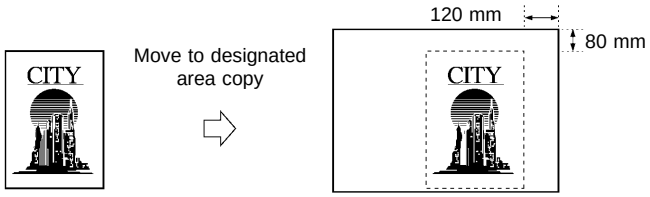
Making Copies with Original Images Shifted
(SHIFT)

This mode enables you to make copies with the entire image shifted to the centre or corner, or shifted to a designated position. The following two Shift features are available.

■ **CENTRE/CORNER SHIFT (See p. 4-18.)**
Makes copies with the entire image shifted to the center or a corner.



■ **NO. KEY ENTRY (See p. 4-19.)**
Makes copies with the entire original shifted to a position designated with the Number keys.

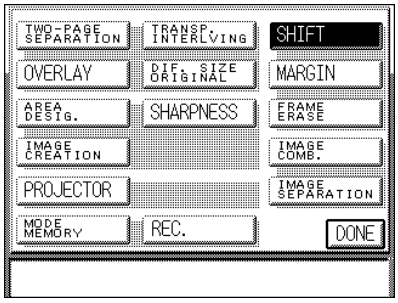


Making Copies with Original Images Shifted to the Center or Corner ■

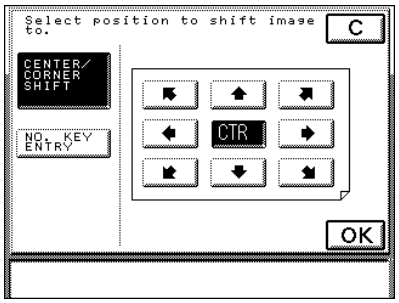
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [SHIFT] key.

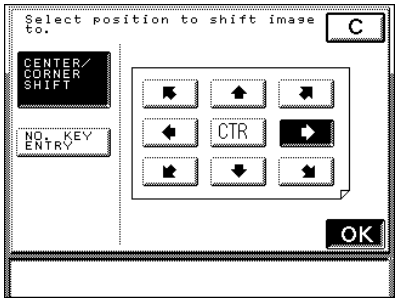


2 Select the [CENTER/CORNER SHIFT] key.



3 Select the shift direction using the arrow keys, then press the [OK] key.

MEMO
- "Shift direction" refers not to the direction in which the original is placed, but to the position of the original viewed from above.



4 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

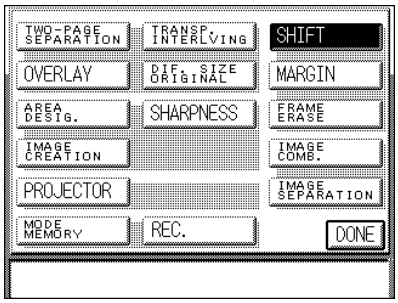
MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [SHIFT], and [C] keys in that order.
- You can also cancel the mode by pressing the ⊘ key. (The machine returns to the Standard mode.)

Making Copies with Original Images Shifted Using the Number Keys

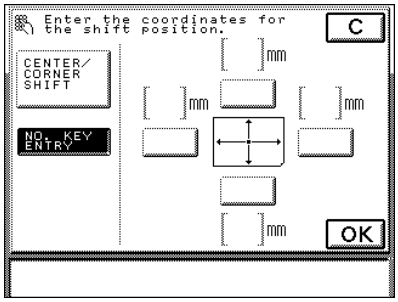
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Select the [SHIFT] key.

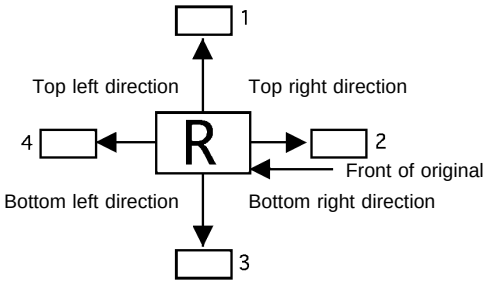


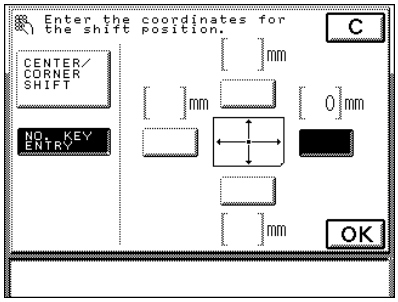
2 Select the [NO. KEY ENTRY] key.



3 Select the shift direction.

Determine the shift direction as follows.





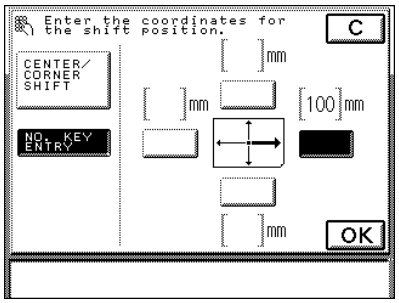
MEMO
- "Top/bottom/left/right" refers not to the direction in which the original is placed on the platen glass, but to the top, bottom, left, right of the original viewed from the side that is to be copied.

Enter the corner to shift the image to with the Number keys in millimeters.

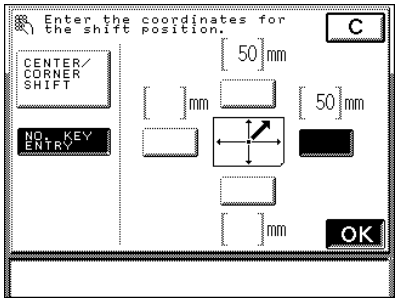
MEMO
- To change an entered value, select the direction, and enter the desired value again with the Number keys.
- If you make a mistake when entering values, press the Ⓒ key, and enter the values again.

4 After you have entered the desired values with the Number keys, press the [OK] key.

Example: To move the image to the right:
Select [ ] 2, and enter the desired value.



Example: To move the image to the top right:
Select [ ] 1 and enter the shift amount, then select [ ] 2 and enter the shift amount. An arrow pointing diagonally to the top right appears.



5 Press the [DONE] key.

The display returns to the Basic Features screen.

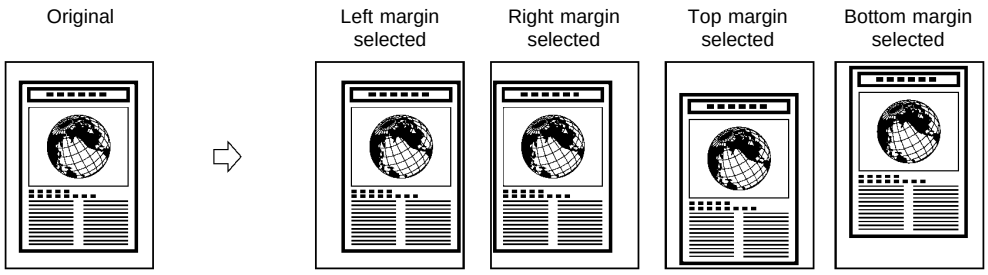
Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [SHIFT] and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄⁄ key. (The machine returns to the Standard mode.)

Making Copies with Margins *(MARGIN)*

This mode enables you to make copies with the entire original image shifted by a designated width (0 to 20 mm) to the left, right, top or bottom to create a margin on copy sheets. Use this mode to make copies ready for placement in ring binders or folders.



NOTICE

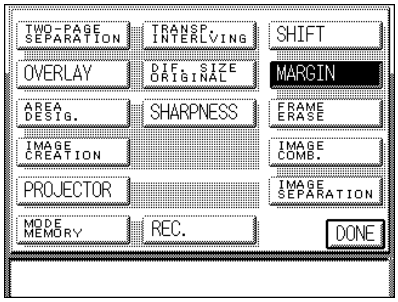
- When the Margin mode is set, the entire original image is shifted to the left, right, top or bottom by a selected width and copied. When copying an original image that extends to the edge of the sheet, part of that image will be cut off.

Making Copies with Margins on Left or Right

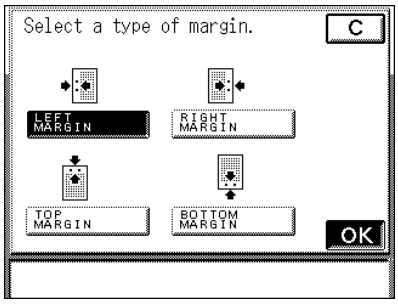
Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

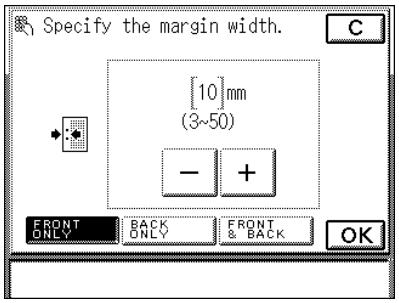
1 Press the [MARGIN] key.



2 Select the [LEFT MARGIN] or [RIGHT MARGIN] , then press the [OK] key.

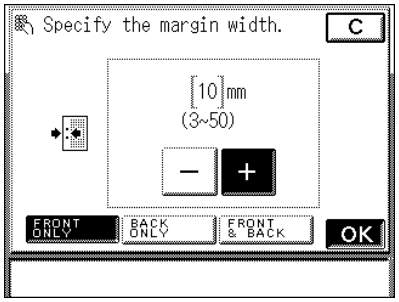


3 Select the screen for setting the margin.



4 Set the margin width (1 to 20 mm), then press the [OK] key.

Use the Number keys or the [–] [+] keys to set the width of the margin.
- Press the [+] key to increase the size of the margin.
- Press the [–] key to decrease the size of the margin.



NOTICE
- If you are using the Margin and Two-sided modes together and copying an original that already has a margin, follow the instructions below:
  - 1 → 2 sided: Set the margin for the back only.
  - 2 → 2 sided: You do not need to set the 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 Two-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.

5 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

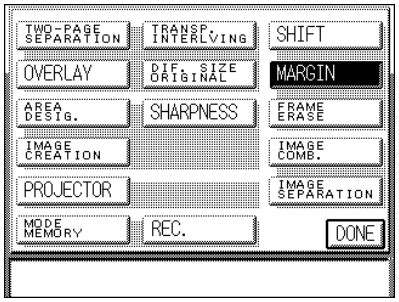
MEMO
- You can cancel the settings, press the [SPECIAL FEATURES], [MARGIN], and [C] keys in that order.
- You can also cancel the mode by pressing the ⍁ key. (The machine returns to the Standard mode.)

Making Copies with Margins on Top or Bottom

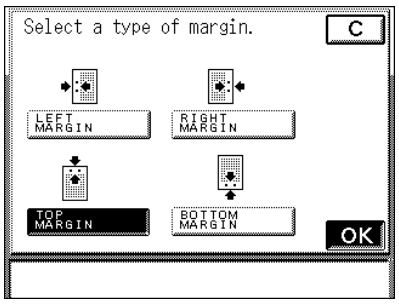
Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [MARGIN] key.



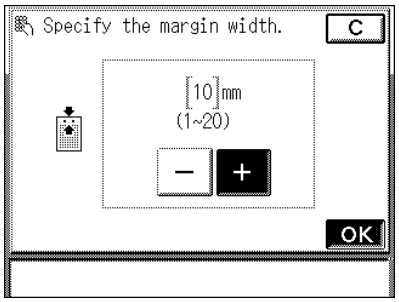
2 Select the [TOP MARGIN] or [BOTTOM MARGIN] , then press the [OK] key.



3 Set the margin width (1 to 20 mm), then press the [OK] key.

Use the Number keys or the [–] [+] keys to set the width of the margin.
- Press the [+] key to increase the size of the margin.
- Press the [–] key to decrease the size of the margin.

MEMO
- If you press the [inch] key, you can set the margin width in inches in the range of 1/16" to 3/4" with the [–] [+] keys.



4 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.
(See chapter 2, ”Basic Copying”.)

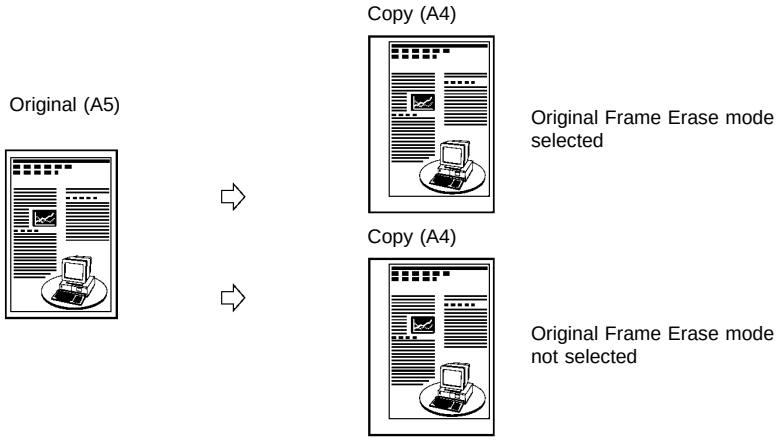
MEMO

- To cancel the settings, press the [SPECIAL FEATURES], [MARGIN], and [C] keys in that order.
- You can also cancel the mode by pressing the ⊡ key. (The machine returns to the Standard mode.)

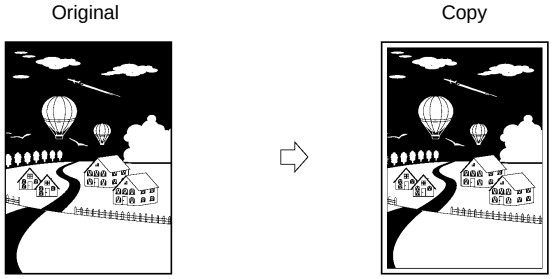
Erasing Shadows from Copies *(FRAME ERASE)*

This mode erases shadows and lines that appear when copying various types of originals. The following four Frame Erase features are available.

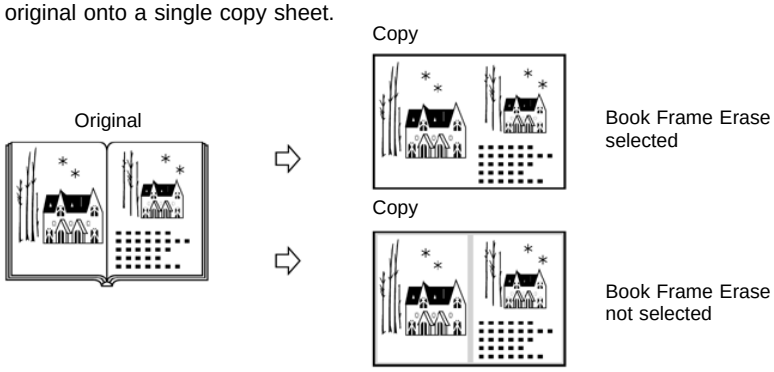
■ **ORIGINAL FRAME ERASE (See p. 4-27.)**
Erases the dark borders and frame lines that appear around the original image when the original is smaller than the selected copy paper size.



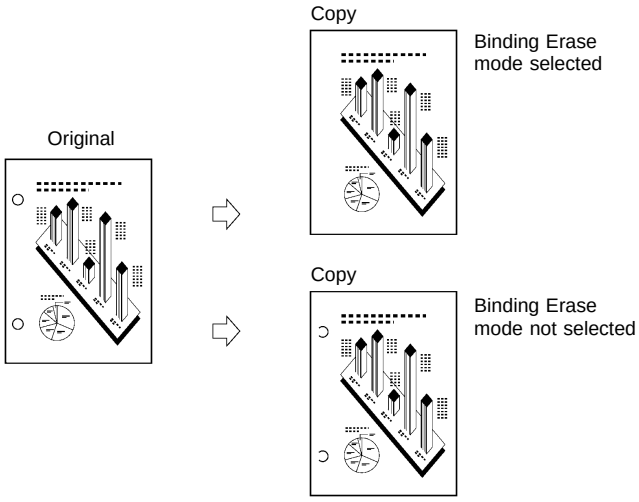
■ **SHEET FRAME ERASE (see p. 4-29.)**
Creates a blank border about 7 mm in width around the edge of the copy sheet.



■ **BOOK FRAME ERASE (See p. 4-30.)**
Erases the dark border as well as center and contour lines that appear when copying facing pages in a bound original onto a single copy sheet.



■ **BINDING ERASE (See p. 4-31.)**
Erases the shadows that appear in copies from binding holes in originals.



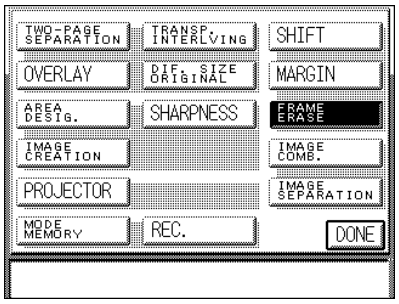
Erasing Shadows Around the Original Image on Copies (ORIGINAL FRAME ERASE)

This feature eliminates the dark border and frame lines that appear around the original image when the original is smaller than the selected copy paper size.

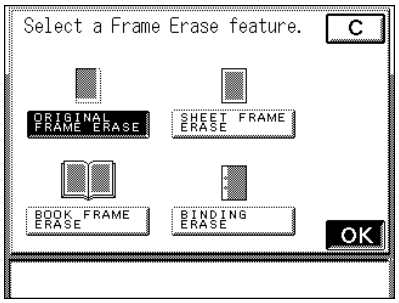
Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [FRAME ERASE] key.

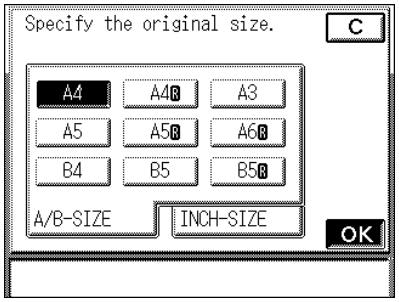


2 Select the [ORIGINAL FRAME ERASE] key, then press the [OK] key.



3 Select the size of the originals, then press the [OK] key.

NOTICE
- You can use the Original Frame Erase mode only on original sizes shown in the touch panel display.



4 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [FRAME ERASE], and [C] keys in that order.
- You can also cancel the mode by pressing the ⍁ key. (The machine returns to the Standard mode.)

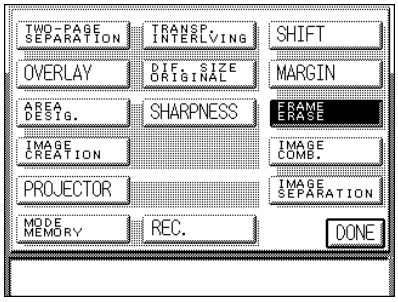
Erasing Shadows from the Edge of Copies (SHEET FRAME ERASE)

This feature creates a blank border about 7 mm in width around the edge of copy sheets.

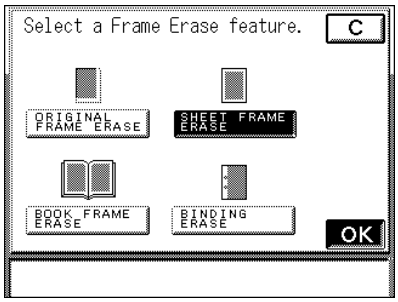
Place your originals.

- **For instructions on how to place an original on the platen glass, see p. 2-13.**
- **For instructions on how to place originals in the ADF, see p. 2-14.**
- **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [FRAME ERASE] key.



2 Select the [SHEET FRAME ERASE] key, then press the [OK] key.



3 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO

- To cancel settings, press the [SPECIAL FEATURES], [FRAME ERASE], and [C] keys in that order.
- You can also cancel the mode by pressing the ⌧ key. (The machine returns to the Standard mode.)

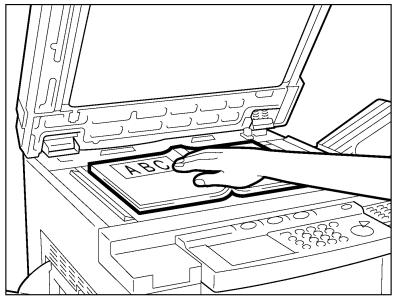
Erasing Shadows from the Center Line or Edge of Copies
(BOOK FRAME ERASE)

Erases the dark border as well as center and contour lines that appear when copying facing pages in a bound original onto a single copy sheet.

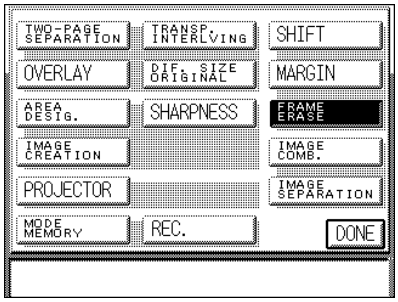
MEMO
- The machine is set to erase a line 10 mm in width down the center of the copy sheet. This width can be changed.
- When using the Book Frame Erase mode, the original is placed on the platen glass.

Place the original on the platen glass.

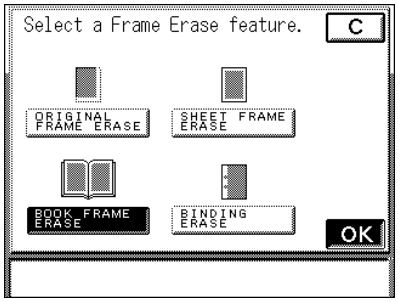
(See "Placing Originals on the Platen Glass," on p. 2-13.)



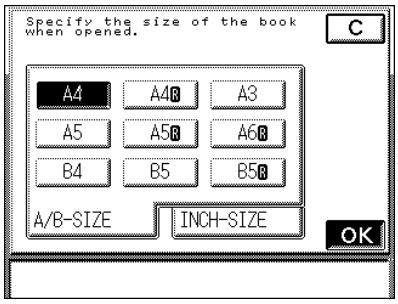
1 Press the [FRAME ERASE] key.



2 Select the [BOOK FRAME ERASE] key, then press the [OK] key.



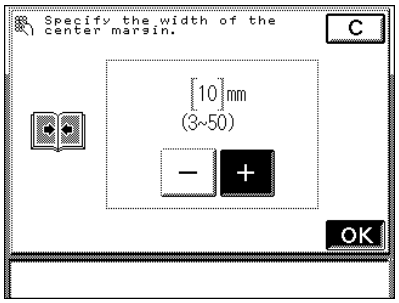
3 Select the size of the book when opened, then press the [OK] key.



4 Set the center frame erase width (center width), then press the [OK] key.

Use the Number keys or the [–] [+] keys to set the center width. The center width can be set within the range of 3 to 50 mm in 1 mm increments.

- Press the [+] key to increase the center width.
- Press the [–] key to decrease the center width.



5 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel settings, press the [SPECIAL FEATURES], [FRAME ERASE], and [C] keys in that order.
- You can also cancel the mode by pressing the [//] key. (The machine returns to the Standard mode.)

Erasing Binding Holes on Copies (BINDING ERASE)

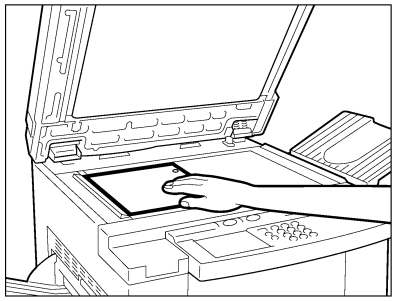
Erases the shadows that appear in copies from binding holes in originals.

☞ **REQUEST**
- Copying originals with binding holes placed on the ADF or RDF may damage the original. Place such originals on the platen glass.

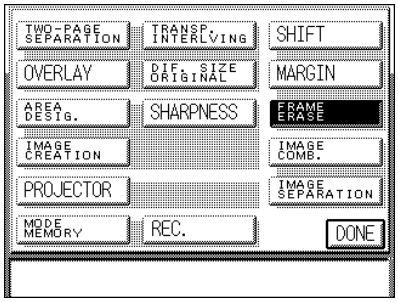
MEMO
- The frame erase width is set to 12 mm. This width can be changed.

Place your original on the platen glass with the edge with the binding holes on the right.

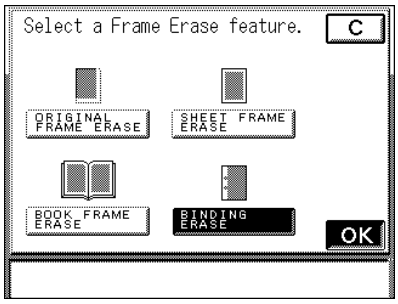
(See ”Placing Originals on the Platen Glass,” on p. 2-13.)



1 Press the [FRAME ERASE] key.



2 Select the [BINDING ERASE] key, then press the [OK] key.

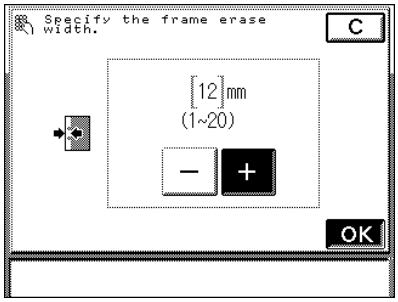


3 Set the frame erase width (1 to 20 mm), then press the [OK] key.

Use the Number keys or the [–] [+] keys to set the frame erase width.

- Press the [+] key to increase the width of the frame.
- Press the [–] key to decrease the width of the frame.

MEMO
- The default setting for the frame erase width is 12 mm.



4 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [FRAME ERASE], and [C] keys in that order.
- You can also cancel the mode by pressing the [//] key. (The machine returns to the Standard mode.)

Reducing Two or Four Originals to Fit on a Single Copy Sheet *(IMAGE COMB.)*

This mode automatically reduces two or four originals to fit on one side or both sides of a selected copy paper size.

NOTICE
- You cannot copy the front and back of two-sided originals in the Image Combination mode.
- Originals copied in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Original mode.
- In the Image Combination mode, combined use of Two-sided, Two-page Separation, Transparency Interleaving, Overlay, and Image Separation modes cannot be set.

The following three Image Combination features are available.

MEMO
- The reduction ratio is automatically set so that both originals fit in the selected copy paper size.

■ 2 ON 1 (See p. 4-35.)

NOTICE
- This feature can be used with the following combinations of model and options.

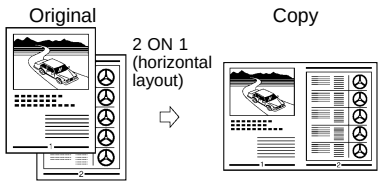
Horizontally placed originals

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	No	No	Yes

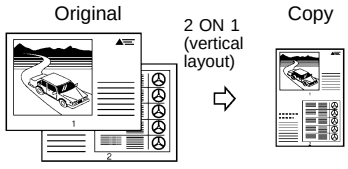
Vertically placed originals

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes	No	Yes

Reduces two originals to fit on one side of a single copy sheet.
When vertically placed originals are copied to a horizontal layout, the two originals are reproduced side-by-side in the copy.



When horizontally placed originals are copied to a vertical layout, the 1st original is reproduced above the 2nd.



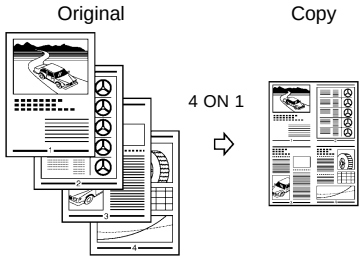
■ 4 ON 1 (See p. 4-35.)

NOTICE

● This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	No	No	Yes

Reduces four originals to fit on one side of a single copy sheet.



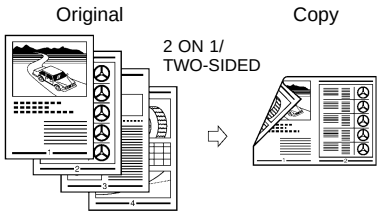
■ 2 ON 1/TWO-SIDED (See p. 4-35.)

NOTICE

● This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	No	No	Yes

Reduces four originals to fit on both sides of a single copy sheet.

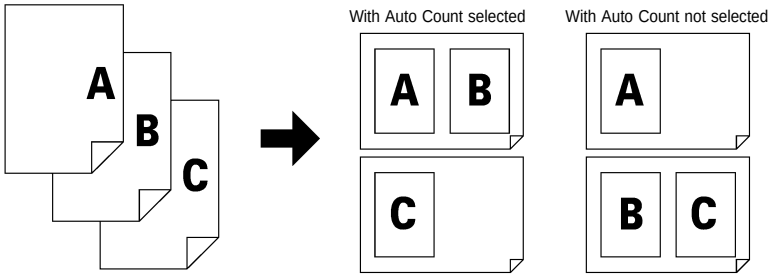


■ About the Auto Count Function

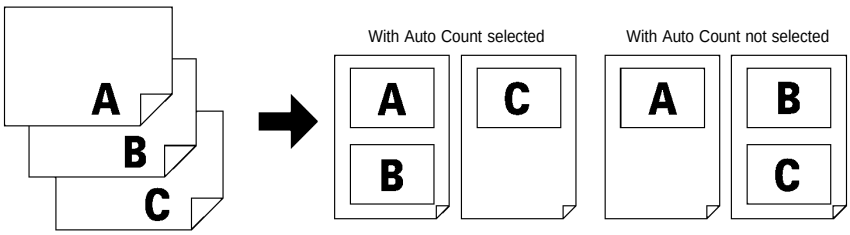
When your machine is equipped with an RDF, you can set the Auto Count function so that originals are counted automatically.
When making copies from originals placed in the RDF, copying is performed from the last page. If the number of originals does not match the Image Combination mode, the first sheet may not be copied correctly.
The Auto Count function automatically counts originals before copying is started to make sure that the required number of originals are present to prevent the first sheet from being incorrectly copied.

MEMO
- You can also specify the number of originals in advance without using the Auto Count function.

When copying three horizontally placed originals in the 2 ON 1 Image Combination mode



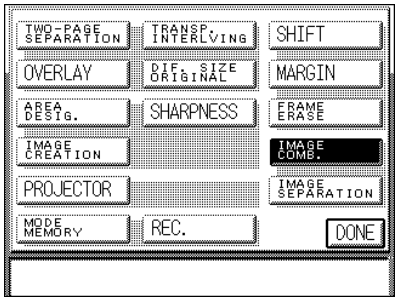
When copying three vertically placed originals in the 2 ON 1 Image Combination mode



Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

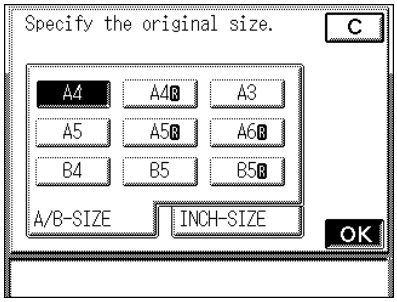
1 Press the [IMAGE COMB.] key.



2 Select the size of the originals, then press the [OK] key.

■ **Vertically placed originals**
Select one of [A4], [A3] or [A5].

■ **Horizontally placed originals**
Select either [A4R] or [A5R].



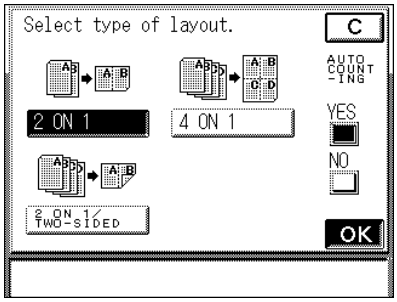
3 Select the desired Image Combination feature, then press the [OK] key.

MEMO
- The features that can be selected vary according to the model and options.

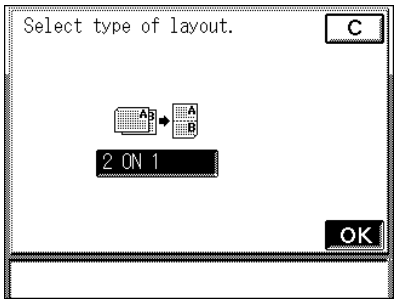
■ **Vertically placed originals**
Select either [2 ON 1], [4 ON 1] or [2 ON 1 TWO-SIDED].

■ **Horizontally placed originals**
Select either [A4R] or [A5R].

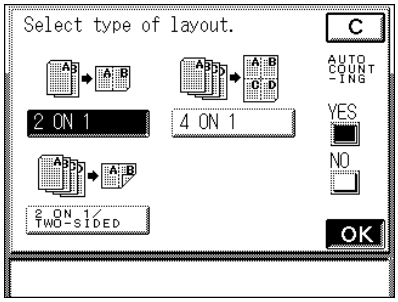
When RDF is attached



When RDF is not attached



4 Select whether or not to set the Auto Count function ON or OFF.



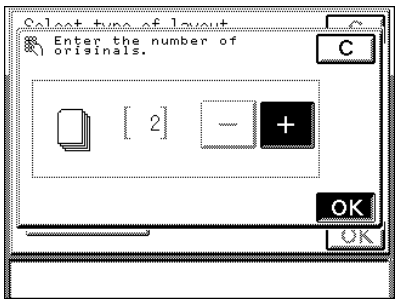
■ **Setting Auto Count to ON**
Select [YES], then press the [OK] key. Proceed to step 5.

■ **Setting Auto Count to OFF**
Select [NO], then press the [OK] key.

Set the number of originals with the Number keys (① to ⓪) or the [–] [+] keys, then press the [OK] key. Proceed to step 6.

- Press the [+] key to increase the number of originals.
- Press the [–] key to decrease the number of originals.
- To directly enter the number of originals, press the Number keys (① to ⓪).

MEMO
- You can change the number of originals entered with the Number keys, using the [–] [+] keys.

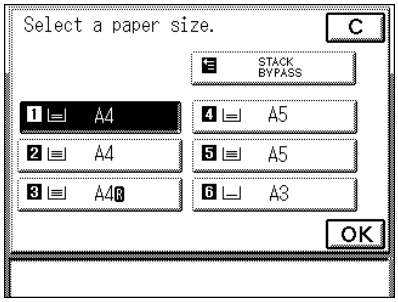


5 Select the copy paper size, then press the [OK] key.

Manually select the paper size.

NOTICE
- You cannot set Auto Paper Selection.

MEMO
- The machine automatically selects the copy ratio depending on the selected paper size.



6 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [IMAGE COMB.], and [C] keys in that order.
- You can also cancel the mode by pressing the ⍁ key. (The machine returns to the Standard mode.)

Dividing an Original into Equal Sections and Copying Each Section on a Separate Copy Sheet
(IMAGE SEPARATION)

This mode automatically divides an original into equal sections and copies each section in enlarged form on a separate sheet of copy paper.

NOTICE
- This feature can be used with the following combinations of model and options.

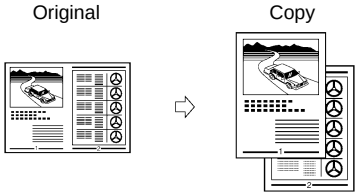
Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	Yes (1 TO 2, 1 TO 4)	No	Yes (1 TO 2, 1 TO 4, 1 TO 2/2 → 1 SIDED 1 TO 4/2 → 1 SIDED)

NOTICE
- Originals copied in the Image Separation mode must all be the same size. You cannot use the Different Size Original mode with the Image Separation mode.
- In the Image Separation mode, combined use of the Two-sided, Two-page Separation, Transparency Interleaving, Overlay and Image Combination modes cannot be set.

The following four Image Separation features are available: 1 TO 2, 1 TO 4, 1 TO 2/2 → 1-SIDED and 1 TO 4/2 → 1 SIDED.

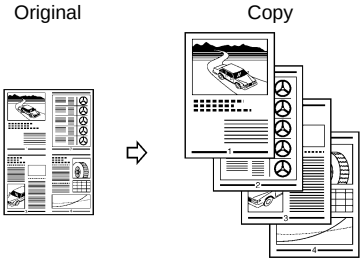
MEMO
- The enlargement copy ratio is automatically set to match the designated copy paper size.

■ 1 TO 2 (See p. 4-40.)
Divides a one-sided original into two equal sections and outputs the sections in enlarged form as two one-sided copies.



MEMO
- You can place A4 and A5-size originals horizontally or vertically when using this feature.
- When placed vertically, each page is divided into upper and lower sections.

■ 1 TO 4 (See p. 4-40.)
Divides a one-sided original into four equal sections and outputs the sections in enlarged form as four one-sided copies.

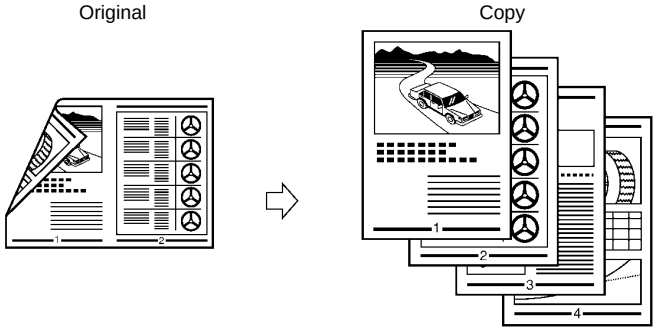


■ 1 TO 2/2 → 1 SIDED (See p. 4-40.)

NOTICE
● This feature can be used with the following combinations of model and options.

Original Placement / Series Name	Where to place the original		
	Platen glass	ADF	RDF
Océ 3121	No	No	Yes

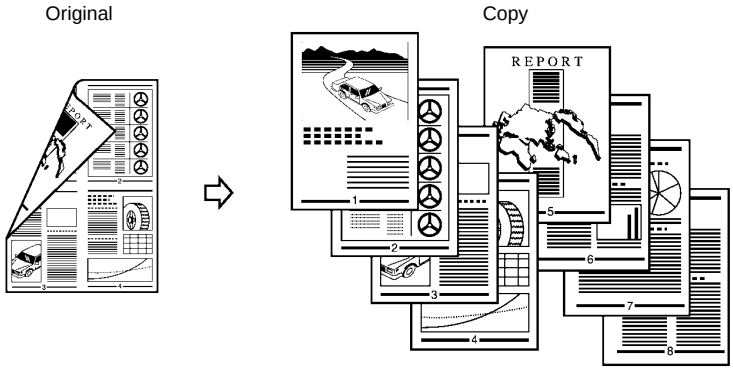
Divides a two-sided original into four equal sections and outputs the sections in enlarged form as four one-sided copies.



MEMO
● You can place A4 and A5-size originals horizontally or vertically when using this feature. When placed vertically, each page is divided into upper and lower sections.

■ 1 TO 4/2 → 1 SIDED (See p. 4-40.)

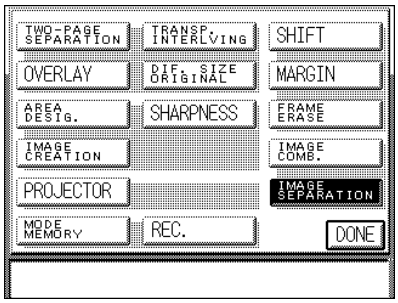
Divides a two-sided original into eight equal sections and outputs the sections in enlarged form as eight one-sided copies.



Place your originals.

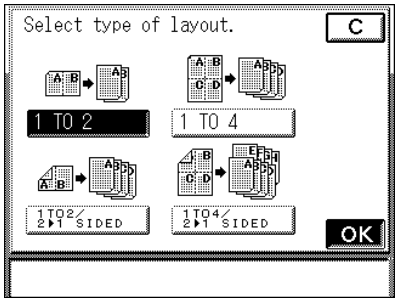
■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [IMAGE SEPARATION] key.

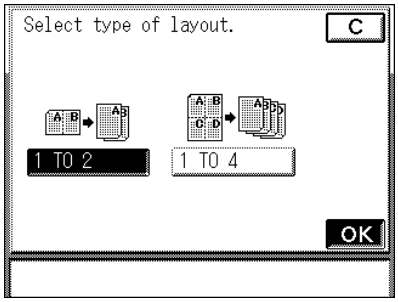


2 Select the desired Image Separation feature, then press the [OK] key.

NOTICE
- The features that can be selected vary according to the model or options.



If your machine is not equipped with the RDF, the display on the right appears.



3 Press the [DONE] key.

The display returns to the Basic Features screen.

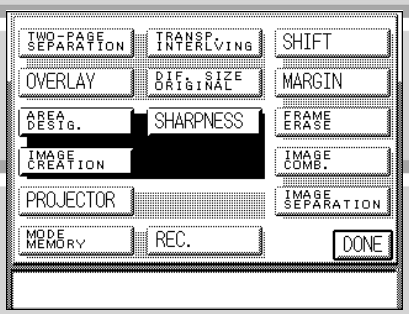
Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- You can cancel settings by pressing the [SPECIAL FEATURES], [IMAGE SEPARATION], and [C] keys in that order.
- You can also cancel the mode by pressing the ⊠ key. (The machine returns to the Standard mode.)

Chapter 5 Making Copies Using Image Processing Features

This chapter describes image processing (Area Designation, Sharpness, Image Creation) that can be set in the Special Features screen.



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- Image Processing Designated Areas (AREA DESIG.) 3
- Making Copies Using Image Processing Features (IMAGE CREATION) 8
- Making Sharp Contrast Copies (SHARPNESS) 17

AREA DESIG.
IMAGE CREATION
SHARPNESS

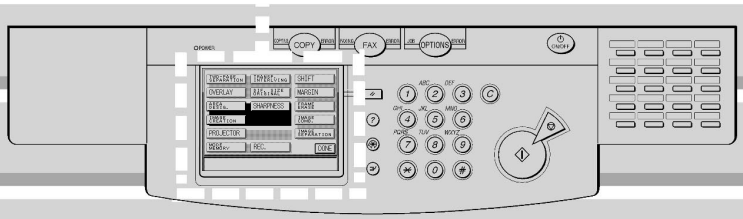


Image Processing Modes

This section describes the modes used for image processing that are displayed in the Special Features screen. Three Image Processing modes are available: Area Designation, Image Creation, and Sharpness.

■ **AREA DESIGNATION (See p. 5-3.)**
This mode allows you to designate rectangular areas using the Number keys for images in the original, and process these areas as follows:

- [FRAMING]
  Makes copies of only the inside of a designated area on the original.
- [BLANKING]
  Makes copies of only the outside of a designated area on the original.
- [NEGA/POSI]
  Makes copies of a designated area on the original with the original image inverted.

■ **IMAGE CREATION (See p. 5-8.)**
This mode allows you to perform the following types of image processing.

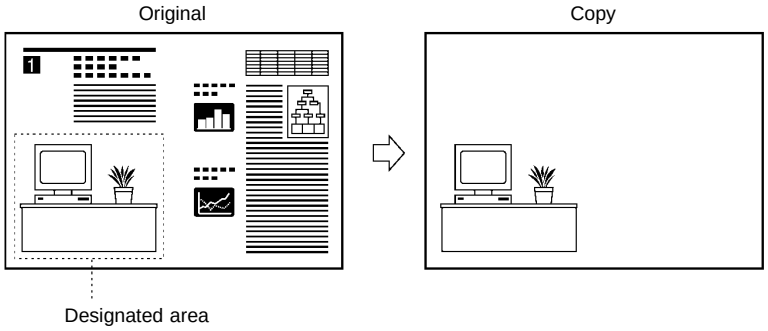
- [NEGA/POSI]
  Makes copies of only the inside of a designated area on the original with the original image inverted.
- [IMAGE REPEAT]
  Makes copies of the original image repeated in the vertical direction. You can also make copies of an area-designated image from the original repeated in the vertical direction.
- [MIRROR IMAGE]
  Makes copies of the original image flipped around the horizontal or vertical axes.
- [SLANTED IMAGE]
  Makes copies of the original slanted at a designated angle.

■ **SHARPNESS (See p. 5-17.)**
Makes copies of original images with the contrast reproduced more sharply.

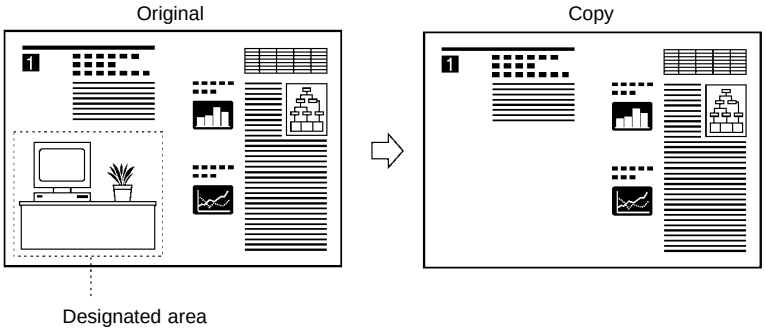
Image Processing Designated Areas
(AREA DESIG.)

This mode allows you to designate rectangular areas from images in the original by using the Number keys, and process these areas as follows.

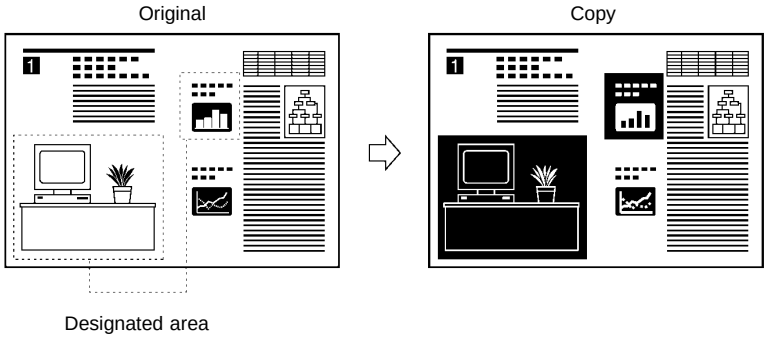
■ **FRAMING**
Makes copies of only the inside of a designated area on the original.



■ **BLANKING**
Makes copies of only the outside of a designated area on the original, that is, with the area outside the designated area ”blanked.”



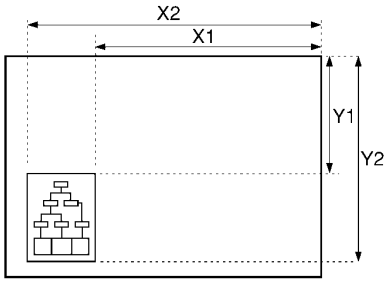
■ **NEGA/POSI**
Makes copies of a designated area on the original with the original image inverted.



■ How to Designate Areas for Image-processing

To designate an area on the original, you must designate two opposite corners, the top right and bottom left corners. These corners are expressed by the coordinates [X1], [Y1] and [X2], [Y2]. Each of these coordinates are designated in millimeters with the Number keys.
Up to four areas can be designated for Framing, Blanking, Nega/Posi image creation features and image repeat/mirror image features.
Designate [X1], [X2], [Y1] and [Y2] as follows:

[X1] : Length from the right edge of the original to the right edge of the area
[X2] : Length from the right edge of the original to the left edge of the area
[Y1] : Length from the top edge of the original to the top edge of the area
[Y2] : Length from the top edge of the original to the bottom edge of the area



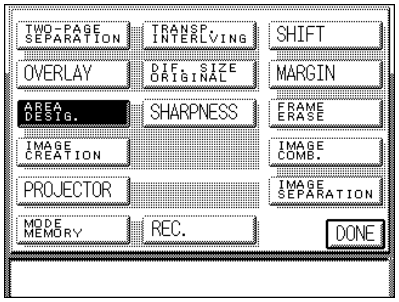
NOTICE
- The maximum values that can be designated for X and Y are as follows:
  X: 432 mm
  Y: 297 mm

Designating Areas

Designate the area of the image to be processed as follows.

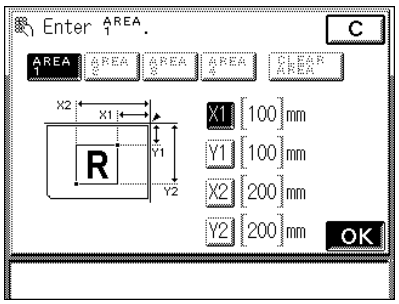
1 Press the [AREA DESIG.] key.

MEMO
- For details on operations to carry out from placing the original until the Special Features screen is displayed, see chapter 4, "Calling up the Special Features Screen," on p. 4-3.

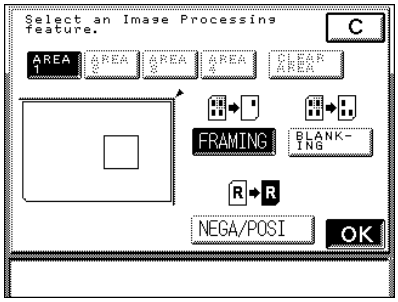


2 Designate the area with the [X1], [Y1], [X2] and [Y2] keys, enter each of the values using the Number keys, then press the [OK] key.

MEMO
- [X1] : Length from the right edge of the original to the right edge of the area
  [X2] : Length from the right edge of the original to the left edge of the area
  [Y1] : Length from the top edge of the original to the top edge of the area
  [Y2] : Length from the top edge of the original to the bottom edge of the area
- If you enter the wrong values, press the Ⓒ key and start again.
- The maximum values that can be designated for X and Y are as follows:
  X: 432 mm
  Y: 297 mm

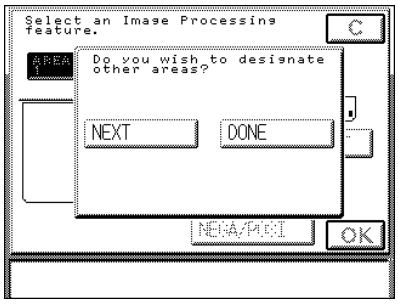


3 Select the image process ([FRAMING], [BLANKING], or [NEGA/POSI]) to be applied to the designated area, then press the [OK] key.



MEMO
- To continue designating areas to be image processed in the same way, press the [AREA2] key. Then, repeat the procedure from step 2.
- Designated areas can be cleared by pressing the [CLEAR AREA] key. Repeat the procedure from step 2.

4 Select whether or not to continue Area Designation.



■ **To continue Area Designation:**
Press the [NEXT] key. Repeat the procedure from step 2.

■ **To quit Area Designation:**
Press the [DONE] key. Proceed to step 5.

5 Press the [DONE] key.
The display returns to the Basic Features screen.

MEMO
- For details on how to clear designated areas, see p. 5-6.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- You can cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

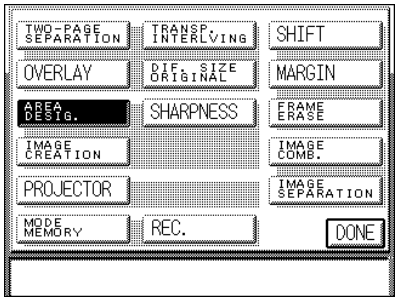
Clearing Designated Areas (CLEAR AREA)

Clear designated areas as follows.

MEMO
- You can cancel the mode by pressing the ⊘ key.

1 Press the [AREA DESIG.] key.

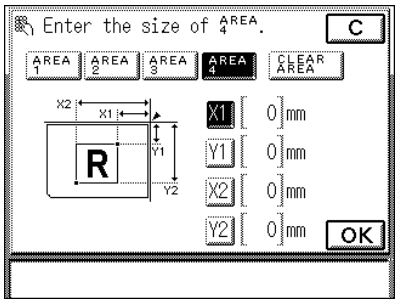
MEMO
- For details on operations to carry out from placing the original until the Special Features screen is displayed, see "Calling up the Special Features Screen," on p. 4-3.



2 Designate the area(s) to be cleared

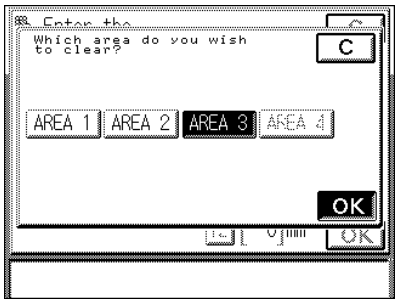
■ **To clear all already designated areas:**
Press the [C] key. Proceed to step 5.

■ **To clear a specific area:**
Press the [CLEAR AREA] key.

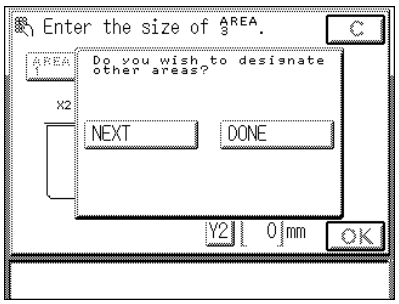


3 Select the area to clear, press the [OK] key.

MEMO
- Stored areas are indicated by solid lines



4 Select whether or not to continue Area Designation.



■ **To continue Area Designation:**
Press the [NEXT] key. Repeat the procedure from step 2 of Designating Areas. (See p. 5-4.)

■ **To quit Area Designation:**
Press the [DONE] key. Proceed to step 5.

5 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

Making Copies Using Image Processing Features
(IMAGE CREATION)

This mode allows you to perform image processing on original images.
You can process images in the following four ways.

■ **NEGA/POSI (See p. 5-8.)**
Makes copies of only the inside of a designated area on the original with the original image inverted. (For details, see "How to Designate Areas for Image processing," on p. 5-4.)

MEMO
- To invert a part of the original image, you can start by setting the Area Designation feature. (For details, see "How to Designate Areas for Image processing," on p. 5-4.)

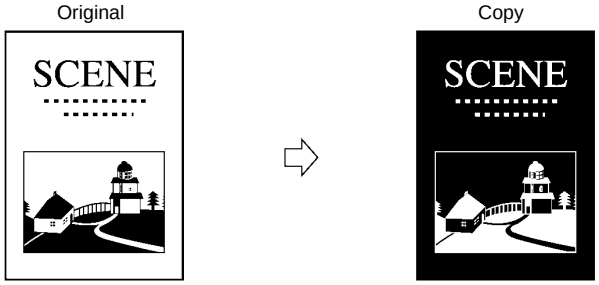
■ **IMAGE REPEAT (See p. 5-9.)**
Makes copies of the original image repeated in the vertical direction. You can also designate an original image as an area, and make copies of only the image in this area repeated in the vertical direction.

■ **MIRROR IMAGE (See p. 5-12.)**
Makes copies of the original image flipped around the horizontal or axis. You can also make mirror-imaged copies of designated areas. Three Mirror Image modes are available: [MIRROR IMAGE], [BOTTOM SYMMETRY] and [TOP SYMMETRY].

■ **SLANTED IMAGE (See p. 5-15.)**
Makes copies of the original image slanted at a designated angle.

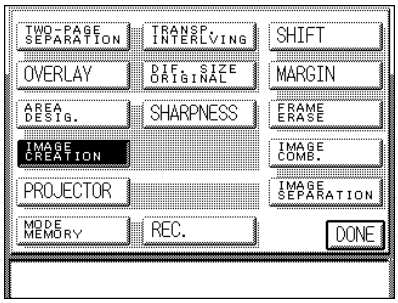
Inverting Original Images (NEGA/POSI)

Make copies of the entire original inverted as follows.



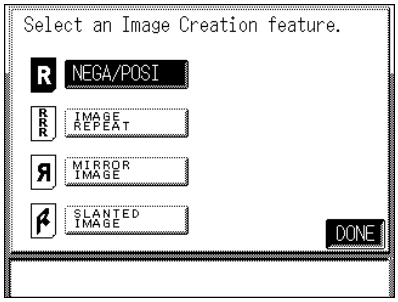
1 Press the [IMAGE CREATION] key.

MEMO
- For details on operations to carry out from placing the original until the Special Features Screen is displayed, see "Calling up the Special Features screen," on p. 4-3.
- When inverting the entire original, you need not designate the area.



2 Select the [NEGA/POSI] key, then press the [DONE] key.

MEMO
- You can also make copies by pressing the ◎ key with the screen on the right displayed.



3 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

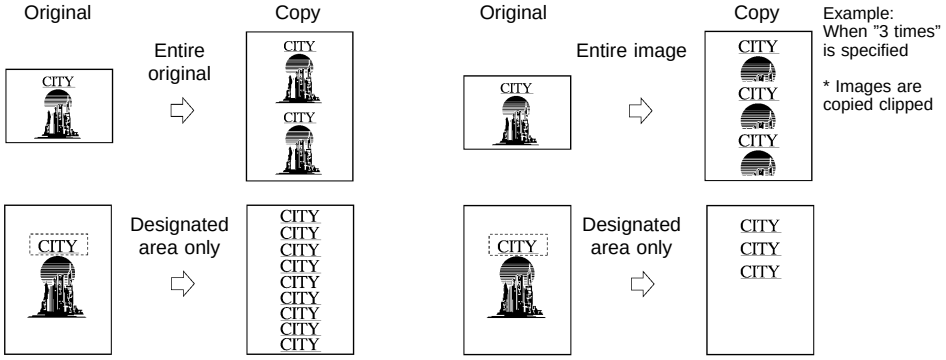
MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [IMAGE CREATION], [NEGA/POSI] and [C] keys in that order.
- You can also cancel the mode by pressing the ⧄ key. (The machine returns to the Standard mode.)

Making Copies with Original Images Repeated in the Vertical Direction (IMAGE REPEAT)

The Image Repeat feature allows you to make copies of a designated area in the original image repeated in the vertical direction as shown below. The number of repeats can be set either automatically or manually.

■ **Automatic setting**
The original image is copied so that the maximum possible number of copies fit in the selected copy paper size.

■ **Manual setting**
The original image is copied for the specified number of times.

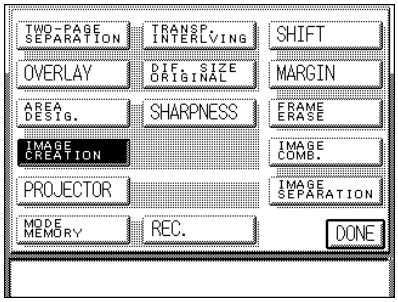


NOTICE
- In the Image Repeat mode, combined use of the Image Combination and Image Separation modes cannot be set.

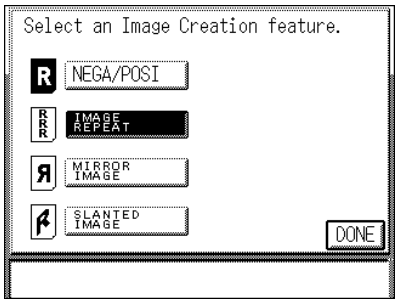
1 Press the [IMAGE CREATION] key.

MEMO

- For details on operations to carry out from placing the original until the Special Features Screen is displayed, see "Calling up the Special Features screen," on p. 4-3.



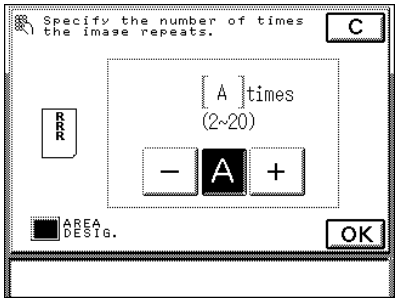
2 Select the [IMAGE REPEAT] key.



3 Select whether or not to make repeat copies of part of the original or the entire original.

■ **To make repeat copies of a part of the original image:**
Press the [AREA DESIG.] key.

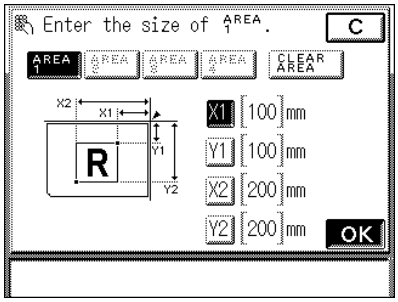
■ **To make repeat copies of the entire original:**
Press the [OK] key, and proceed to step 6.



4 Designate the area.

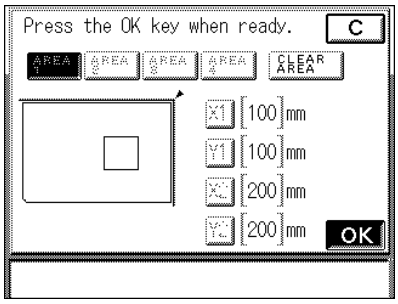
Press the [X1], [X2], [Y1] and [Y2] keys, and enter each of the values using the Number keys. (For details, see "How to Designate Areas for Image processing," on p. 5-4.)

MEMO
- If you make a mistake when entering values, press the © key, and enter the values again.



5 Press the [OK] key.

To cancel area designation, press the [C] key. You return to step 3.



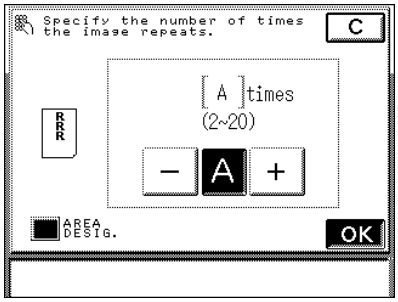
6 Set the number of times to carry out image processing, and press the [OK] key. You can set 2 to 20 times as the number of repeats.

■ **Automatic setting:**
Press the [AUTO] key.

MEMO
- To make repeated copies with the number of repeats automatically set, select the copy paper size. The original image is then copied so that the maximum possible number of copies fit in the selected copy paper size.

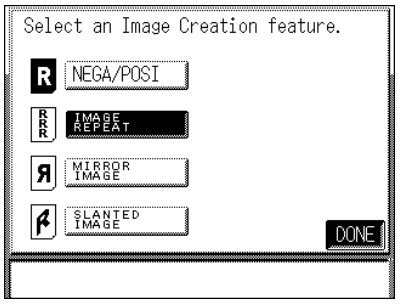
■ **Manual setting:**
Press the [+] or [–] key. You can also set the number of repeats by the Number keys.

MEMO
- Sometimes the designated image will be clipped depending on how many times you have manually set it to be repeated.



7 Press the [DONE] key.

MEMO
- You can also make copies by pressing the ◎ key with the screen on the right displayed.



8 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO

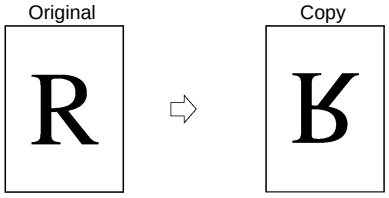
- You can cancel settings by pressing the [SPECIAL FEATURES], [IMAGE CREATION], [IMAGE REPEAT], and [C] keys in that order.
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

Making Copies with Original Images Flipped around the Horizontal Axis (MIRROR IMAGE)

Makes copies of the original image as if it has been reflected in a mirror. The following three Mirror Image modes are available.

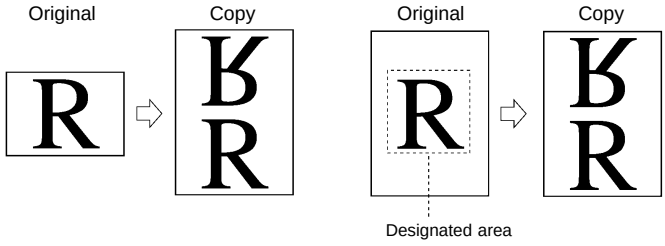
■ **MIRROR IMAGE**

Makes copies of the original image as if it has been flipped around the horizontal axis.



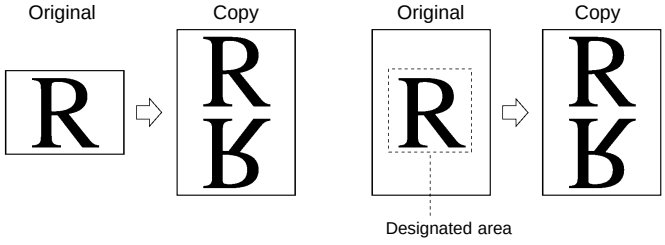
■ **TOP SYMMETRY**

Makes copies of the original image flipped around the horizontal axis above the image.



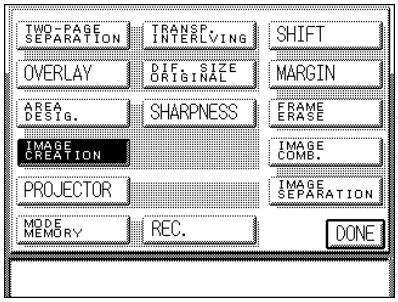
■ **BOTTOM SYMMETRY**

Makes copies of the original image flipped around the horizontal axis below the image.

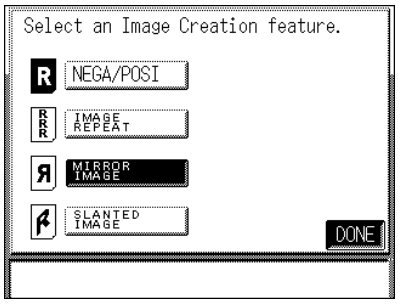


1 Press the [IMAGE CREATION] key.

MEMO
- For details on operations to carry out from placing the original until the Special Features Screen is displayed, see "Calling up the Special Features screen," on p. 4-3.
- When making a mirror image of the entire original, you need not designate the area.



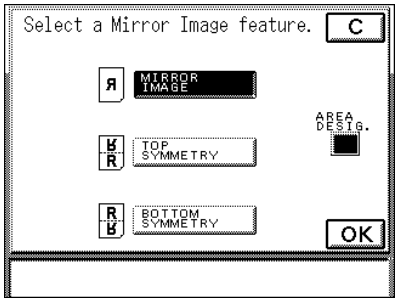
2 Select the [MIRROR IMAGE] key.



3 Select the mirror image type.

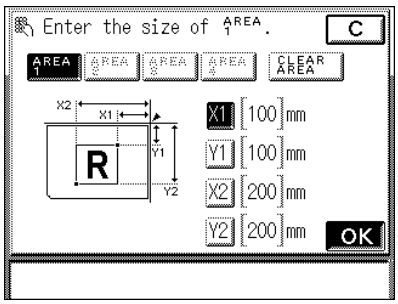
■ **To make copies of a designated area:**
Press the [AREA DESIG.] key. Proceed to step 4.

■ **To make copies without designating an area:**
Proceed to step 7.



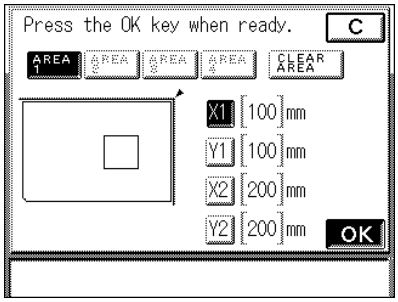
4 Designate the area to be image processed by the [X1], [Y1], [X2] and [Y2] keys, enter each of the values using the Number keys, then press the [OK] key.

MEMO
- If you make a mistake when entering values, press the © key, and enter the values again.

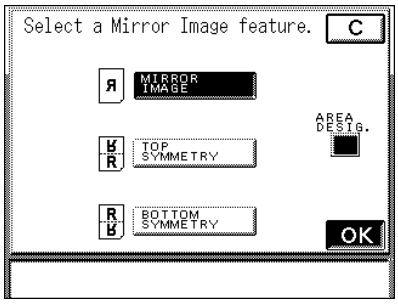


5 Press the [OK] key.

To cancel area designation, press the [C] key. The display returns to that in step 3.

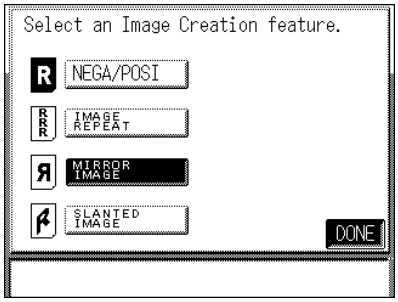


6 Press the [OK] key.



7 Press the [DONE] key.

MEMO
- You can also make copies by pressing the ◎ key with the screen on the right displayed.



8 Press the [DONE] key.

The display returns to the Basic Features screen.

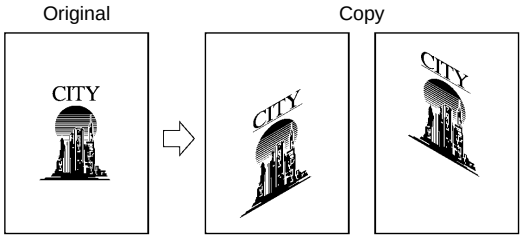
Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [IMAGE CREATION], [MIRROR IMAGE], and [C] keys in that order.
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

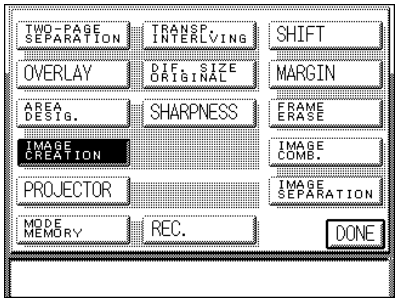
Making Copies with Original Images Slanted (SLANTED IMAGE)

Makes copies of the original slanted at a designated angle.

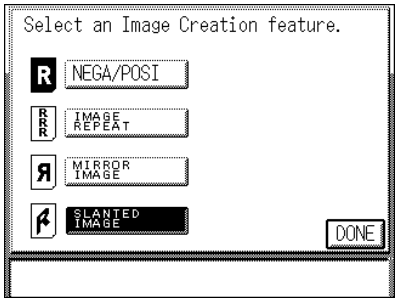


1 Press the [IMAGE CREATION] key.

MEMO
- For details on operations to carry out from placing the original until the Special Features Screen is displayed, see "Calling up the Special Features screen," on p. 4-3.



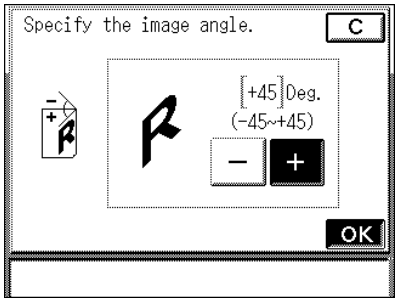
2 Select the [SLANTED IMAGE] key.



3 Designate the angle by the [–] [+] keys, and press the [OK] key.

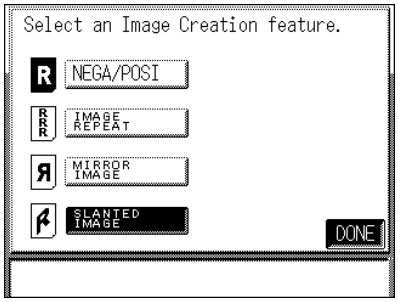
You can set any angle between -45° and +45°. You can check the angle you have set at "R" in the display on the right.

NOTICE
- Sometimes part of the copied image may protrude from the copy paper depending on the angle you have set.



4 Press the [DONE] key.

MEMO
- You can also make copies by pressing the ◎ key with the screen on the right displayed.



5 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

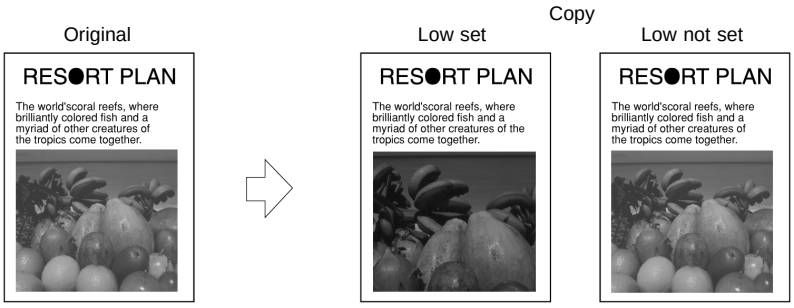
MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [IMAGE CREATION], [SLANTED IMAGE], and [C] keys in that order.
- You can also cancel the mode by pressing the ⊘ key. (The machine returns to the Standard mode.)
- You can also image process originals by combining the Slanted Image and Center Shift modes.

Making Sharp Contrast Copies (SHARPNESS)

This mode allows you to make copies of original images with the contrast reproduced sharper or softer. To make copies with text or lines reproduced sharper, use the [HIGH] key. To make copies with photographs or other half-tones reproduced more softly, use the [LOW] key.

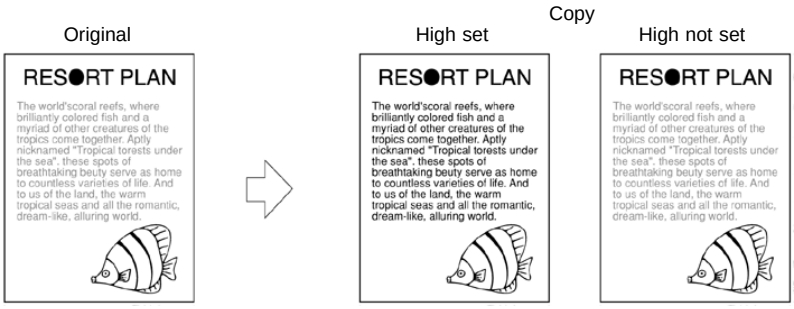
● **LOW**

If you make copies of an original containing half-tones such as a printed photograph using the Photo mode, moiré or screen clash may occur. However, by using the [LOW] key, you can soften this moiré effect so that the copy is easier on the eyes.
This feature is suited to photographic images in newspapers and magazines.



● **HIGH**

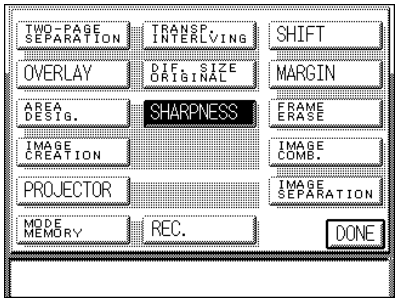
This feature enhances the edges of original images so that faint or fine text is reproduced more sharply. This is particularly suited to blueprints or faint pencil-drawn originals.



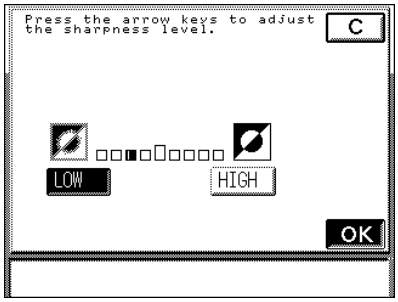
1 Press the [SHARPNESS] key.

MEMO

● For details on operations to carry out from placing the original until the Special Features Screen is displayed, see "Calling up the Special Features screen," on p. 4-3.



2 Select either the [LOW] or [HIGH] keys, then press the [OK] key.



3 Press the [DONE] key.

The display returns to the Basic Features screen.

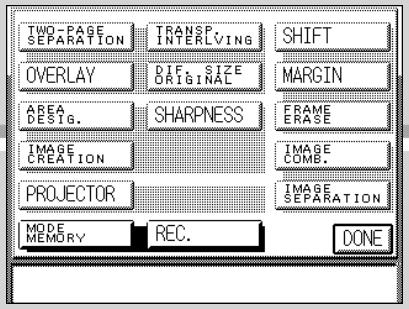
Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

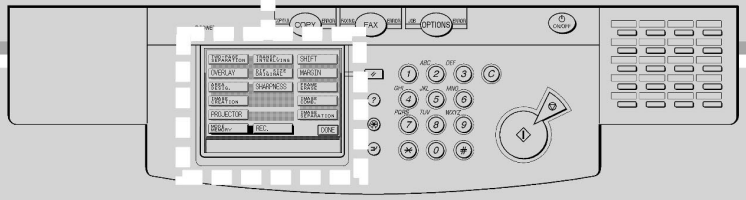
MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [SHARPNESS], and [C] keys in that order.
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

Chapter 6 Recalling and Storing Modes (Two Special Features)

This chapter describes the Mode Memory and Recall features that can be selected from the Special Features screen.



- Modes in which Copy Jobs can be Called up 2
- Storing Often Used Copy Settings in Memory (MODE MEMORY) ..... MODE MEMORY 3
- Recalling the Previous Copy Job (RECALL) ..... REC. 11



Modes in which Copy Jobs can be Called up

This section describes the following two modes. These modes enable you to store and recall any combination of copy functions. A combination of copy functions is collectively referenced to as a ”copy job”.

■ **MODE MEMORY (See p. 6-3.)**
If you store a combination of settings (e.g. copy quantity, exposure, and copy ratio) as a copy job, you can easily recall that copy job later on with the touch of a key.

■ **RECALL (See p. 6-11.)**
You can recall up to three previously set copy jobs, and make copies using these copy job settings.

Storing Often Used Copy Settings in Memory
(MODE MEMORY)

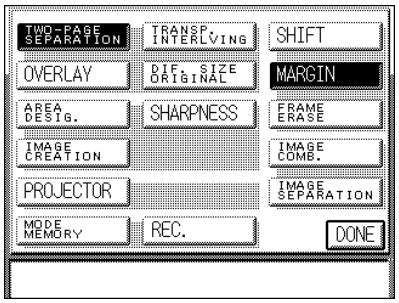
You can store up to five different combinations of copy settings in memory for later use as a ”copy job”. A copy job is a combination of various copy mode settings, and can include settings for the copy quantity, exposure and copy ratio, for example. Stored copy settings can be easily recalled with the touch of a key. This function is convenient for storing often used copy jobs. Mode memory can also be stored to standard key. (See ”Setting Standard Keys,” on p. 8-10.)

NOTICE
- Once stored, copy jobs are held in memory even if the power is turned OFF.
- Additional Function settings are not stored.
  For example, when the Photo mode is set to “ON” in the custom copy Settings, the setting for the Image Quality mode setting “Photo” can be stored to mode memory. However, once the Photo mode is set to “OFF,” the Image Quality mode cannot be set to Photo by recalling the stored copy job.

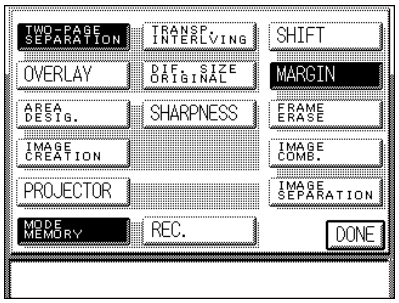
Storing Copy Settings for a Copy Job

1 Programme the copy job that you want to store in the Basic Features or Special Features screen.

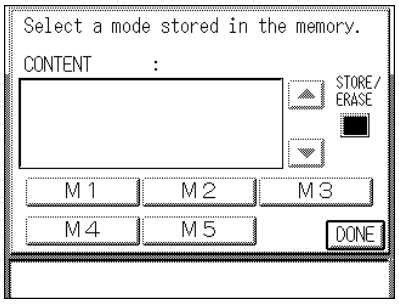
MEMO
- For details on operations to carry out until the Special Features screen is displayed, see ”Calling up the Special Features Screen,” on p. 4-3.
- In the display on the right, [TWO PAGE SEPARATION] and [MARGIN] are set.



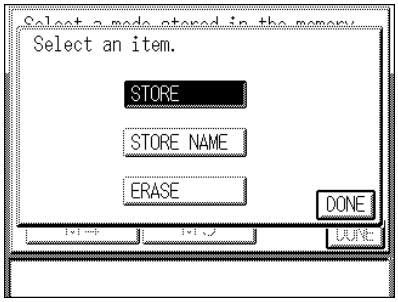
2 Press the [MODE MEMORY] key.



3 Press the [STORE/ERASE] key.



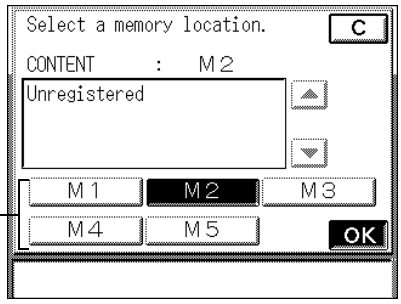
4 Select the [STORE] key.



5 Select the desired memory from among memory keys [M1] to [M5], then press the [OK] key.

MEMO

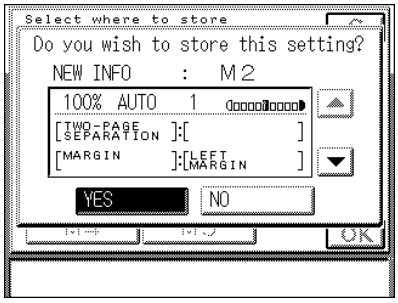
- If you have selected a memory key to which a copy job is stored, its settings are displayed.
- If there are more stored copy jobs than currently displayed, you can scroll using the [▲] or [▼] keys.



Memory keys

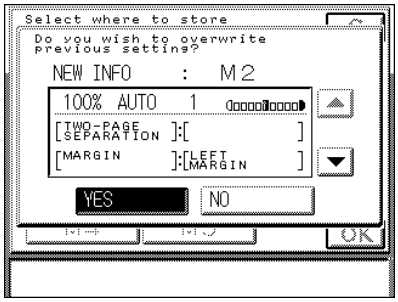
■ **When you have pressed the [OK] key after selecting a memory key to which a copy job has not yet been stored:**

To continue storing : Select the [YES] key. The new copy job is stored to the memory key.
To cancel storing : Select the [NO] key, then select another key.

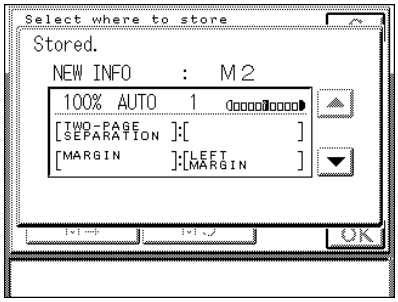


■ **When you have pressed the [OK] key after selecting a memory key to which a copy job has already been stored:**

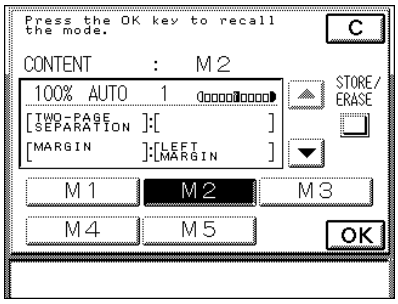
To overwrite : Select the [YES] key. The contents of the memory key are replaced with the new copy mode.
To cancel storing : Select the [NO] key, then select another key.



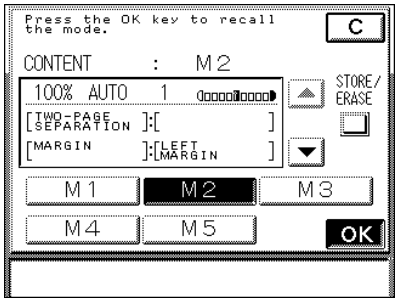
When you have finished storing copy settings, the message on the right appears for about two seconds.



6 When the copy settings are stored, the memory key storing the copy job is highlighted and the stored settings are displayed.



7 Press the [OK] key.



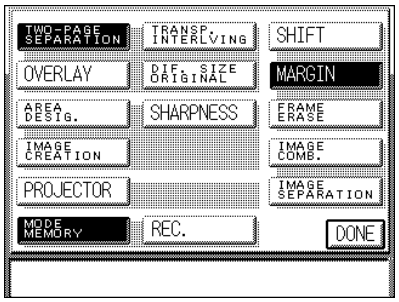
8 Press the [DONE] key.

The display returns to the Basic Features screen.

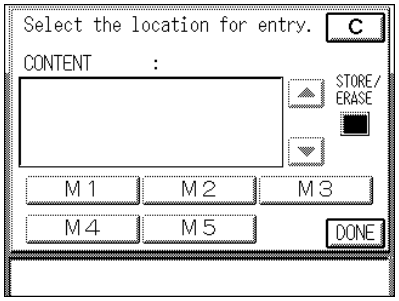
Storing a Memory Key Name

1 Press the [MODE MEMORY] key.

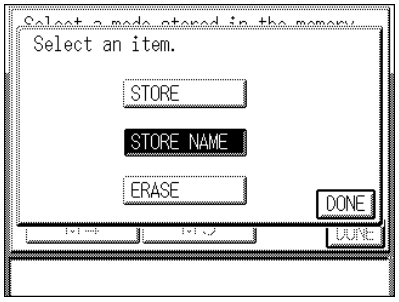
MEMO
- For details on operations to carry out from placing the original until the Special Features screen is displayed, see ”Calling up the Special Features Screen,” on p. 4-3.



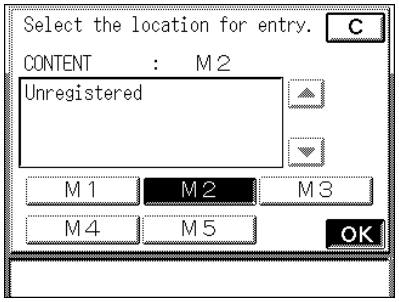
2 Press the [STORE/ERASE] key.



3 Select the [STORE NAME] key.

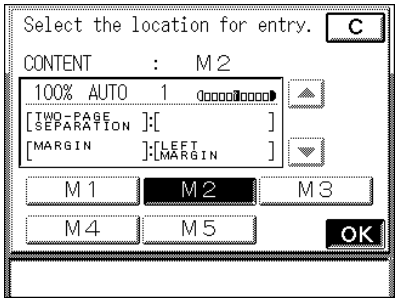


4 Select the memory key ([M1] to [M5]) to which you want to enter the name, then press the [OK] key.



MEMO

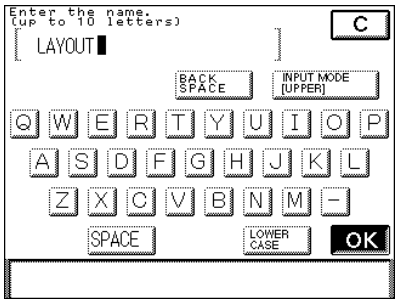
- If you press a memory key, the copy settings currently stored to that key are displayed.



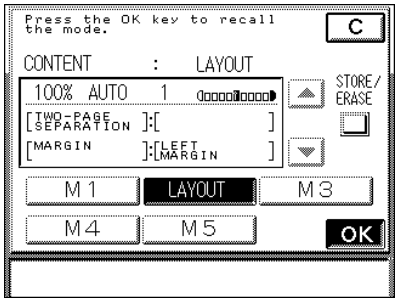
5 Enter the new name and press the [OK] key.

MEMO

- For details on how to enter characters, see "Entering Characters on the Touch Panel Display," on p. 2-5 in the *Reference Manual*.
- If you press the [OK] key without any characters entered, the name of the memory key will revert back to its initial setting, e.g. [M1] or [M2].



6 Press the [OK] key.



7 Press the [DONE] key.

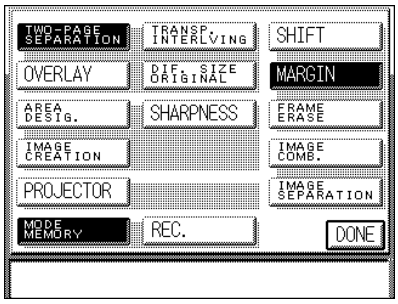
The display returns to the Basic Features screen.

Erasing a Copy Job

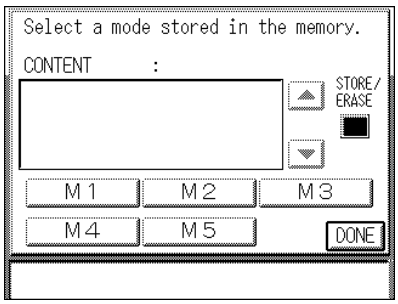
You can erase a copy setting stored to a memory key.

1 Press the [MODE MEMORY] key.

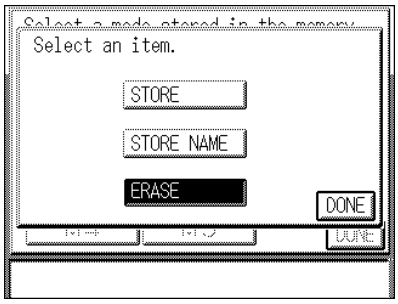
MEMO
- For details on operations to carry out from placing the original until the Special Features screen is displayed, see ”Calling up the Special Features Screen,” on p. 4-3.



2 Press the [STORE/ERASE] key.



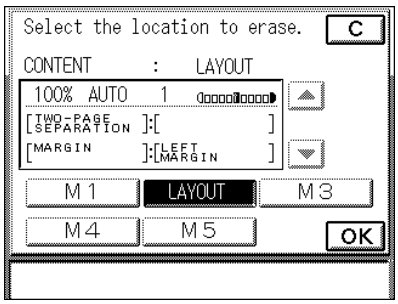
3 Select the [ERASE] key.



4 Select the desired memory key whose copy job is to be erased.

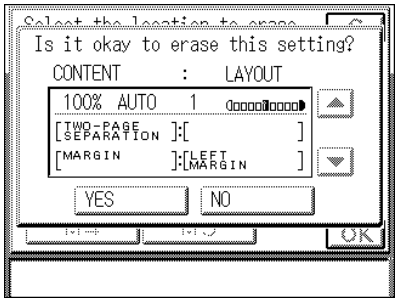
⚠ CAUTION
- Check the copy settings before you erase them.

MEMO
- If you have selected a memory key to which a copy job is stored, its settings are displayed.
- If there are more stored copy jobs than currently displayed, you can scroll using the [▲] or [▼] keys.



5 Press the [OK] key.

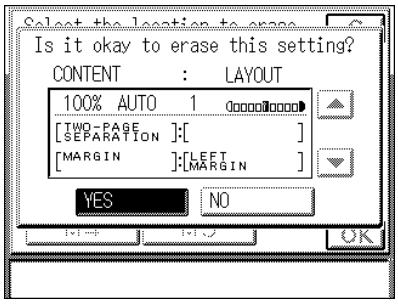
The message on the right appears asking if it is OK to erase the copy job.



6 Select the [YES] key.

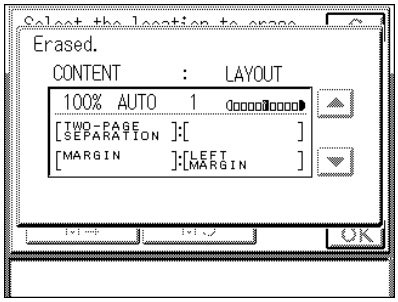
MEMO

- If you press the [YES] key, the currently stored copy job and name are erased.
  If you want to erase only the name, see "Storing a Memory Key Name," on p. 6-6.



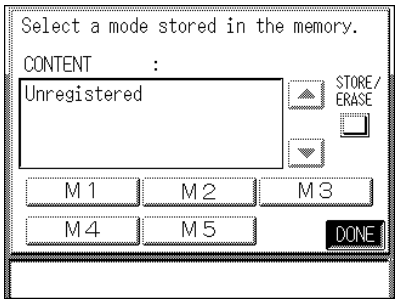
The stored copy job is erased.

The message on the right appears for about two seconds. Proceed to step 7.



■ **If you want to cancel erasing**
Select the [NO] key. The display returns to that in step 4.

7 Press the [OK] key.



8 Press the [DONE] key.

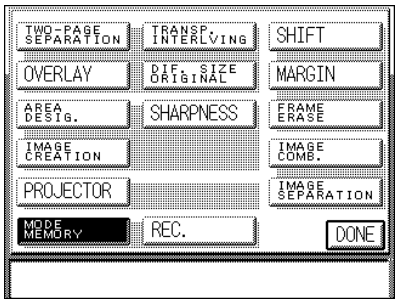
The display returns to the Basic Features screen.

Recalling a Copy Job

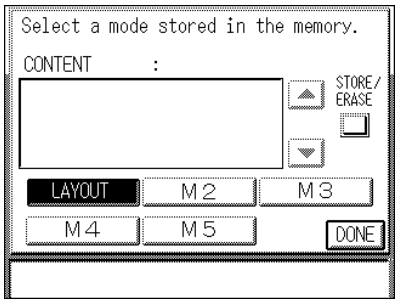
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [MODE MEMORY] key.

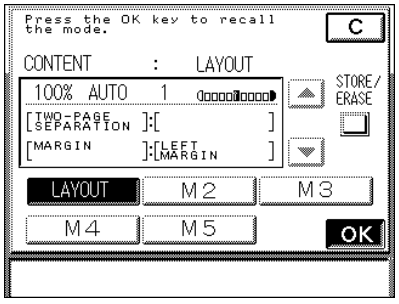


2 Select the memory key where the desired copy setting is stored.



3 Check the copy settings stored to the memory key. If the contents are correct, press the [OK] key.

MEMO
- Recalling a copy job from memory cancels the current copy job.
- After recalling a copy job from memory, you can change the settings stored to that copy job.
- If you press another memory key, the copy job stored to that key is recalled.



3 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

Recalling the Previous Copy Job *(RECALL)*

You can recall up to three previously set copy jobs, and make copies using the copy settings stored to these copy jobs.

NOTICE

- When you have pressed the ◎ or ▨ keys after setting the copy quantity, exposure, copy ratio, etc., or when you have recalled a copy setting from mode memory, the previous copy job is selected. Accordingly, when you have not pressed either of the above keys after setting the copy job, it cannot be recalled by pressing the [REC.] key.
- Once stored, the three copy jobs are held in memory even if the power is turned OFF.
- The Standard mode or Additional Function settings are not stored.
  For example, when the Photo mode is set to "ON" in the custom copy settings, the Photo mode cannot be recalled using the Recall mode.

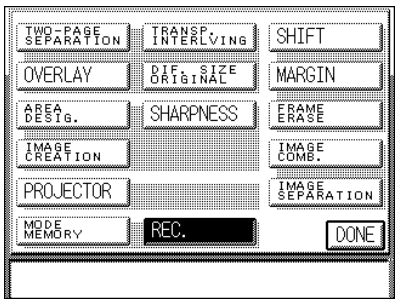
Place your originals.

■ **For instructions on how to place an original on the platen glass, see p. 2-13.**
■ **For instructions on how to place originals in the ADF, see p. 2-14.**
■ **For instructions on how to place originals in the RDF, see p. 2-16.**

1 Press the [REC.] key.

MEMO

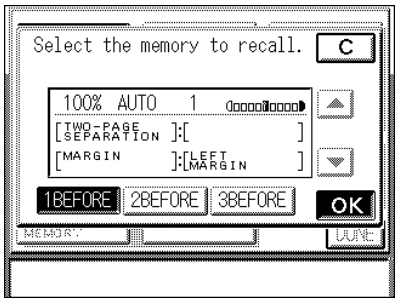
- For details on operations to carry out from placing the original until the Special Features screen is displayed, see "Calling up the Special Features Screen," on p. 4-3.



2 Select one of the [1BEFORE], [2BEFORE] or [3BEFORE] keys. Check that the copy settings are correct before pressing the [OK] key.

MEMO

- You can also check which copy jobs are stored to memory other than the currently displayed copy job by pressing the [▲] or [▼] key.



3 Press the [DONE] key.

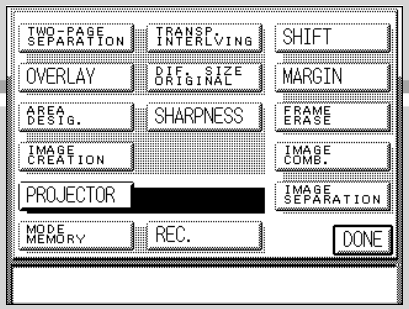
The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

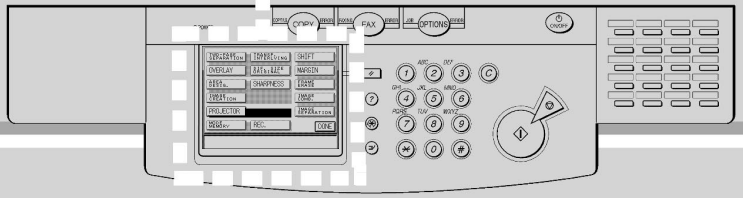
Chapter 7 Making Copies Using the Optional Film Projector

This chapter describes the Projector mode that can be selected from the Special Features screen. Attaching the optional Film Projector on the machine allows you to make copies from photographic film.

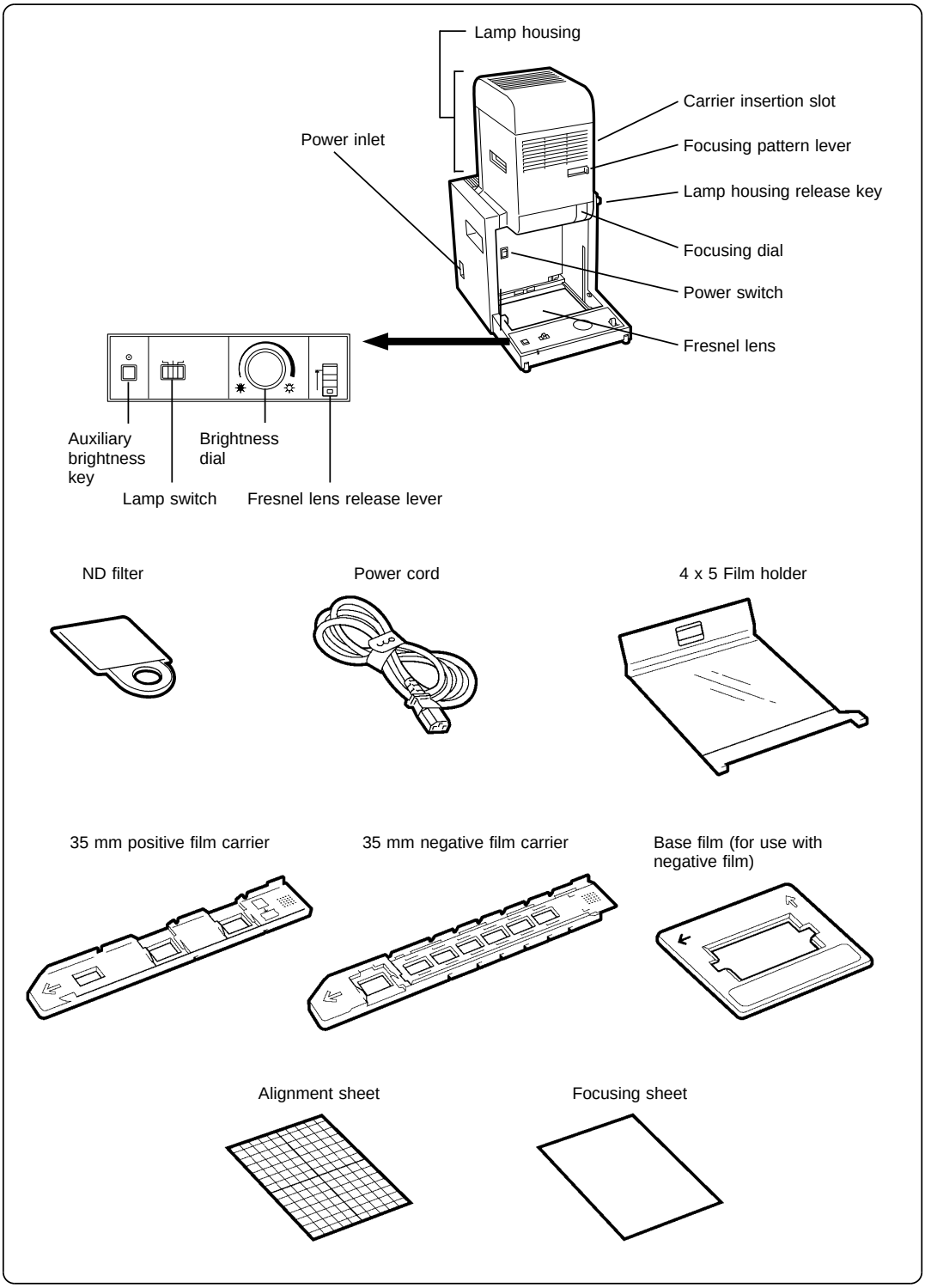


■ Names of Parts on Film Projector 2
■ How to Setup and Disconnect the Film Projector 3
■ Making Copies from Photographic Film (PROJECTOR) 6

PROJECTOR



Names of Parts on Film Projector



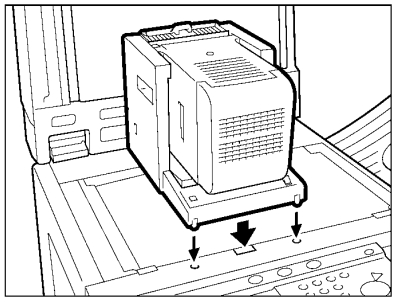
How to Setup and Disconnect the Film Projector

How to Set up the Film Projector

Before using the Film Projector, remove any tape used for securing parts on the Film Projector. Referring to the figure on the previous page, make sure that you have all the parts.

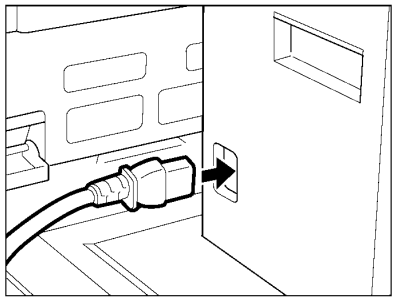
1 Place the Film Projector on the platen glass.

Place the Film Projector on the platen glass making sure that it faces the direction shown in the figure on the right. Align the two lugs on the bottom of the Film Projector with the two holes at the front of the platen glass.



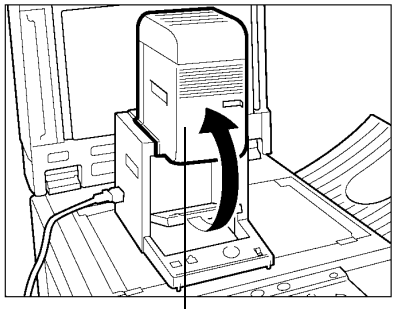
2 Plug in the power cord.

Plug the power cord into the power cord connector located on the projector's left panel. Plug the other end of the power cord into a power socket.



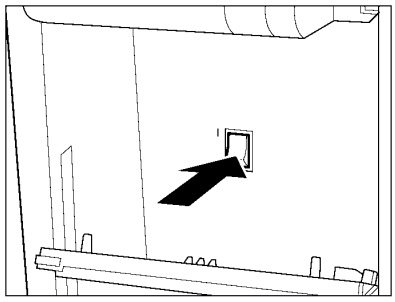
3 Set the lamp housing upright.

Set the lamp housing upright while supporting it from its bottom. When the lamp housing is fully upright, you will hear it click into place.



4 Turn the power ON.

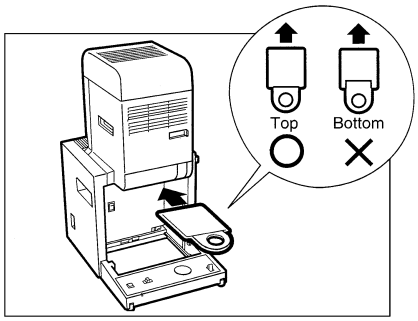
Turn the power switch on the front of the Film Projector to the “I” position.



5 Close the Fresnel lens.

Press the protrusion to the right on the operator’s side of the slightly raised Fresnel lens until you hear it click into place.

6 Insert the ND filter attachment.

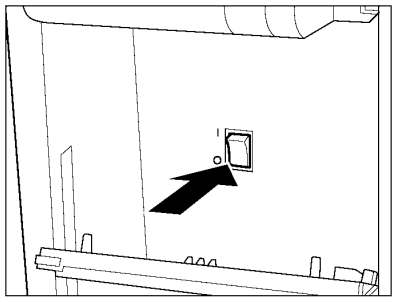


How to Disconnect the Film Projector

Follow the procedure below to remove the Film Projector when it is not being used.

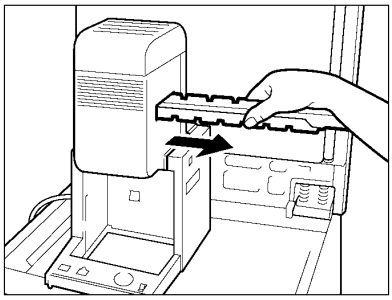
1 Turn the power OFF.

Turn the power switch on the front of the Film Projector to the “O” position.



2 Remove the carrier.

Remove the 35 mm positive film carrier or 4 x 5 negative film carrier from the Film Projector.

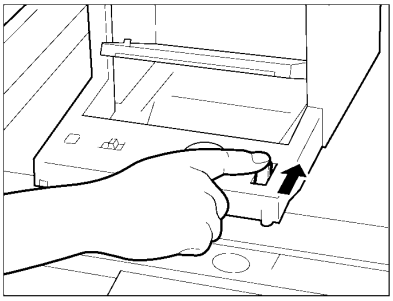


3 Release the Fresnel lens.

Press the Fresnel lens release lever to release the Fresnel lens. When the 4 x 5 film holder is being used, remove the holder from underneath the Fresnel lens.

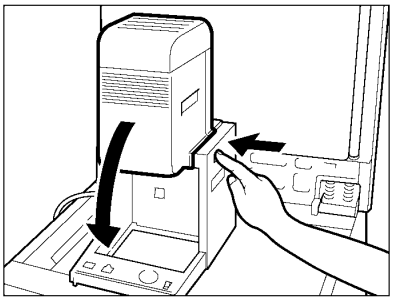
NOTICE

- To prevent damage to the Fresnel lens, make sure that it is has been released.



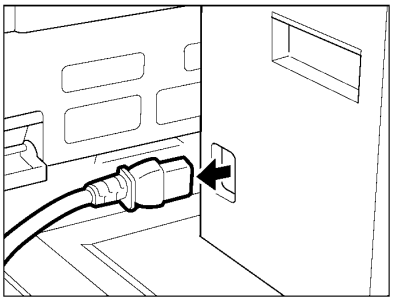
4 Lower the lamp source.

Press the lamp housing release key on the right side of the projector until you hear it click. The light housing is now released and the lamp housing will automatically lower to the storage position.



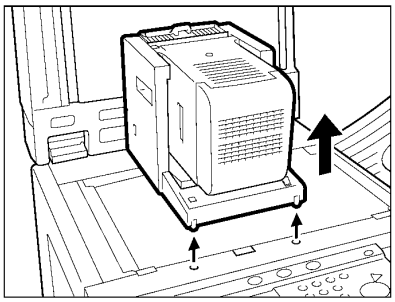
5 Unplug the power cord.

Unplug the power cord from the power outlet and the power cord connector.



6 Remove the Film Projector.

Remove the Film Projector by lifting it up holding the two handles on its left and right sides.



Proceed to make copies in the usual way.

Making Copies from Photographic Film (PROJECTOR)

Use the optional Film Projector to make copies from photographic film. Four different types of copies are made using the Film Projector depending on the type of film used as the original.

■ **Making Copies from 35 mm Negative Film (See p. 7-7.)**

Original

Copy

■ **Making Copies from 35 mm Positive Film (See p. 7-13.)**

Original

Copy

■ **Making Copies from 4 x 5 Negative Film (See p. 7-18.)**

Original

Copy

■ **Making Copies from 4 x 5 Positive Film (See p. 7-23.)**

Original

Copy

MEMO

- 6 x 6 or 6 x 7 film, for example, can be copied by following the same procedure as for 4 x 5 negative/positive film. However, note that the machine will not trim the film to match its size. The photographic area of the Film Projector itself will become the trimming area. (When making copies from negative film, the trimming area outside of the image area will be reproduced black.)
- The projection area of the Film Projector automatically becomes the trimming area, and is moved to and copied on the center of the selected copy paper. Set the copy ratio based upon the projection area.
- Some areas around the film are not copied due to the structure of the Film Projector.
- [TEXT/PHOTO] (Central Exposure Values) is automatically set as the exposure setting. [A] (Automatic Exposure Control), and the Text and Photo modes cannot be set. If exposure control is insufficient, turn the light adjustment dial on the Film Projector, and try moving the control position to the left or right.
- If you want to designate an area on film and use the image processing functions on that area, we recommend that you first make a copy, and then programme the desired functions for that copy.
- When setting the framing area, cancel the Shift mode, make a copy, turn the copy upside down, place it on the Image Editing Unit, and then set the framing area.

Making Copies from 35 mm Negative Film

Follow the procedure below when the original is 35 mm negative film.

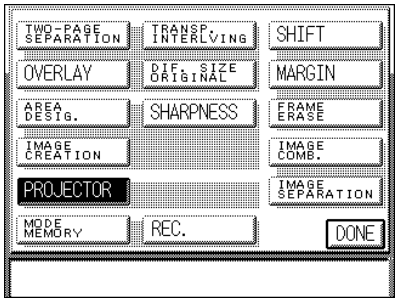
Set the Film Projector.

(See "How to Set up the Film Projector," on p. 7-3.)

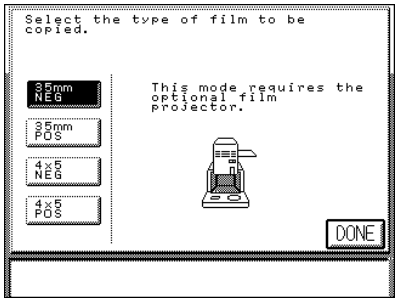
1 Press the [PROJECTOR] key.

MEMO

- For details on operations to carry out until the Special Features screen is displayed, see "Calling up the Special Features screen," on p. 4-3.

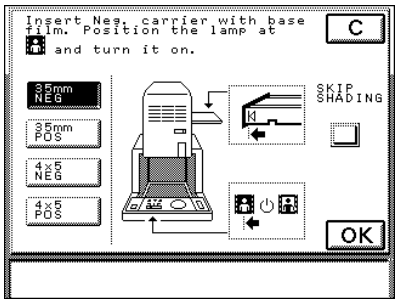


2 Select the [35 mm NEG] key.

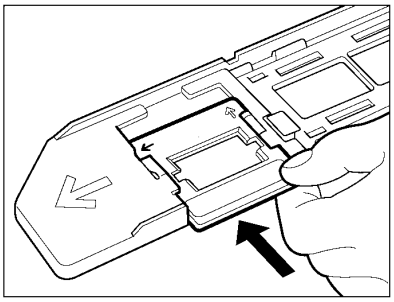


MEMO

- When the previous projector settings are still available, the [SKIP SHADING] key is displayed. If you press the [SKIP SHADING] key, scanning for internally adjusting the Film Projector is omitted.



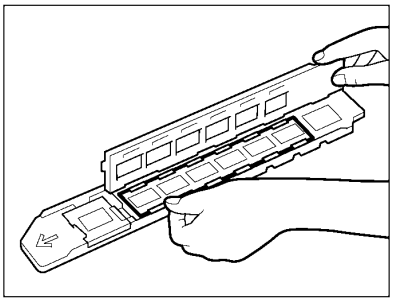
3 Slide the film to be copied into the 35 mm negative film carrier.



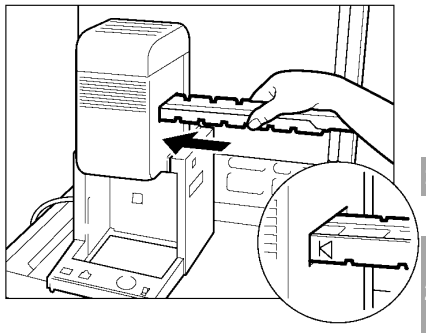
4 Insert the negative film carrier into the projector.

NOTICE

- Be sure to use the 35 mm negative film carrier supplied with the Film Projector.
- The letter "R" is written on the right side of the film carrier. Use this mark as a reference when checking that the film is inserted the right way up and is facing the correct direction.
- Set the film so that the carrier windows are aligned with the film frames.



5 Holding the negative film carrier level insert into the right-hand side as far as ◁ mark on the side of the carrier (so that the empty frame is aligned).



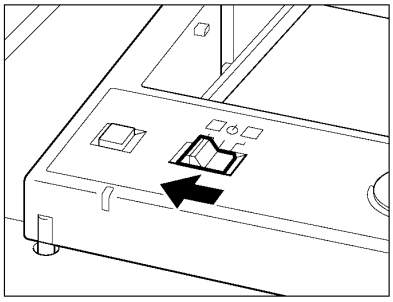
6 Set the lamp switch to the position, and press the [OK] key.

MEMO

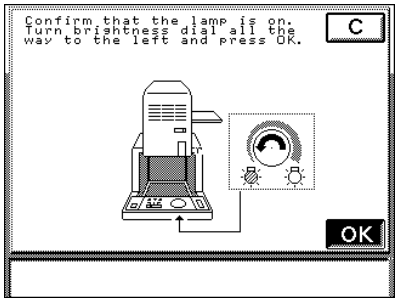
- When you turn the lamp switch ON, the Film Projector's lamp lights.

NOTICE

- About 60 minutes after the lamp lights, it goes out. This is to protect the film. To light the lamp after it has gone out, turn the Film Projector's power switch OFF then back ON again after a short while.

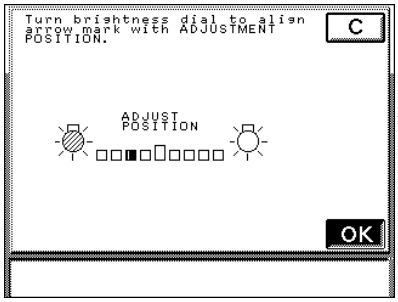


7 After making sure that the lamp is lit, turn the brightness dial to the left as far as it will go, and press the [OK] key.

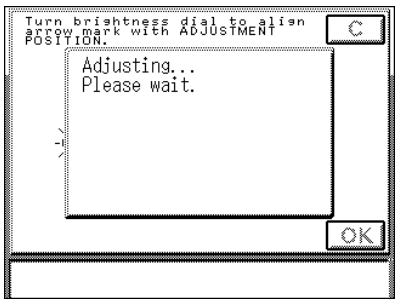


8 After adjusting the brightness with the dial to the adjustment position, press the [OK] key.

Scanning for internally adjusting the Film Projector is carried out.



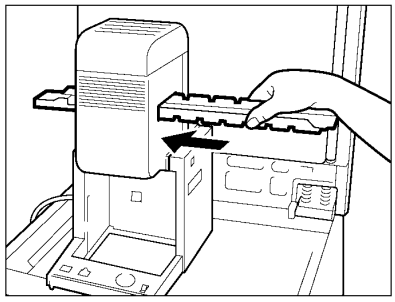
During this adjustment, the screen on the right appears.



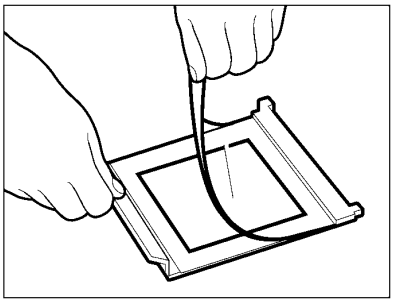
MEMO

- To cancel scanning, press the ⊘ or ▨ key.

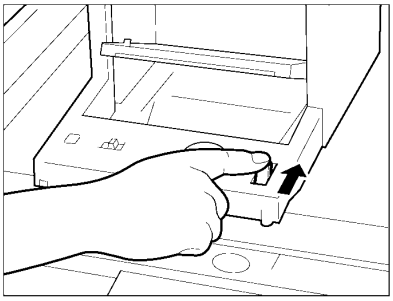
9 When scanning is completed, slide the negative film carrier into the Projector to align the image that you want to copy.



10 Place the white focusing sheet between the two sheets of film in the 4 x 5 film holder.

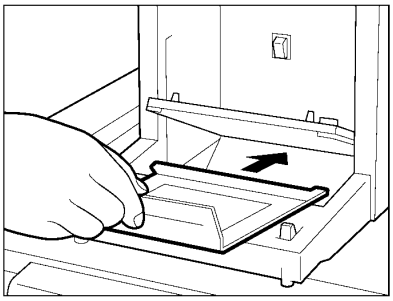


11 Press the Fresnel lens release lever to unlock the Fresnel lens.



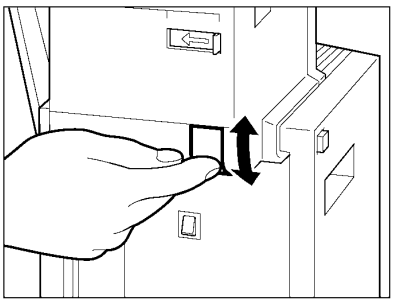
12 Place the 4 x 5 film holder on the Fresnel lens.

Place the 4 x 5 film holder between the Fresnel lens and platen glass, and close the Fresnel lens making sure that the 4 x 5 film holder is positioned in the center of the Fresnel lens. (When the 4 x 5 film holder is at the correct position, the protrusions on the leading edge of the 4 x 5 film holder fit into the indentations on the non-operator side. This prevents the 4 x 5 film holder from moving to the left or right.)



13 Adjust the focus.

Turn the focusing dial while viewing the image projected on the Fresnel lens to adjust the focus.

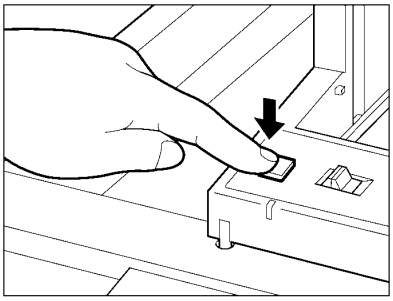


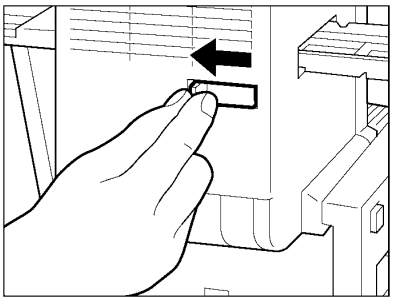
If you press the auxiliary brightness key on the Film Projector's control panel when making copies from dark images, the lamp will light brighter for the time that you hold the key down to make the image easier to view.

If it is difficult to focus, slide the focusing pattern lever on the front of the projector to the left. The focus chart is projected to aid with focusing.

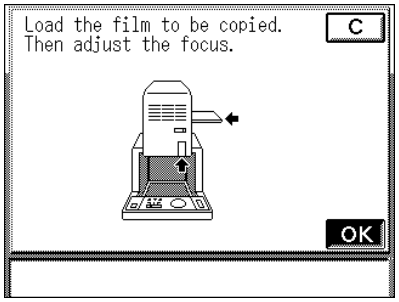
NOTICE

- After adjusting the focus, make sure that the focus chart lever is returned to its original position. Otherwise, the chart also will not be copied.





14 Press the [OK] key.



15 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO

- To cancel the settings, press the [SPECIAL FEATURES], [PROJECTOR], [35mm NEG] and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄⁄ key. (The machine returns to the Standard mode.)

Making Copies from 35 mm Positive Film

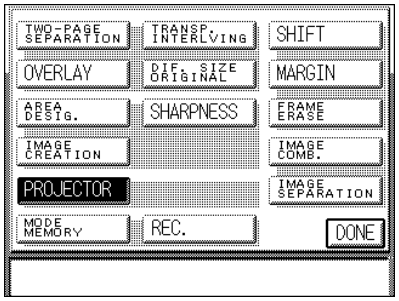
Follow the procedure below when the original is 35 mm positive film.

Attach the Film Projector.

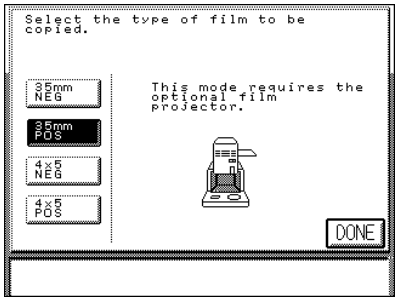
(See "How to Set up the Film Projector," on p. 7-3.)

1 Press the [PROJECTOR] key.

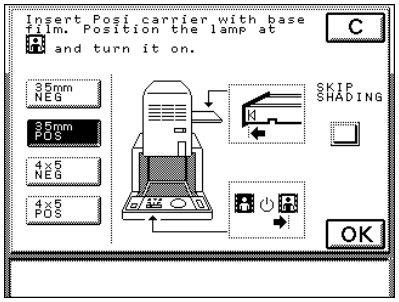
MEMO
- For details on operations to carry out until the Special Features screen is displayed, see "Calling up the Special Features screen," on p. 4-3.



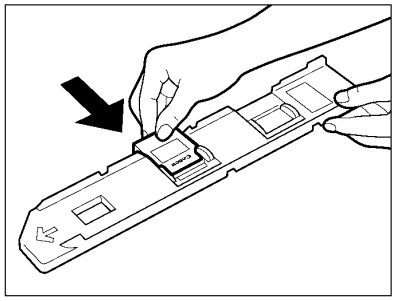
2 Select the [35 mm POS] key.



MEMO
- When the previous projector settings are still available, the [SKIP SHADING] key is displayed. If you press the [SKIP SHADING] key, scanning for internally adjusting the Film Projector is omitted.



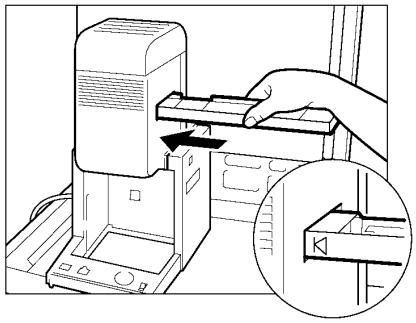
3 Slide the film to be copied into the 35 mm negative film carrier.



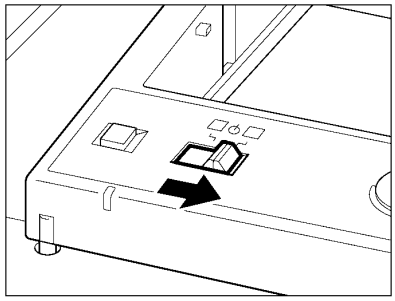
NOTICE

- Be sure to use 35 mm positive film carrier supplied with the Film Projector.
- The Letter "R" is written on the right side of the film carrier. Use this mark as the reference when checking that the film is inserted the right way up and is facing the correct direction.
- Set the film so that the carrier windows are aligned with the film frames.

4 Holding the positive film carrier level insert the carrier into the right-hand side as far as ⋈ mark on the side of the carrier (so that the empty frame is aligned).



5 Set the lamp switch to the position, and press the [OK] key.



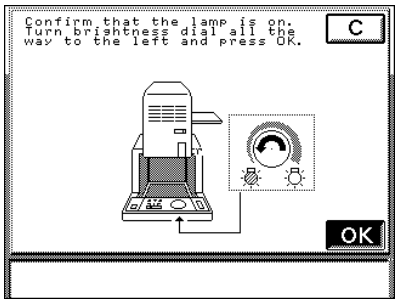
MEMO

- When you turn the lamp switch ON, the Film Projector's lamp lights.

NOTICE

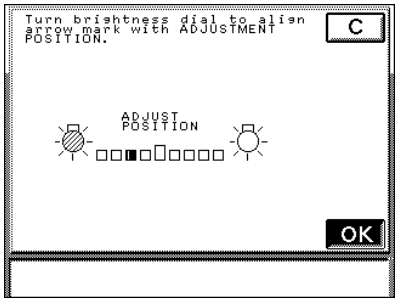
- About 60 minutes after the lamp lights, it goes out. This is to protect the film. To light the lamp after it has gone out, turn the Film Projector's power switch OFF then back ON again after a short while.

6 After making sure that the lamp is lit, turn the light adjustment dial to the left as far as it will go, and press the [OK] key.

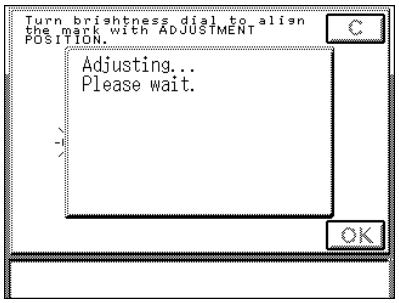


7 After adjusting the intensity with the dial to the adjustment position, press the [OK] key.

Scanning for internally adjusting the Film Projector is carried out.



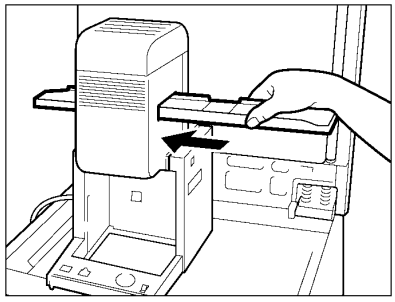
During the adjustment, the screen on the right appears.



MEMO

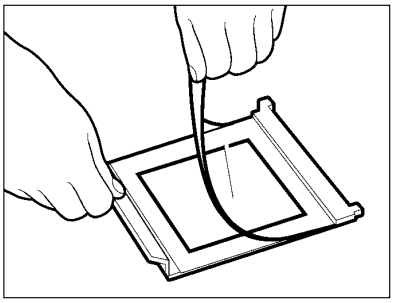
- To cancel scanning, press the ⊘ or ⊘ key.

8 When scanning is completed, slide the positive film carrier into the Projector to align the image that you want to copy.

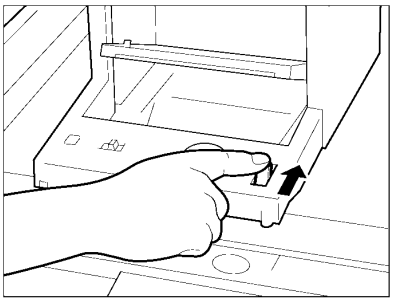


1 2 3 4 5 6 7 8 9 10

9 Place the white focusing sheet between the two sheets of film in the 4 x 5 film holder.

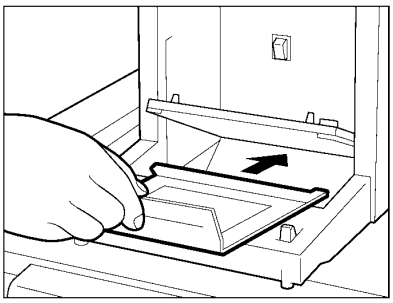


10 Press the Fresnel lens release lever to release the Fresnel lens.



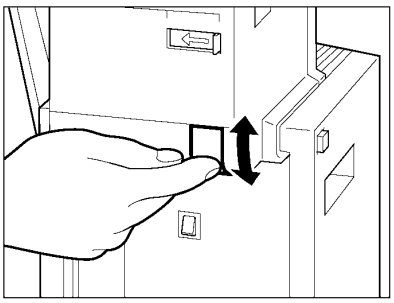
11 Place the 4 x 5 film holder on the Fresnel lens.

Place the 4 x 5 film holder between the Fresnel lens and platen glass, and close the Fresnel lens making sure that the 4 x 5 film holder is positioned in the center of the Fresnel lens. (When the 4 x 5 film holder is at the correct position, the protrusions on the leading edge of the 4 x 5 film holder fit into the indentations on the non-operator side. This prevents the 4 x 5 film holder from moving to the left or right.)



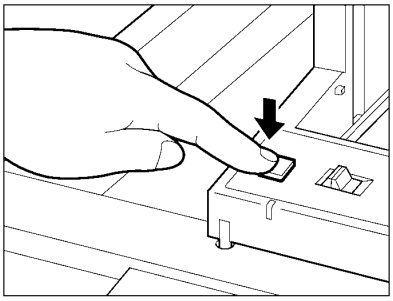
12 Adjust the focus.

Turn the focusing dial while viewing the image projected on the Fresnel lens to adjust the focus.



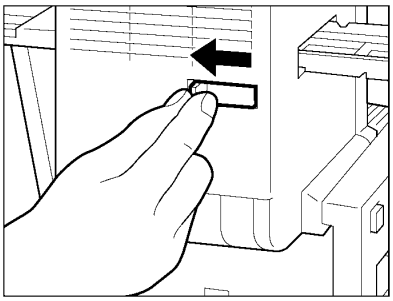
If you press the auxiliary brightness key on the Film Projector's control panel when making copies from dark images, the lamp will light brighter for the time that you hold the key down to make the image easier to view.

If it is difficult to focus, slide the focus chart lever on the front of the projector to the left. The focus chart is projected to aid focusing.

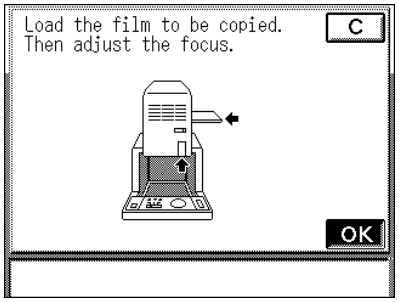


NOTICE

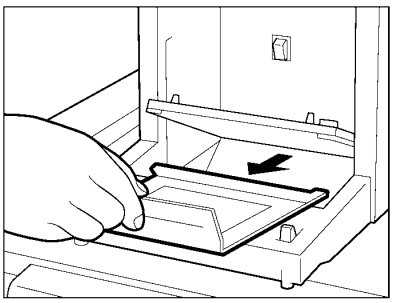
- After adjusting the focus, make sure that the focus chart lever is returned to its original position. Otherwise, the chart also will not be copied.



13 Press the [OK] key.

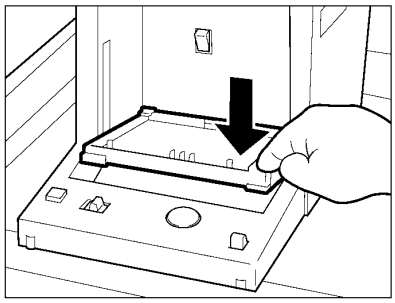


14 Press the Fresnel lens release lever to unlock the Fresnel lens, and remove the 4 x 5 film holder.



15 Close the Fresnel lens.

Press the protrusion to the right on the operator's side of the Fresnel lens until you hear it click into place.



16 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, "Basic Copying".)

MEMO
- You can cancel settings by pressing the [SPECIAL FEATURES], [PROJECTOR], [35mm POS] and [C] keys in that order.
- You can also cancel the mode by pressing the ⌧ key. (The machine returns to the Standard mode.)

Making Copies from 4 x 5 Negative Film

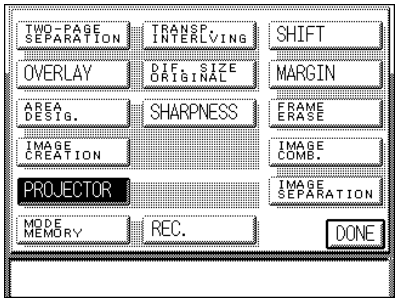
Follow the procedure below when the original is 4 x 5 negative film.

Attach the Film Projector.

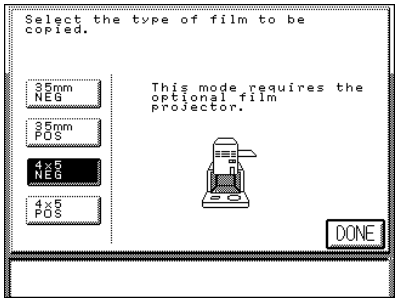
(See "How to Set up the Film Projector," on p. 7-3.)

1 Press the [PROJECTOR] key.

MEMO
- For details on operations to carry out until the Special Features screen is displayed, see "Calling up the Special Features Screen," on p. 4-3.

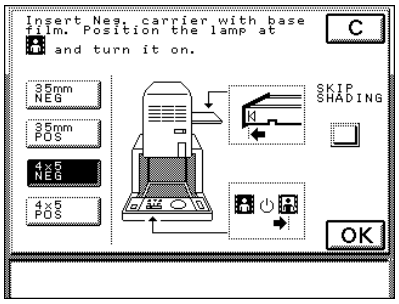


2 Select the [4 x 5 NEG] key.

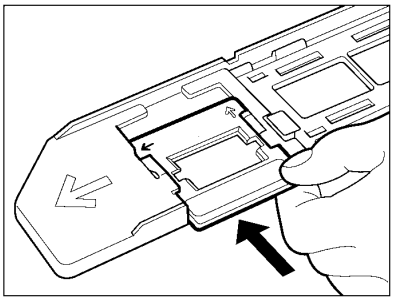


MEMO

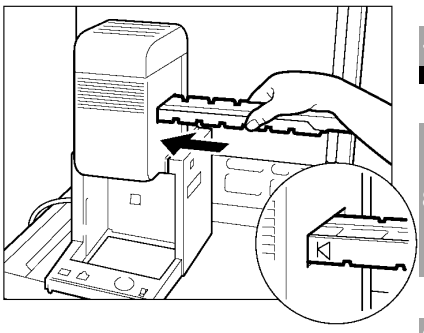
- When the previous projector settings are still available, the [SKIP SHADING] key is displayed. If you press the [SKIP SHADING] key, scanning for internally adjusting the Film Projector is omitted.



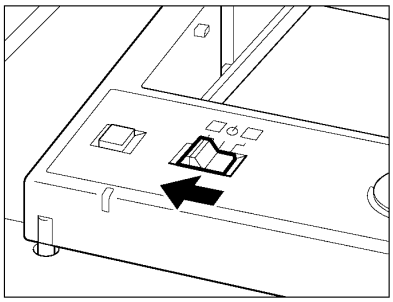
3 Slide the film to be copied into the 35 mm negative film holder from the top.



4 Holding the positive film carrier level insert the carrier into the right-hand side as far as ⊠ mark on the side of the carrier (so that the empty frame is aligned).



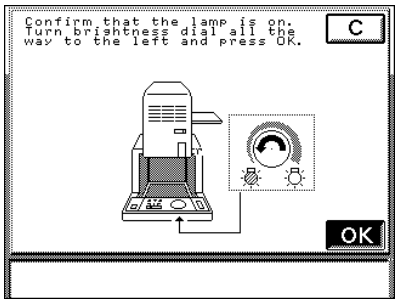
5 Set the lamp switch to the position, and press the [OK] key.



MEMO
- When you turn the lamp switch ON, the Film Projector's lamp lights.

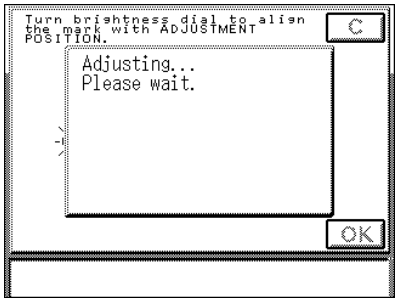
NOTICE
- About 60 minutes after the lamp lights, it goes out. This is to protect the film. To light the lamp after it has gone out, turn the Film Projector's power switch OFF then back ON again after a short while.

6 After making sure that the lamp is lit, turn the light adjustment dial to the left as far as it will go, and press the [OK] key.

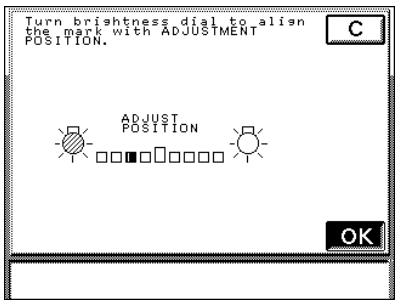


7 After adjusting the intensity with the dial to the adjustment position, press the [OK] key.

Scanning for internally adjusting the Film Projector is carried out.

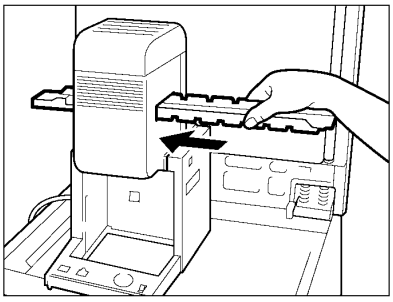


During this adjustment, the screen on the right appears.



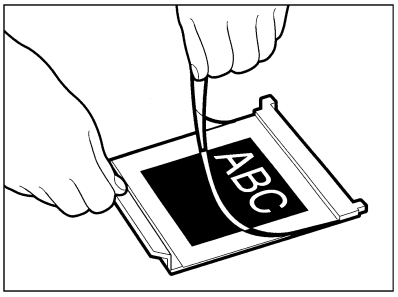
MEMO
- To cancel scanning, press the or key.

8 When scanning is completed, holding the negative film carrier level insert the carrier into the right-hand side as far as ⊲ mark on the side of the carrier (so that the empty frame is aligned).

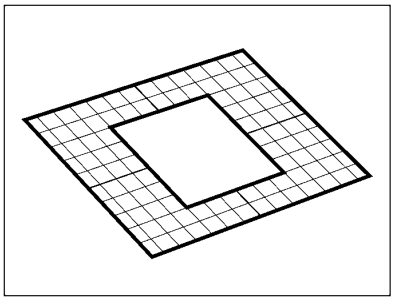


9 Place the film that you want to make copies from.

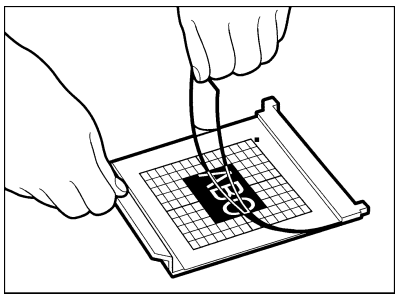
■ **When making copies from 4 x 5 film:**
Place the film to be copied so that the front side is facing up and between the two sheets of film in the 4 x 5 film holder (for both negative and positive film).



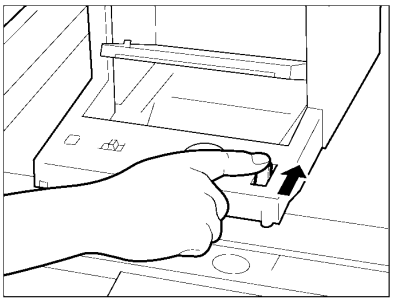
■ **When making copies from larger size film (e.g. 6 x 6, 6 x 7):**
Using a cutting knife cut out the center of the positioning sheet (supplied) to the same size as the film.



Place the film to be copied so that the front side is facing up and is aligned with the position of the cutout window on the positioning sheet. Then, place the film between the two sheets of film in the 4 x 5 film holder.

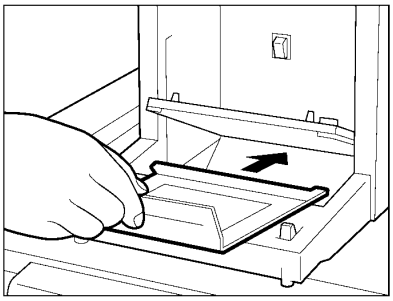


10 Press the Fresnel lens release lever to release the Fresnel lens.

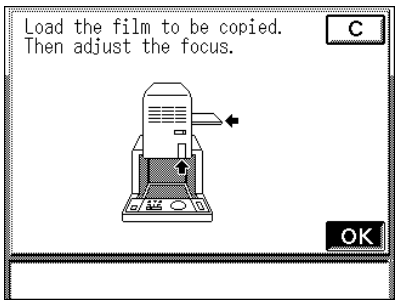


11 Place the 4 x 5 film holder on the Fresnel lens.

Place the 4 x 5 film holder between the Fresnel lens and platen glass, and close the Fresnel lens making sure that the 4 x 5 film holder is positioned in the center of the Fresnel lens. (When the 4 x 5 film holder is at the correct position, the protrusions on the leading edge of the 4 x 5 film holder fit into the indentations on the non-operator side. This prevents the 4 x 5 film holder from moving to the left or right.)



12 Press the [OK] key.



13 Press the [DONE] key.

The display returns to the Basic Features screen.

Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [PROJECTOR], [4x5 NEG] and [C] keys in that order.
- You can also cancel the mode by pressing the ⌫ key. (The machine returns to the Standard mode.)

Making Copies from 4 x 5 Positive Film

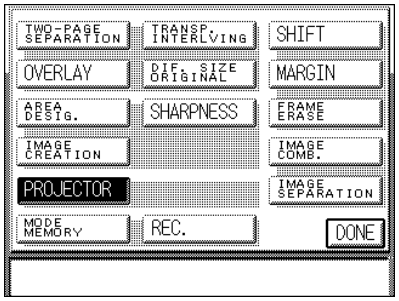
Follow the procedure below when the original is 4 x 5 positive film.

Attach the Film Projector.

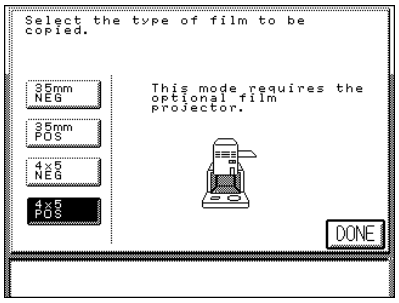
(See ”How to Set up the Film Projector,“ on p. 7-3.)

1 Press the [PROJECTOR] key.

MEMO
- For details on operations to carry out until the Special Features screen is displayed, see ”Calling up the Special Features screen, on p. 4-3.

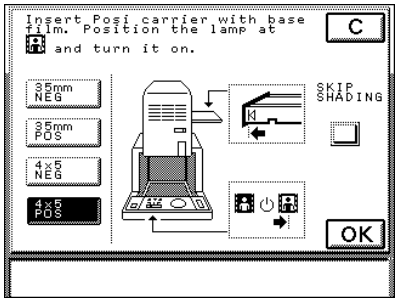


2 Select the [4 x 5 POS] key.



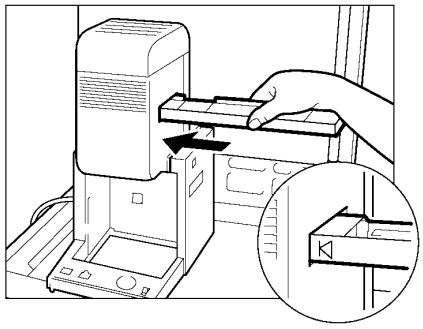
MEMO

- When the previous projector settings are still available, the [SKIP SHADING] key is displayed. If you press the [SKIP SHADING] key, scanning for internally adjusting the Film Projector is omitted.



3 Place the 35 mm positive film carrier on the projector while following the on-screen instructions.

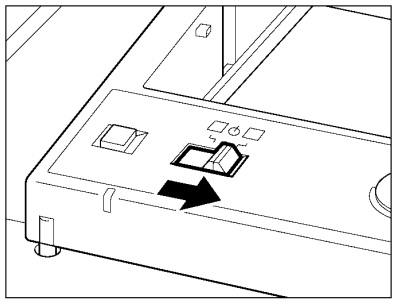
Holding the positive film carrier level insert the carrier into the right-hand side as far as ⊠ mark on the side of the carrier (so that the empty frame is aligned).



NOTICE

- Leave the positive film carrier at this position until copying is completed.

4 Set the lamp switch to the position, and press the [OK] key.



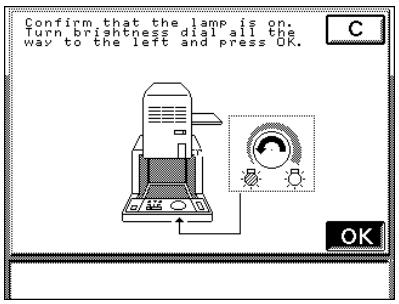
MEMO

- When you turn the lamp switch ON, the Film Projector's lamp lights.

NOTICE

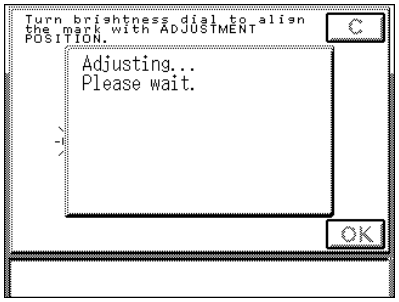
- About 60 minutes after the lamp lights, it goes out. This is to protect the film. To light the lamp after it has gone out, turn the Film Projector's power switch OFF then back ON again after a short while.

5 After making sure that the lamp is lit, turn the light adjustment dial to the left as far as it will go, and press the [OK] key.

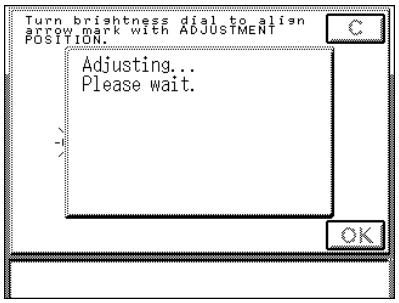


6 After adjusting the intensity with the dial to the adjustment position, press the [OK] key.

Scanning for internally adjusting the Film Projector is carried out.



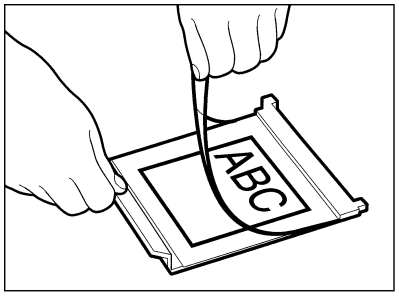
During this adjustment, the screen on the right appears.



MEMO

- To cancel scanning, press the ⊘ or ⊘ key.

7 When scanning is completed, place the film that you want to make copies from.



■ **When making copies from 4 x 5 film:**
Place the film to be copied so that the front side is facing up and between the two sheets of film in the 4 x 5 film holder (for both negative and positive film).

1
2
3
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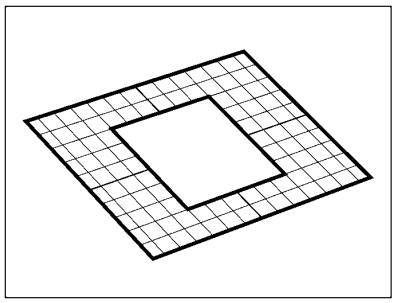
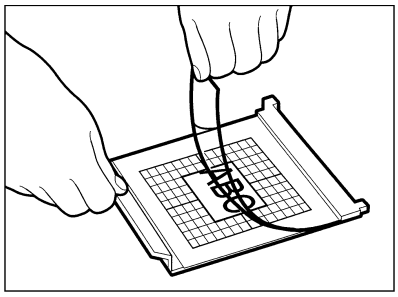
■ **When making copies from larger size film (e.g. 6 x 6, 6 x 7):**
Using a cutting knife cut out the center of the positioning sheet (supplied) to the same size as the film.



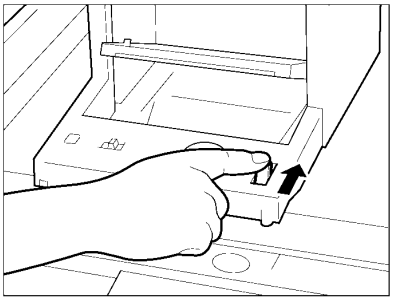
Place the film to be copied so that the front side is facing up and aligned with the position of the cutout window on the positioning sheet. Then, place the film between the two sheets of film in the 4 x 5 film holder.

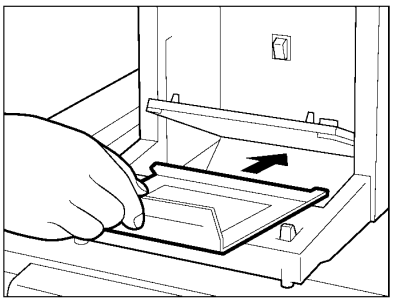


8

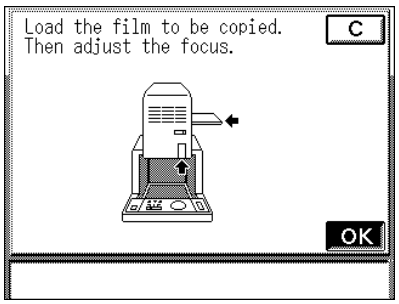
Place the 4 x 5 film holder on the Fresnel lens.

Place the 4 x 5 film holder between the Fresnel lens and platen glass, and close the Fresnel lens making sure that the 4 x 5 film holder is positioned in the center of the Fresnel lens.
(When the 4 x 5 film holder is at the correct position, the protrusions on the leading edge of the 4 x 5 film holder fit into the indentations on the non-operator side. This prevents the 4 x 5 film holder from moving to the left or right.)





9 Press the [OK] key.



10 Proceed to make copies in the usual way.

(See chapter 2, ”Basic Copying”.)

MEMO
- To cancel the settings, press the [SPECIAL FEATURES], [PROJECTOR], [4 x 5 POS] and [C] keys in that order.
- You can also cancel the mode by pressing the ⁄ key. (The machine returns to the Standard mode.)

11 Press the [DONE] key.

The display returns to the Basic Features screen.

Cautions when Using the Film Projector

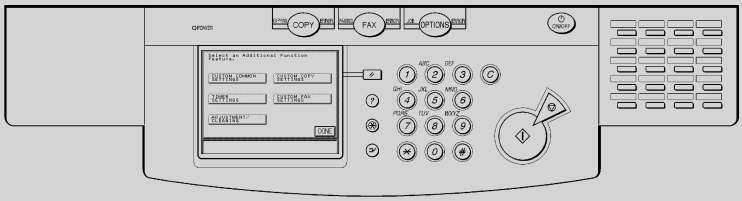
- The film loading section of the Film Projector is heated by the projector lamp. If you handle the film in the wrong way, it may become deformed or spoilt.
  When making copies from 35 mm film, pay attention to the following to prevent the film from becoming deformed by heat from the projector lamp.
  - Remove the film from its protective bag or sheet, then place the film in the film carrier.
  - Avoid using the Film Projector when the room temperature is 30° or above.
  - When making repeated copies from the same film, allow the Film Projector to cool down after using the Film Projector for 30 minutes.
- If the Fresnel lens becomes dusty, the shadows caused by the dust may sometimes be reproduced on the copy. If this happens, clean the Fresnel lens using a commercially available blower brush.
- If the Fresnel lens becomes dirty or scratched during use, clean copies will not be reproduced. Store the Fresnel lens on a flat location to prevent dirtying or scratches.

Main Specifications

• Max. power consumption	:	80 W	
• Size (W x D x H)	:	During use	204 x 301 x 436 mm
		During storage	204 x 308 x 226 mm
• Weight	:	Approx. 4.3 kg	
• Light source	:	Halogen lamp (12 V/50 W)	

Chapter 8 Custom Settings

This chapter describes how you can change or adjust the initial settings (defaults) for the various functions described in this chapter to meet your specific copying needs.



- What are “Additional Functions”? 2
- Setting Automatic Sort ON/OFF (AUTO SORT) 5
- Setting Reversal and Output of Copied Sheets ON/OFF (FACE DOWN OUTPUT) 6
- Setting Display of Projector Key ON/OFF (PROJECTOR) 7
- Setting Photo Mode ON/OFF (PHOTO MODE) 8
- Setting Standard Keys (STANDARD KEY1/KEY2 SETTING) 10
- Restoring Settings to Initial Settings (INITIALISE CUSTOM SETTINGS) 11
- Changing the Current Standard Settings (STANDARD SETTINGS) 12

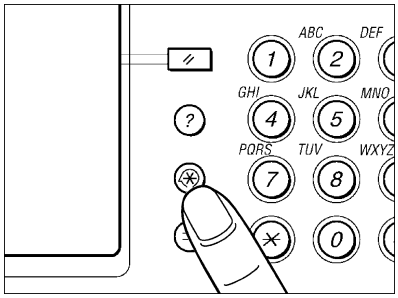
What are ”Additional Functions”?

When you turn the power ON or when you press the [//] key, the settings of this machine return to their initial settings.
”Additional Functions” is another term for custom settings. ”Additional Functions” allow you to change initial values by, for example, choosing whether or not to use the initial values (defaults) for each of the modes supported on this machine, or whether or not a mode is to be used. Defaults can also be changed by storing or setting new values.
This chapter describes items that can be set in the Custom Copy Settings screen. In this screen, you can change the default of copy functions.

MEMO
- Custom Settings (See p. 3-3 in the *Reference Manual*.), Timer Settings (See p. 3-29 in the *Reference Manual*.) Adjustment/Cleaning (See p. 3-36 in the *Reference Manual*.)
- Storing and Setting Custom FAX Settings (See chapter 9 in the *Facsimile Manual*.)

Calling up the Custom Copy Settings Screen

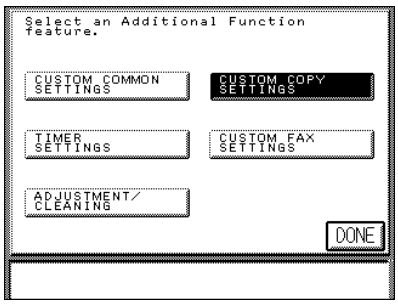
1 Press the ⊛ key.



2 The screen on the right (Additional Function screen) is displayed.

Press the [CUSTOM COPY SETTINGS] key.

MEMO
- The FAX Settings screen is not displayed if FAX functions are not supported on your machine.



3 The Custom Copy Settings screen is displayed.

The Custom Copy Settings screen is made up of three screens (1/3, 2/3, 3/3).

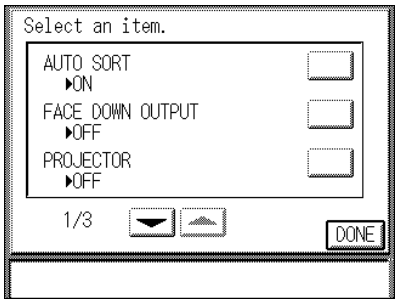
Press the [▼] or [▲] keys to display the desired screen and make the required settings.

NOTICE

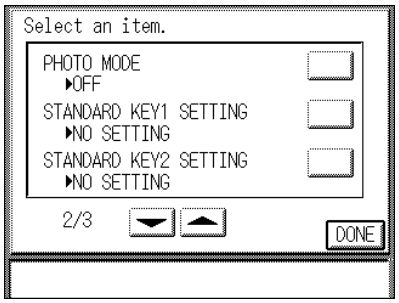
- When setting Custom Copy Settings, some items need not be set depending on which options are attached to the machine. These items are displayed dimmed on the touch panel display.
  However, for convenience, these items are represented by solid line in the touch panel display in this chapter.

[Custom Copy Settings screen]

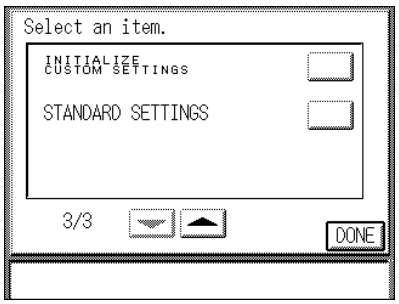
Screen 1/3



Screen 2/3



Screen 3/3



All descriptions from here on assume that you are operating from the Custom Copy Settings screen.

Custom Copy Settings

The following items can be set by [CUSTOM COPY SETTINGS].

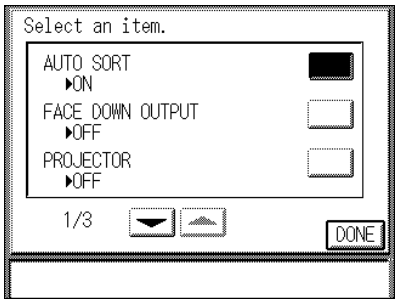
Item to Set/Store and Description	Initial Setting (*) and Setting Item	See Page	Screen No.
AUTO SORT Gives you the choice of whether or not to automatically set the Sorter to the Sorter mode when originals are placed in the RDF.	ON* OFF	8-5	1/3
FACE DOWN OUTPUT Gives you the choice of whether or not to output copies face down.	ON OFF*	8-6	
PROJECTOR Gives you the choice of whether or not to display the [PROJECTOR] key in the Special Features screen.	YES NO*	8-7	
PHOTO MODE Gives you the choice of whether or not to use the Photo mode for copying photographic images.	ON OFF*	8-8	2/3
STANDARD KEY1/KEY2 SETTING Selects the standard key to display in the Basic Features screen.	No setting. You can set any two modes in the Special Features screen or modes stored in mode memory.	8-10	
INITIALISE CUSTOM SETTINGS Returns the custom settings to the initial settings (defaults).		8-11	
STANDARD SETTINGS Sets the Standard mode for the COPY functions when the power is turned ON or when the [//] key is pressed.	Settings in Basic Features screen Copy quantity: 1 Paper size: Automatically selected Exposure/Image: A (auto) Settings in Special Features screen: None	8-12	3/3

Setting Automatic Sort ON/OFF (AUTO SORT)

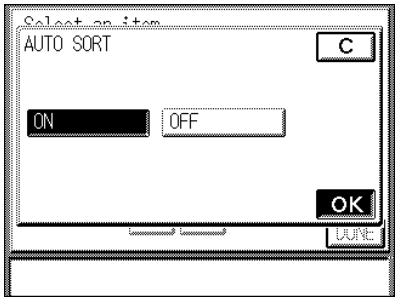
Set this item when the optional Multi-output Tray-C1 or Multi-output Tray-B2 and RDF are attached to the machine. ”Automatic sort” refers to automatically switching to the Sort mode when originals are placed in the RDF. Copied sheets are output into the sort bins. This function is provided in case you forget to designate sorting when making several sets of copies.

MEMO
- When the copy quantity is set to one and only one original is being copied, the copy is output to the non-sort tray.
- Initial setting is “ON.”

1 Press the [▼] or [▲] keys to display the Custom Copy Settings screen 1/3, and press the [AUTO SORT] key.



2 Select the [ON] or [OFF] key, then press the [OK] key.



The display returns to Custom Copy Settings screen 1/3.

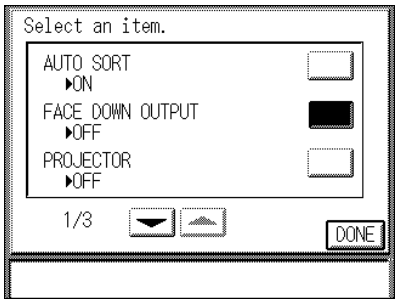
Setting Reversal and Output of Copied Sheets ON/OFF *(FACE DOWN OUTPUT)*

Set this item when the ADF is attached to the machine. ”FACE DOWN OUTPUT” refers to reversing copied sheets and outputting them with the back side facing up.
If you set this item to ON when making copies of originals using the ADF for feeding in originals from page 1, copied sheets will be output in page order.

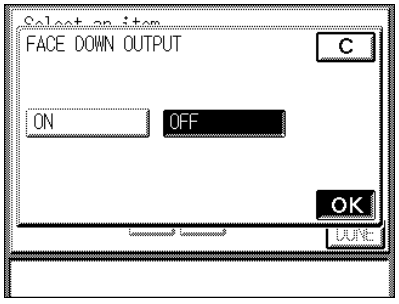
NOTICE
- When the Face Down Output mode is set to ON, the humidity or operating temperature in which the machine is being used may cause the copy paper to curl, preventing it from being sorted.
- Copied sheets made using the 1 TO 2, 2 TO 2, and BOOK TO 2-SIDED modes are output in the order in which they are copied regardless of how this item is set.

MEMO
- Initial setting is “OFF.”

1 Press the [▼] or [▲] keys to display Custom Copy Settings screen 1/3, and press the [FACE DOWN OUTPUT] key.



2 Select the [ON] or [OFF] key, then press the [OK] key.



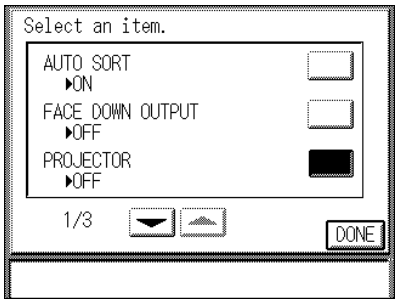
The display returns to Custom Copy Settings screen 1/3.

Setting Display of Projector Key ON/OFF *(PROJECTOR)*

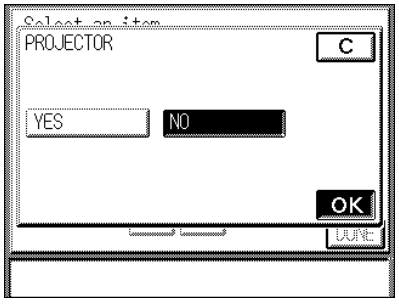
Set whether or not to display the [PROJECTOR] key in the Special Features screen. Set this item to [YES] when using the Film Projector.

MEMO
- Initial setting is “NO.”

1 Press the [▼] or [▲] keys to display Custom Copy Settings screen 1/3, and press the [PROJECTOR] key.



2 Select the [YES] or [NO] key, then press the [OK] key.



The display returns to Custom Copy Settings screen 1/3.

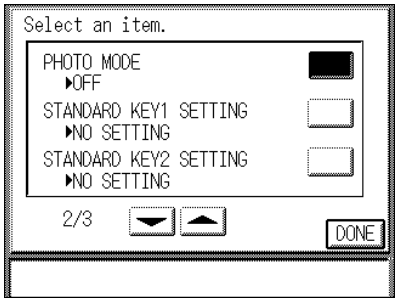
Setting Photo Mode ON/OFF *(PHOTO MODE)*

This mode gives you the choice of whether or not to use the Photo mode. When the Photo mode is set to [ON], [PHOTO] appears in the Basic Features screen.
Use the Photo mode for making copies of photographs printed on photographic paper (i.e. photographs made up of continuous tones).

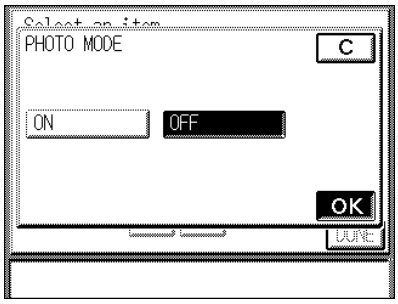
NOTICE
- Moiré may appear in copied original images if photo originals containing half-tones are copied in the Photo mode.
- Copy photo originals containing half-tones in the Text/Photo mode.

MEMO
- Initial setting is “OFF.”

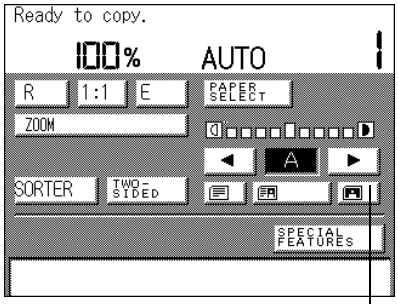
1 Press the [▼] or [▲] keys to display Custom Copy Settings screen 2/3, and press the [PHOTO MODE] key.



2 Select the [ON] or [OFF] key, then press the [OK] key.

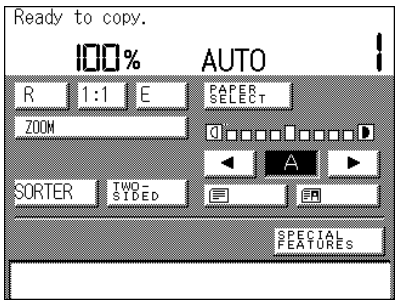


■ **When the Photo mode is set to [ON]**
[PHOTO] is displayed in the Basic Features screen.



[PHOTO]

■ **When the Photo mode is set to [OFF]**
[PHOTO] is not displayed in the Basic Features screen.

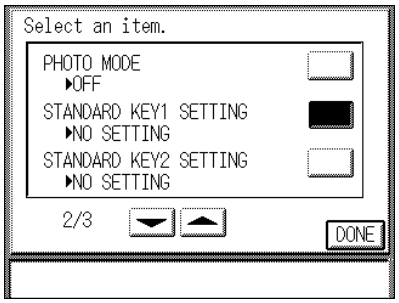


The display returns to Custom Copy Settings screen 2/3.

Setting Standard Keys *(STANDARD KEY1/KEY2 SETTING)*

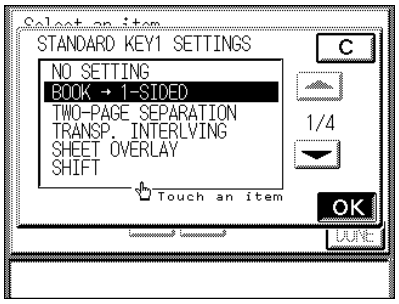
Store the standard key to be displayed in the Basic Features screen. You can store up to two standard keys from either the keys in the Special Features screen, or from memory keys containing copy jobs stored by Mode Memory.

1 Press the [▼] or [▲] keys to display Custom Copy Settings screen 2/3, and press the [STANDARD KEY1 SETTING] or [STANDARD KEY2 SETTING] key.

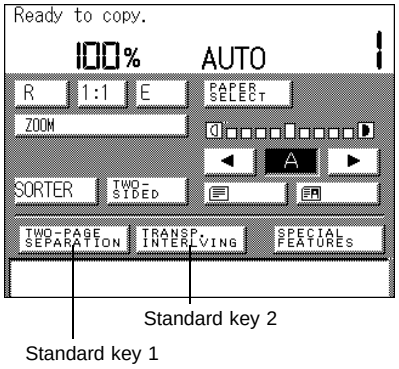


2 Press the [▼] or [▲] keys to display the desired mode to be stored as a standard key. Select the item, then press the [OK] key.

Lightly dimmed lettering in the list of modes indicates that the mode has already been stored.



Example:
Standard keys 1 and 2 are displayed in the touch panel display as shown on the right.

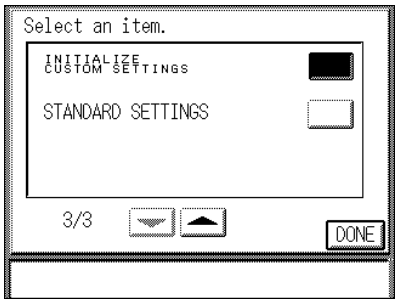


The display returns to Custom Copy Settings screen 2/3.

Restoring Settings to Initial Settings
(INITIALISE CUSTOM SETTINGS)

Items that have been changed in the Custom Copy Settings mode can be returned to their factory defaults (initial settings).

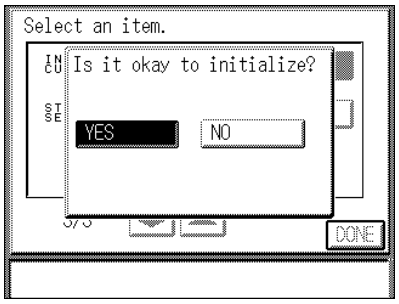
1 Press the [▼] or [▲] keys to display Custom Copy Settings screen 3/3, and press the [INITIALIZE CUSTOM SETTINGS] key.



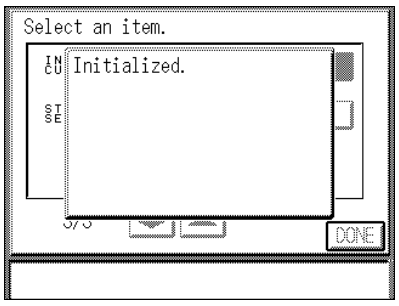
2 Select the [YES] or [NO] key.

■ **To initialise custom copy settings:**
Select the [YES] key. Proceed to step 3.

■ **To cancel initialisation of custom copy settings:**
Select the [NO] key. The display returns to that in step 1.



3 When initialisation is completed, the message on the right appears. The display returns to Custom Copy Settings screen 3/3.



Changing the Current Standard Settings
(STANDARD SETTINGS)

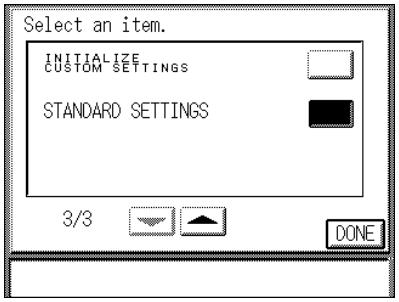
”Standard settings” refers to a combination of copy modes that the machine is set to after the power is turned ON or when the ⎚ key is pressed. This section describes how to change the Standard settings. Standard settings can be returned to their initial settings (defaults).

MEMO
- The Standard mode initial settings (defaults) are as follows:

Copy quantity	:	1
Paper selection	:	Automatic
Exposure/Image quality	:	A

To change the Standard settings, copy settings must already have been stored as the Standard settings.

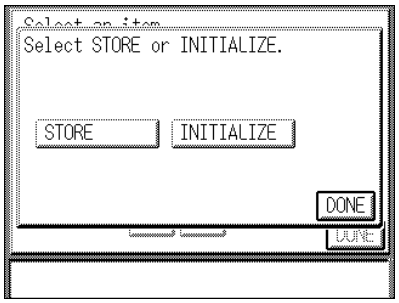
1 Press the [▼] or [▲] keys to display Custom Copy Settings screen 3/3, and press the [STANDARD SETTINGS] key.



2 Select the [STORE] or [INITIALIZE] key.

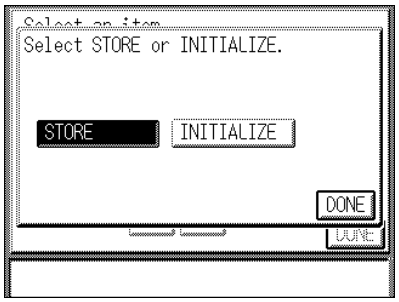
■ **When storing the Standard settings**
See ”Storing the Standard Settings,” on p. 8-13.

■ **When initialising the Standard settings**
See ”Initialising the Standard Settings,” on p. 8-14.



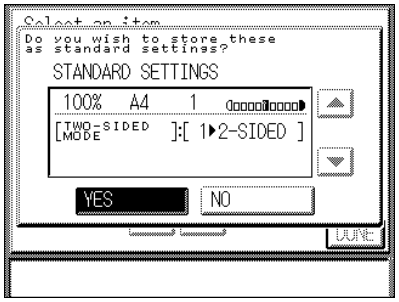
Storing the Standard Settings

1 Select the [STORE] key.

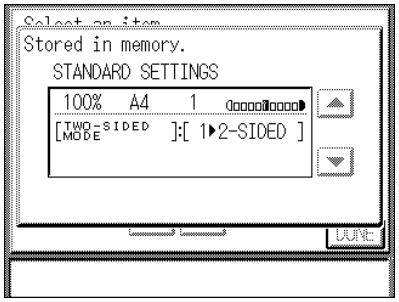


2 Select the [YES] or [NO] key.

The settings displayed here are the currently set copy settings. Press the [▼] or [▲] keys to display copy modes that do not fit in the display area.



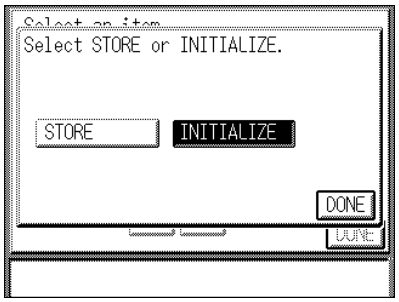
The display on the right appears for about two seconds, and then returns to Custom Copy Settings screen 3/3.



■ **To cancel storing the currently displayed settings as the Standard settings:**
Select the [NO] key. The display returns to the display in step 1.

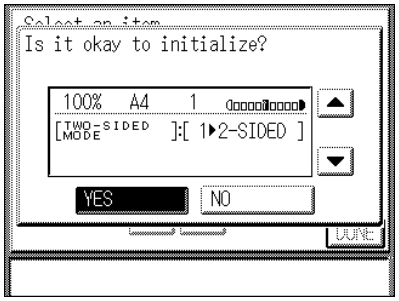
Initialising the Standard Settings

1 Select the [INITIALIZE] key.

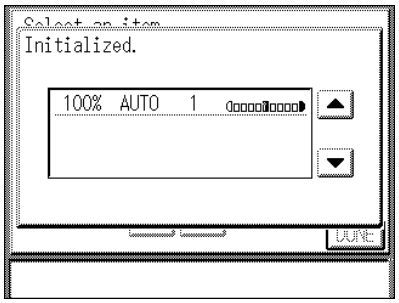


2 Select the [YES] or [NO] key.

■ **To initialise the Standard settings:**
Select the [YES] key.



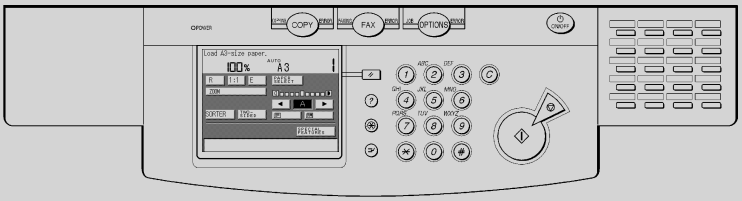
The display on the right appears for about two seconds, and the display returns to Custom Copy Settings screen 3/3.



■ **To cancel initialisation of the Standard settings:**
Select the [NO] key. The display returns to the display in step 1.

Chapter 9 Troubleshooting

This chapter describes the procedures to be followed when a self-diagnostic (error) message or service call message appears in the touch panel display.



■ Self-diagnostic (Error) Displays..... 2
■ Service Call Message 4

Self-diagnostic (Error) Displays

Self-diagnostic (error) messages appear in the touch panel display at the following times:

- **When copying cannot be performed because of an operational error.**
- **When you need to make a judgement or take some action during copying.**

If a self-diagnostic message appears, follow the instructions in the touch panel display.

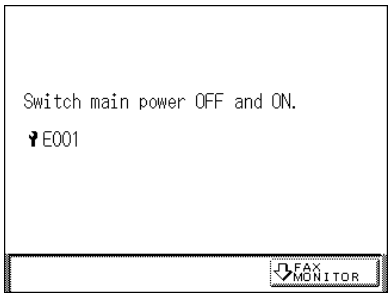
Message/Cause	Remedy
[Load A4-size paper.] A paper drawer loaded with the most appropriate paper size is not inserted in the machine.	Load the indicated paper size in a paper drawer. ● If you press the ◎ key while this message appears, copying will be performed with the currently selected paper size.
[△Return pg.1 to the top and press the Start key.] Copying was stopped due to a problem with the RDF.	Arrange the originals in page order with the first page on top. Place the originals back in the RDF original supply tray, then press the ◎ key.
[△Remove paper from the sorter and press the Start key again.] Copies from the previous copy job remain in the Sorter.	Remove the copies from all of the bins, then press the ◎ key.
[△Attach the sorter to the copier.] The sorter is not correctly attached to the machine.	Firmly push the Sorter up to the machine until it clicks into place.

Message/Cause	Remedy
[△ Check the stapler unit.]	
Staples are not being properly supplied from the stapler unit in the Multi-output Tray-B2.	If your machine is equipped with the Multiple-output Tray-B2, follow the procedure described on p. 6-30 in the *Reference Manual*, to remove and re-install the staple cartridge, then check that copies are being stapled properly. ● If copies cannot be stapled, even after removing and re-installing the staple cartridge, a staple jam may have occurred. (See "Removing jammed staples," on p. 6-33 in the *Reference Manual*.)
[Paper has jammed in the ● area.]	
An original jam or paper jam has occurred, preventing you from making copies.	Remove paper from the machine following the guidance messages in the touch panel display. (See chapter 4, "Clearing Paper Jams," in the *Reference Manual*.)
[Add toner]	
There is not enough toner to make copies.	Add the recommended toner. (See "Adding Toner," on p. 5-9 in the *Reference Manual*.)
[Load paper]	
The machine has run out of paper. No more copies can be made.	Load paper. (See "Loading Paper," on p. 5-2 in the *Reference Manual*.)
The drawer is not correctly inserted.	Insert the drawer as far as it will go. (See "Loading Paper," on p. 5-2 in the *Reference Manual*.)

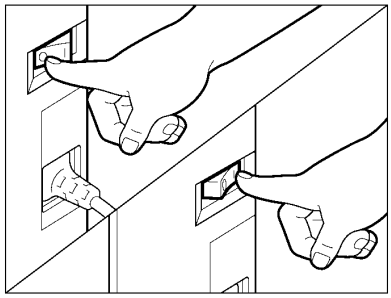
Service Call Message

If a malfunction occurs and the machine will not operate normally, the message on the right (the service call message) will appear in the touch panel display.

If this message appears, follow the procedure described below.

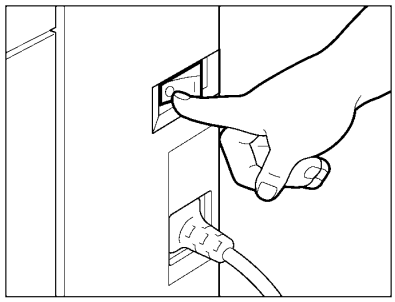


Turn the main power switch OFF. Allow at least 10 seconds before turning the main power switch back ON.



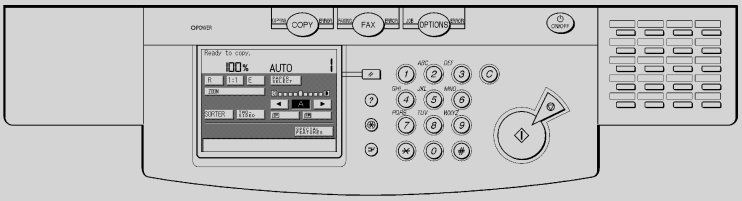
If the machine still does not operate normally, carry out the following procedure, and then contact your service representative:

- Turn the main power switch OFF.
- Unplug the power cable from the outlet.



Chapter 10 Appendix

This chapter describes the specifications of the machine and gives an index of functions described in this Operator's Manual.



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Main Specifications

Name	: Océ 3121
Type	: Desktop
Platen	: Stationary
Photoconductive material	: OPC
Copying system	: Laser Electrostatic Transfer System
Developing system	: Toner Projection System
Fixing system	: SURF
Resolution	: 600 dpi
Number of tones	: 256
Acceptable copy stock	: Plain paper Paper drawer: 64 g/m^2 to 80 g/m^2 Stack bypass: 64 g/m^2 to 128 g/m^2 Transparencies[*1], labels[*1], envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5, YOUKEI 4)[*1*2] ([*1] stack bypass selected) ([*2] when options are attached)
Acceptable originals	: Sheet, books, 3-dimensional objects (Up to 2 kg)
Maximum original size	: A3
Copy sizes	: Paper drawer: A3, A4, A4R, A5, A5R envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5, YOUKEI 4)[*3] Stack bypass: A3, A4, A4R, A5, A5R, A6R envelopes (COM10, Monarch, DL, ISO-B5, ISO-C5, YOUKEI 4)[*3] ([*3] when options are attached)
Non-image areas	: 2.5 mm on all edges
Warm-up time	: 8.6 seconds max. (when main power is turned ON) 7.9 seconds max. (when control panel power is turned ON)
First copy time	: Max. 9.2 seconds [A4-size, 100% copying, Manual Exposure Control, 1st Drawer (top drawer) selected]
Copy speed	: 1:1 (100%) A3 12 cpm A4 21 cpm A4R 16 cpm A5 22 cpm A5R 22 cpm Reduction A3 → A5 (50%) 20 cpm A3 → A4 (70%) 15 cpm Enlargement A4 → A3 (141%) 12 cpm A5 → A3 (200%) 12 cpm
Magnification	: 1:1 (100%) 1:1.000 Reduction 1:0.707 (A3 → A4) 1:0.500 (A3 → A5) 1:0.250 Enlargement 1:1.414 (A4 → A3) 1:2.000 (A5 → A3) 1:4.000 1:8.000 Zoom 1.0.250 to 1.8.000

Paper feeding system	: Dual Cassettes (500 sheets each) Stack bypass (stack bypass: 50 sheets 80 g/m^2; stack approx. 5 mm high)
Multiple copies	: 100 sheets max.
Power source	: 220/240 V, 50 Hz
Max. power consumption	: 1.5 kW
Dimensions (W x D x H)	: 585 x 700 x 538 mm
Installation space (W x D)	: 585 x 700 mm
Weight	: 70.6 kg (Océ 3121)

Specifications are subject to change without notice for product improvement.

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