

Printer Functions

1 Proof and Hold†

Bulk print after test print.
See Chapter 3 of the
Advanced Operation Guide.



2 Private Print†

Delay printing until entry
from the operation panel.
See Chapter 3 of the
Advanced Operation Guide.



3 Job Storage††

Enable printing commonly
used data any time from the
operation panel.
See Chapter 3 of the
Advanced Operation Guide.



4 Virtual mailbox††

Save print data to a virtual
mailbox.
See Chapter 3 of the
Advanced Operation Guide.



† Proof and hold and private print require RAM disk to be configured or optional hard disk.

†† Optional hard disk required for job storage and virtual mailbox.

Scanner Functions

1 Scan to PC

Send scanned images to a
computer as PDF or JPG
files.
See Chapter 4 - 6 of the
Advanced Operation Guide.



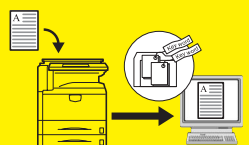
2 Send E-mail

Send scanned images as e-
mail.
See Chapter 4 - 6 of the
Advanced Operation Guide.



3 Database Connection

Send scanned images to a
computer after adding text
data.
See Chapter 4 - 6 of the
Advanced Operation Guide.



4 Programmed Scanning

Remember destination and
feature settings.
See Chapter 4 - 6 of the
Advanced Operation Guide.



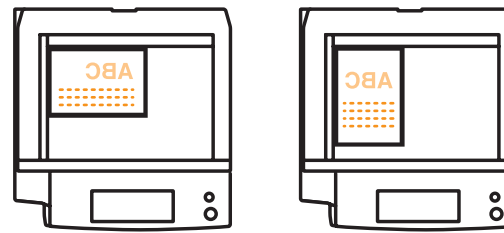
2006.1
302FZ56320 Rev.1.0
Printed in Japan

Helpful Tips

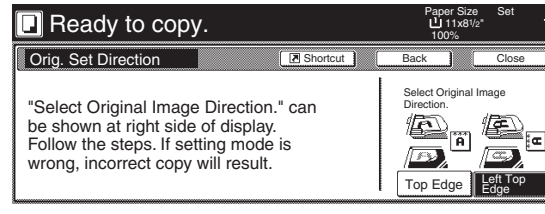
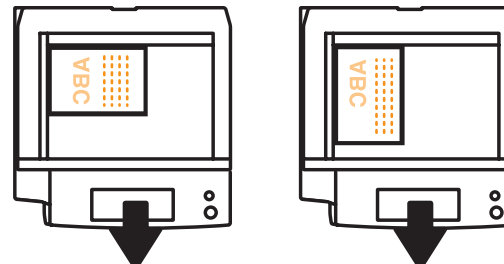
Original Setting Direction

Be especially careful about the orientation of the original with these features: duplex copying, combine copying, split copying, centering, border erase, margin mode, memo pages, page numbering, booklet, auto selection (optional), staple (optional), and punch (optional).

Set the originals as shown in the illustration.



When setting the originals as shown in the illustration, it is necessary to select "Left Top Edge" for "Select Original Image Direction" on the operation panel, depending on the function.



Quick Start Guide

A brief introduction to product features, including tips on operation.



Copy Functions Versatile Copying

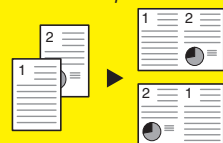
1 Offset Mode

Handy option to stack sets in alternating orientations. See *Chapter 1* of the *Advanced Operation Guide*.



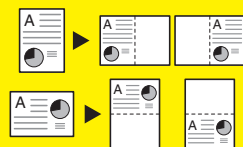
2 Combine Mode

Combine two or four originals on a single page. See *Chapter 1* of the *Advanced Operation Guide*.



7 Memo Mode

Add space for notes next to copied images. See *Chapter 1* of the *Advanced Operation Guide*.



8 Sharpness Adjust

Adjust the sharpness of image outlines. See *Chapter 1* of the *Advanced Operation Guide*.



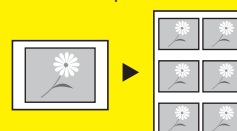
13 EcoPrint

Use toner more efficiently as necessary. See *Chapter 1* of the *Advanced Operation Guide*.



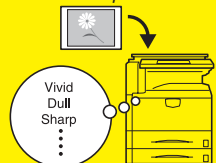
14 Image Repeat Copy

Tiles a copied sheet with an original image. See *Chapter 1* of the *Advanced Operation Guide*.



17 One touch Image Adjust

Adjust image quality to match the image. See *Chapter 1* of the *Advanced Operation Guide*.



18 Color/B&W selection

Make color and B&W copies in one operation. See *Chapter 1* of the *Advanced Operation Guide*.



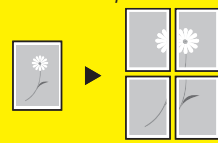
21 Staple (optional feature)

Copies can be stapled automatically with the optional document finisher or the 3000 sheet document finisher.



3 Poster

Copy an enlarged image onto several pages. See *Chapter 1* of the *Advanced Operation Guide*.



9 Background Exposure Adjust

Adjust the background of color images. See *Chapter 1* of the *Advanced Operation Guide*.



15 Color Balance Adjust

Change the strength of image colors. See *Chapter 1* of the *Advanced Operation Guide*.



19 Programmed Copying

Remember commonly used settings. See *Chapter 1* of the *Advanced Operation Guide*.



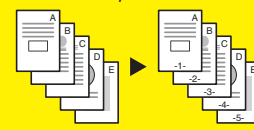
22 Punch (optional feature)

Use the optional 3000 sheet document finisher and punch unit to punch holes in copies.



4 Page Numbering

Print sequential page numbers on the copies. See *Chapter 1* of the *Advanced Operation Guide*.



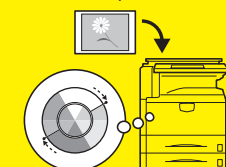
10 Proof Copy

Copy a test sheet before a high-volume job. See *Chapter 1* of the *Advanced Operation Guide*.



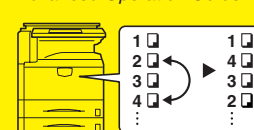
16 Hue Adjust

Adjust the color (hue) of images. See *Chapter 1* of the *Advanced Operation Guide*.



20 Output Management

Modify and manage the output queue. See *Chapter 2* of the *Advanced Operation Guide*.



23 Fold (optional feature)

Create simple booklets with the optional 3000 sheet document finisher and folding unit by having the copier fold finished copies in two.



5 Cover Mode

Use a distinctive front and/or back cover. See *Chapter 1* of the *Advanced Operation Guide*.



6 Booklet

Copy pages for stacking and folding into booklets. See *Chapter 1* of the *Advanced Operation Guide*.



11 Repeat Copy

Produce more copies as needed after making the initial copies. See *Chapter 1* of the *Advanced Operation Guide*.



12 OHP Backing Sheet Mode

Insert plain paper backing sheets when printing transparencies for projectors. See *Chapter 1* of the *Advanced Operation Guide*.



— Even More Handy Features —

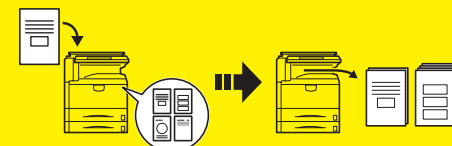
1 Job Build

Set cover page, middle pages and for each page set shrink/enlarge and border erase settings and copy all pages in single operation. See *Chapter 1* of the *Advanced Operation Guide*.



2 Shared Data Box

Store frequently used documents to reproduce them later as needed even without the original. See *Chapter 2* of the *Advanced Operation Guide*.



3 Synergy Print Box

Store commonly used documents to make them instantly available later in combination with other copying jobs. See *Chapter 2* of the *Advanced Operation Guide*.

