

bizhub 4750/4050

User's Guide: Copy Functions





Table of contents

1 Copy Operations

1.1	Copying (basic operation flow)	1-2
1.2	Interrupting for copying.....	1-4
1.3	Making a trial printing (Proof Copy)	1-5
1.4	Recalling a program for copying	1-6
	Program	1-6
	Registering a program	1-6
	Recalling a program for copying.....	1-7

2 Specifying the Image Quality and Density for Copying

Adjusting the copy density ([Density])	2-2
Selecting the appropriate image quality level for the contents of the original ([Original Type]).....	2-2
Adjusting the background density of the original ([Background Removal])	2-2
Adjusting the image quality according to the original ([Image Adjust])	2-2
Enlarging or reducing an image for copying ([Zoom]).....	2-3
Adding a margin on pages ([Page Margin]).....	2-3

3 Saving the Number of Print Sheets

Copying on both sides of paper ([Duplex])	3-2
Copying multiple pages on the same side of a single sheet ([Combine])	3-3
Copying the front and back sides of a card on the same side of a single sheet of paper ([ID Copy])	3-4

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

Selecting the paper size and paper type ([Paper])	4-2
Copying on paper of a special size ([Custom Size])	4-2

5 Specifying the Method to Scan the Original and the Method to Output Copy

Specifying the size of the original to be scanned ([Original Size])	5-2
Scanning a number of originals in several batches ([Separate Scan]).....	5-2
Printing out on a set basis ([Finishing])	5-3
Stapling ([Staple])	5-3
Erasing text or shadows in the margins of an original ([Frame Erase])	5-4

6 Adding a Text or Image to the Original

Adding a date and time ([Date/Time])	6-2
Adding page numbers ([Page Number]).....	6-2
Adding a stamp ([Stamp])	6-3
Adding a water mark ([Watermark])	6-3
Adding distribution control numbers ([Distribution Control Number])	6-3

7 Index

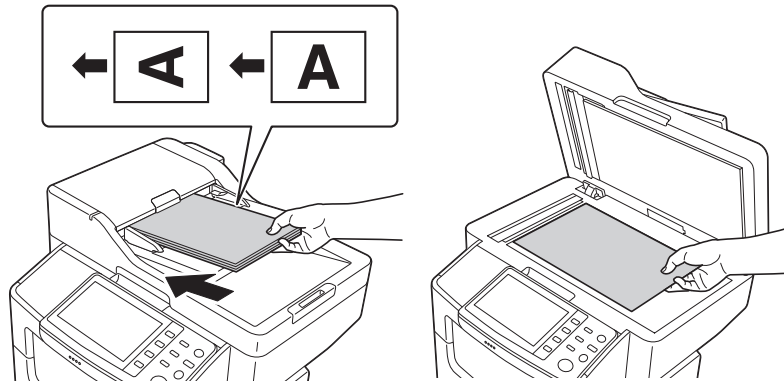


Copy Operations

1 Copy Operations

1.1 Copying (basic operation flow)

- 1 Load the original.

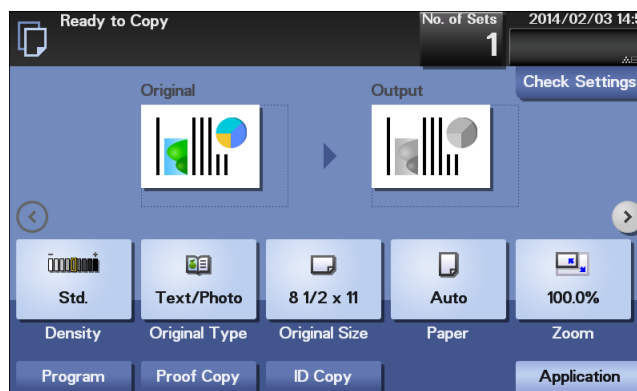


- 2 Tap [Copy].



- 3 If necessary, configure copy settings.

- Before scanning the original on this machine, specify the size of the original to be scanned. If you fail to set the original size correctly, the image may be cut off. For details on how to specify the original size, refer to page 5-2.
- The setting change is reflected on the image of [Output]. Therefore, you can configure the settings while checking the output image.



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

Purpose	Reference
To specify the image quality, density, etc. for copying	page 2-2
To reduce paper consumption using 2-sided copying or the Combine function	page 3-2
To change the size or type of the paper to be copied	page 4-2
To specify the original scanning method and copy output method	page 5-2
To add the date, page number, stamp, etc. on copied documents	page 6-2

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

- Tapping [No. of Sets] displays the **Keypad**.
- If [Keypad] is assigned to a **Register** key, you can press the **Register** key to display the **Keypad** on the **Touch Panel** and enter data.
- To re-enter the number of copies, tap [C].



5 Press the **Start** key.

- If necessary, before starting a copy, tap [Check Settings] to check the settings.
- If you press the **Stop** key while scanning the original, scanning stops. To cancel scanning the original, delete inactive jobs from the Job screen.



The original is scanned, and copying starts.

Related setting

You can change the default copy settings to suit your environment.

To configure settings: [Utility] - [User Settings] - [Copier Settings] - [Default Copy Settings]

1.2 Interrupting for copying

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

- 1 Tap [Interrupt].

The indicator of [Interrupt] lights up in blue and printing of the current job is suspended.



- 2 Load the original.

- 3 Configure copy settings.

- 4 Press the **Start** key.

The original is scanned, and copying starts.

- 5 After the copy job is completed, tap [Interrupt].

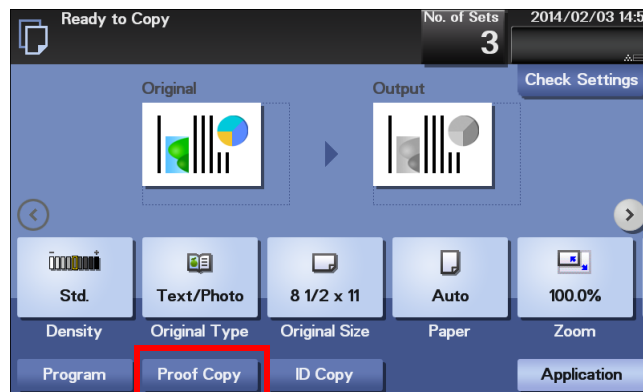
The indicator of [Interrupt] goes off and the interrupting status is canceled. The suspended print job is resumed.

1.3 Making a trial printing (Proof Copy)

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

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

- 1 Load the original.
- 2 Tap [Copy].
- 3 Configure copy settings.
- 4 Using the **Keypad**, enter the number of copies.
→ Tapping [No. of Sets] displays the **Keypad**.
- 5 Tap [Proof Copy].



- 6 Tap [Start] or press the **Start** key.
Copying begins for only one copy.
- 7 Check the proof copy.
→ To check the copy result again, tap [Proof Copy].
→ To reconfigure settings, tap [Cancel].
- 8 Check that no problem is detected on the copy result, then tap [Print].
Copying begins for the remaining copies.

1.4 Recalling a program for copying

Program

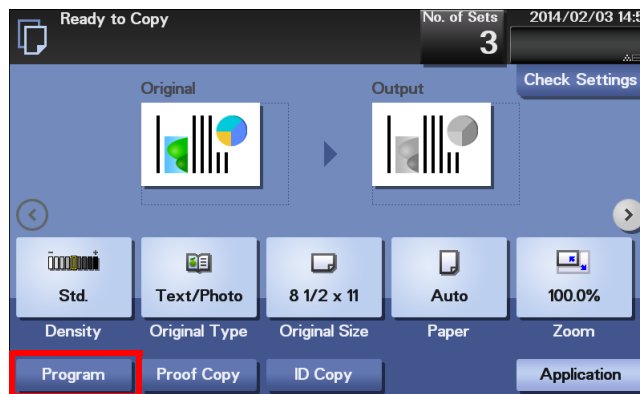
Program is a function used to register a combination of various copy settings as a recall key.

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

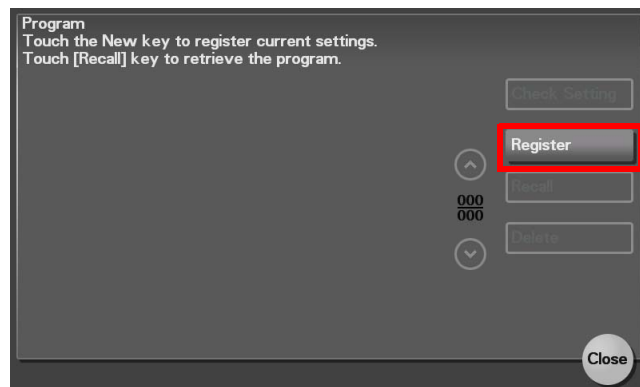
Registering a program

You can register up to 15 programs.

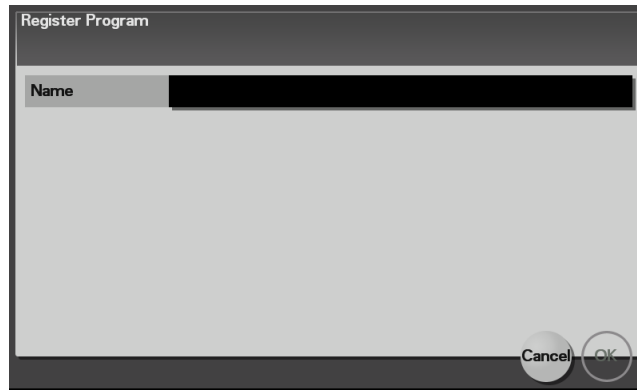
- 1 Tap [Copy].
- 2 Configure copy settings.
→ The settings configured here are registered as a program.
- 3 Tap [Program].



- 4 Tap [Register].



- 5 Tap the entry field of [Name] to enter the program name, then tap [OK].



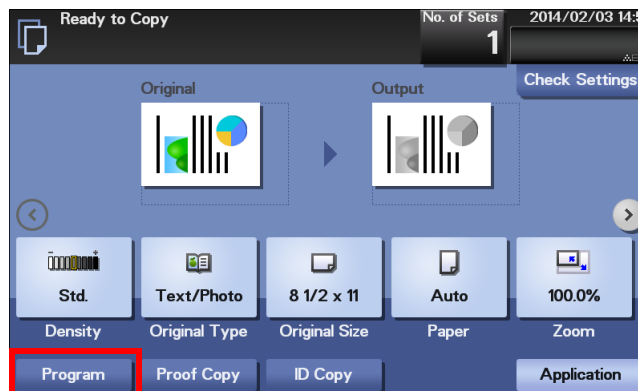
Related setting (for the administrator)

The shortcut key for a registered program can be arranged on the main menu.

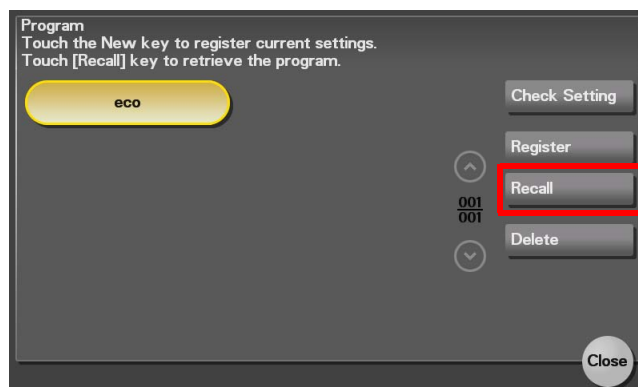
To configure settings: [Utility] - [Administrator Settings] - [System Settings] - [Main Menu Default Settings]

Recalling a program for copying

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



- 4 Select the program you want to recall, and tap [Recall].
The registered content of the program is applied.



- When you tap [Check Setting], you can view the registered content of the selected program.
- Tap [Delete] to delete the selected program.

- 5 Press the **Start** key.
 - If necessary, before starting a copy, tap [Check Settings] to check the settings. The original is scanned, and copying starts.



Specifying the Image Quality and Density for Copying

2 Specifying the Image Quality and Density for Copying

Adjusting the copy density ([Density])

To display: [Density]

Adjust the density of a copy image.

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

To display: [Original Type]

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

Settings	Description
[Text]	Copy originals primarily containing text at the optimum image quality level. This function sharpens the edges of each character, creating easy-to read images.
[Text/Photo]	Tap this button to copy the original, which consists of text and photos, at the optimum image quality level. This function sharpens the edges of the text, and reproduces smoother photos.
[Photo]	Tap this button to copy an original consisting of only photos at the optimum image quality level.

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

To display: [Application] - [Quality/Density] - [Background Removal]

Adjust the background density of an original with the colored background such as newspaper or an original made with recycled paper.

Adjusting the image quality according to the original ([Image Adjust])

To display: [Application] - [Edit Image] - [Image Adjust]

Adjust the color quality of the original for copying.

Settings	Description
[Contrast]	Adjust the shading of an image. Lower contrast makes the image softer and smoother while higher contrast makes it sharper.
[Copy Density]	Adjust the copy density.
[Sharpness]	Sharpen the edges of the image to improve legibility. Smoothen the rough contour or sharpen the blurred image.

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

To display: [Zoom]

Copy an original image enlarged or reduced by an arbitrary zoom ratio.

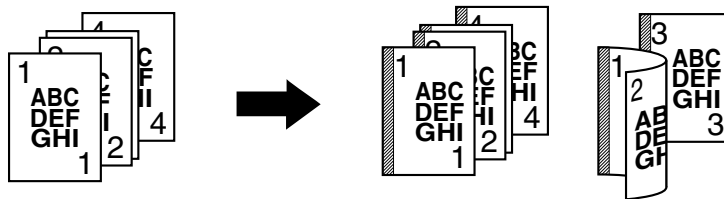
Settings	Description
[+]/[-]	Enter a zoom ratio manually. You can also enter the zoom ratio from the Keypad . To display the Keypad , tap the input area for the numeral.
[Zoom Ratio]	Tap this button to make a copy with the pre-registered zoom ratio ([400.0%], [200.0%], [50.0%], or [Minimal]). Selecting [Minimal], an original image will be placed in the center after the size of the original is slightly reduced when copying. Select this option when copying the entire original image, including its edges. Selecting [Set Zoom] enables you to change the zoom ratio value displayed in [Set Zoom].
[Auto]	Tap this button to automatically make a copy with the optimal zoom ratio to match the image of the original with the paper size. It is convenient that you do not need to specify the zoom ratio.
[100.0%]	Tap this button to copy an original image with the same size as for the original.
Fixed Zoom	Select a preset zoom when copying from a standard size original onto a standard size sheet of paper. When [Paper] is set to [Auto], the paper tray is automatically switched depending on the selected zoom ratio.

Adding a margin on pages ([Page Margin])

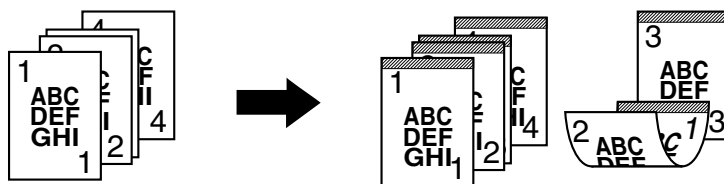
To display: [Application] - [Layout] - [Page Margin]

If you want to add a binding margin to bind copied sheets, adjust the margin size.

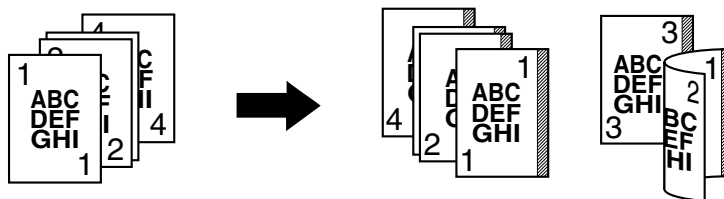
Left Bind



Top Bind



Right Bind



Settings	Description
[ON]/[OFF]	Select [ON] to set a page margin.

Settings	Description
[Margin Position]	Select the paper binding position. <ul style="list-style-type: none"> • [Auto]: The binding direction is automatically set. When the long side of the paper is 11-11/16 inches (297 mm) or less, the binding position is set to the long edge of the paper. When the long side of the paper exceeds 11-11/16 inches (297 mm), the binding position is set to the short edge of the paper. • [Left Bind]: Select this option to add a binding margin at the left of the paper. • [Right Bind]: Select this option to add a binding margin at the right of the paper. • [Top Bind]: Select this option to add a binding margin at the top of the paper.
[Margin Width]	Use the [+]/[-] key or Keypad to adjust the margin size. To display the Keypad , tap the input area for the numeral. When not specifying the margin size, select [None].
[Original Direction]	Specify the orientation of the loaded original. This machine copies in the same direction as for the original so that the front and back sides of paper do not turn upside down.


Tips

If part of the image is lost when copied with the specified binding margin settings, reduce the zoom to perform copying.

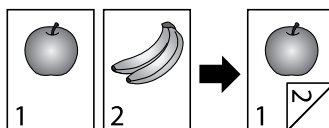


Saving the Number of Print Sheets

3 Saving the Number of Print Sheets

Copying on both sides of paper ([Duplex])

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



By using both sides of paper for copying, you can reduce paper consumption by half. You can further reduce the amount of paper used by using the Combine function.

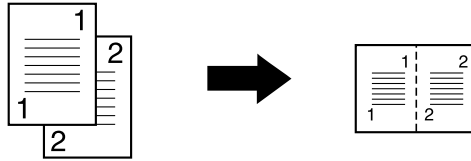
This section describes the operation flow in the case where a 1-sided original of multiple pages is copied onto both sides of sheets of paper.

- 1 Load the original.
- 2 Tap [Duplex/Combine].
- 3 In [Duplex], tap [1-Sided > 2-Sided].
 - For 2-sided original, select [2-Sided > 1-Sided] or [2-Sided > 2-Sided]. Select an arbitrary key according to the original condition and copy result.
- 4 In [Binding Position], specify [Original] and [Output].
 - For 1-sided originals, select the copy binding position in [Output]. If [Auto] is selected, the copy binding position is automatically determined to fit the length of the long side of the paper.
 - For 2-sided originals, select the original and copy binding positions in [Original] and [Output]. If [Auto] is selected, the copy binding position is automatically determined to fit the length of the long sides of the original and the paper respectively.
- 5 Tap [Original Direction], then select the original loading direction.
- 6 Tap [OK].
- 7 Press the **Start** key.

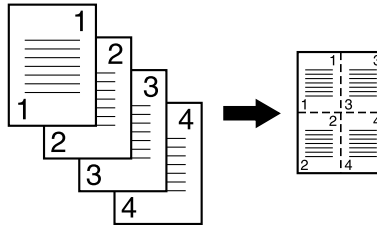
The original is scanned, and copying starts.

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

Multiple pages (such as two or four pages) can be reduced and copied on the same side of a single sheet, enabling you to reduce paper consumption. You can further reduce paper consumption by combining with the 2-Sided copy function.



You can select the page layout when copying a 4-page image onto the same side of one sheet.

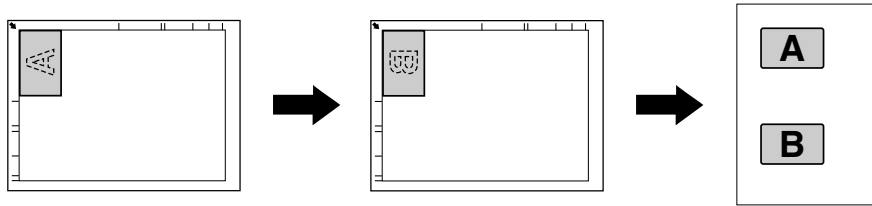


The following describes the operation flow in the case where multiple 1-sided originals are copied, two pages are reduced into the same side of one page, and printed on both sides of paper.

- 1 Load the original.
- 2 Tap [Duplex/Combine].
- 3 In [Duplex], tap [1-Sided > 2-Sided].
 - For 2-sided original, select [2-Sided > 1-Sided] or [2-Sided > 2-Sided]. Select an arbitrary key according to the original condition and copy result.
- 4 In [Binding Position], specify [Original] and [Output].
 - For 1-sided originals, select the copy binding position in [Output]. If [Auto] is selected, the copy binding position is automatically determined to fit the length of the long side of the paper.
 - For 2-sided originals, select the original and copy binding positions in [Original] and [Output]. If [Auto] is selected, the copy binding position is automatically specified to fit the Combine setting (1in1, 2in1, or 4in1) or the length of the long sides of the original and the paper respectively.
- 5 Tap [Combine].
- 6 Tap [2 in 1].
 - To copy four pages on the same side of a single sheet, select [4 in 1 Horizontal] or [4 in 1 Vertical], taking into account the layout.
- 7 Tap [Original Direction], then select the original loading direction.
- 8 Tap [OK].
- 9 Press the **Start** key.
The original is scanned, and copying starts.

Copying the front and back sides of a card on the same side of a single sheet of paper ([ID Copy])

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



✓ The zoom ratio is fixed to 100%.

1 Place a card on the **Original Glass**.

→ When placing a card on the **Original Glass**, align it to the left back of the **Original Glass**. However, the copied card is located 13/16 inches (20 mm) from the top and left edges of a sheet; change the card location, if necessary.

→ The areas, which are 1/16 inches (2 mm) at the top and left edges of a card, are not scanned because shade clear processing is carried out.

2 Tap [Paper], and specify the paper tray for printing the card.

→ The available paper sizes are A4, letter (8-1/2 × 11), and legal (8-1/2 × 14).

3 Tap [ID Copy].

4 Press the **Start** key.

The front side of the card is scanned.

5 Turn the card over and place it on the **Original Glass**.

→ Place the card at the same position as that placed in Step 1.

→ If you print the card without scanning the back side, tap [Print].

6 Press the **Start** key.

The back side of the card is scanned, and copying starts.

4


Specifying the Size or Type of the Paper to Be Copied

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

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

To display: [Paper]

Select the size and type of the paper for copying. You can also change the size and type settings of the paper loaded in paper trays.

Settings	Description
[Auto]	Tap this button to automatically select paper fitting the size of the original when making a copy.
[1] to [4]	Tap this button to specify paper loaded into any of Tray 1 to Tray 4 and make a copy. Tray 2 to Tray 4 are available when the optional Paper Feed Unit is installed.
 (Manual Feed)	Tap this button to copy onto the paper loaded into the Manual Feed Tray .
[Change Tray Settings]	If necessary, change the size and type settings of the paper loaded in the selected paper tray. <ul style="list-style-type: none"> [Paper Type]: Select the type of the paper loaded into the selected paper tray. If you have loaded a special type of paper into the paper tray, be sure to specify the paper type. [Paper Size]: Select the size of the paper loaded into the selected paper tray.



Reference

For details on the paper available for this machine, refer to Chapter 6 "Loading Paper" in [User's Guide: Introduction].

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

Copy on custom-size paper loaded in the **Manual Feed Tray**.

- 1 Tap [Paper].
- 2 Select **Manual Feed Tray**, then tap [Change Tray Settings].
- 3 In [Paper Size], tap [Custom Size].
- 4 Tap the [+]/[-] key or **Keypad** to enter the length (X) and width (Y) of the paper.
→ To display the **Keypad**, tap the input area for the numeral.
- 5 Tap [OK].



5

**Specifying the Method to
Scan the Original and the
Method to Output Copy**

5 Specifying the Method to Scan the Original and the Method to Output Copy

Specifying the size of the original to be scanned ([Original Size])

To display: [Original Size]

Select the size of the original to be scanned.

Settings	Description
[Standard Size]	Select the original size to scan the original in the standard size such as the metric or inch size.
[Custom Size]	Select this option to scan originals in custom size. Tap the [+] / [-] key or Keypad to enter the length (X) and width (Y) of the original. To display the Keypad , tap the input area for the numeral.

Tips

Using the **ADF**, you can collectively scan originals of letter and legal sizes that have the same width. In this case, set [Original Size] to [8 1/2 × 11, 14 Mixed].

Scanning a number of originals in several batches ([Separate Scan])

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

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

- 1 Load the original.

NOTICE

*Do not load more than 50 sheets at a time into the original tray, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause a paper jam involving the originals, damage the originals, and/or cause an **ADF** failure.*

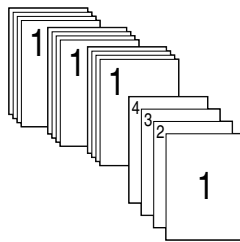
- 2 Tap [Application] - [Original] - [Separate Scan], then set to [ON].
- 3 Press the **Start** key.
The original is scanned.
- 4 Load the next original, then press the **Start** key.
→ Press [Change Settings] to change the option settings according to the new original if necessary.
- 5 Repeat Step 4 until all originals have been scanned.
- 6 After all original pages have been scanned, tap [Finish] to start copying.

Printing out on a set basis ([Finishing])

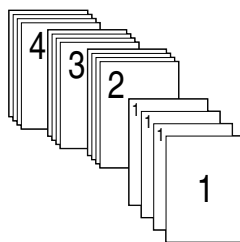
To display: [Finishing]

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

Sort



Group



Settings	Description
[Auto]	The Sort and Group functions are switched automatically according to the number of printed sheets for each set. For example, if the number of printed sheets for each set is one, this option is automatically switched to Group, and the sheet is output. If the number of printed sheets is two or greater, this option is automatically switched to Sort, and the sheets are output.
[Group]	Select this item to feed out separately page by page such as "111", "222", "333", "444", and "555".
[Sort]	Select this item to feed out copies separately one by one such as "12345", "12345", and "12345".

Stapling ([Staple])

To display: [Finishing]

Feed out each set of copied sheets of paper after stapling them in one corner. This function is useful when preparing a project proposal or other booklet materials.



Tips

To use the staple function, the optional **Finisher** is required.

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

To display: [Application] - [Erase] - [Frame Erase]

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

Settings	Description
[ON]/[OFF]	Select [ON] to specify Frame Erase.
[Frame]	Select this option to erase the four sides of the original to the same width. In [Erase Amount], tap [+]/[-] or Keypad to specify the width to be erased. To display the Keypad , tap the input area for the numeral.
[Top]/[Bottom]/[Left]/[Right]	Select this option to erase the four sides of the original to different widths. [Frame] setting, select a side ([Top], [Bottom], [Left], or [Right]), then tap the [+] or [-] key or the Keypad in [Erase Amount] to specify the width you want to erase for each side. To display the Keypad , tap the input area for the numeral. If you do not want to erase the side, cancel the setting for [Erase].



Adding a Text or Image to the Original

6 Adding a Text or Image to the Original

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

To display: [Application] - [Stamp/Composition] - [Date/Time]

Add a date and time to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print the date/time.
[Date Format]	Select the date/time format.
[Time Format]	Select the time format. If you do not want to print time, select [OFF].
[Text Details]	Specify the size of the text to be printed.
[Print Position]	Select the position of the text to be printed.

Tips

If [Date/Time] cannot be changed to [OFF], your administrator has configured a setting to ensure that the date and time are always printed out.

Adding page numbers ([Page Number])

To display: [Application] - [Stamp/Composition] - [Page Number]

Add page numbers to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print page numbers.
[Page Number Type]	Select the format of the page number.
[Starting Page Number]	Enter the starting page number to be printed on the first page using the Keypad . To display the Keypad , tap the input area for the numeral.
[Text Details]	Specify the size of the text to be printed.
[Print Position]	Select the position of the text to be printed.

Tips

If [Page Number] cannot be changed to [OFF], your administrator has configured a setting to ensure that page numbers are always printed out.

Adding a stamp ([Stamp])

To display: [Application] - [Stamp/Composition] - [Stamp]

Add text such as "PLEASE REPLY" or "DO NOT COPY" to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print a stamp.
[Stamp Imprint]	Select the stamp you want to print.
[Text Details]	Specify the size of the text to be printed.
[Print Position]	Select the position of the text to be printed.

Tips

- If [Stamp] cannot be changed to [OFF], your administrator has configured a setting to ensure that a stamp is always printed out.
- [Stamp] cannot be specified together with [Watermark] or [Distribution Control Number].

Adding a water mark ([Watermark])

To display: [Application] - [Stamp/Composition] - [Watermark]

Add text such as "Copy" or "Private" in the center of each page in a tint color to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print a watermark.
[Watermark Type]	Select the watermark you want to print.

Tips

[Watermark] cannot be specified together with [Stamp] or [Distribution Control Number].

Adding distribution control numbers ([Distribution Control Number])

To display: [Application] - [Stamp/Composition] - [Distribution Control Number]

When printing multiple sets of copies, add distribution control numbers to make a copy.

Settings	Description
[ON]/[OFF]	Select [ON] to print out distribution control numbers.
[+]/[-]	Use the [+] or [-] key or the Keypad to enter the starting number of distribution control numbers. To display the Keypad , tap the input area for the numeral.
[Text Size]	Specify the size of the text to be printed.
[Density]	Select the density of the text to be printed.

Tips

- If [Distribution Control Number] cannot be changed to [OFF], your administrator has configured a setting to ensure that distribution control numbers are always printed out.
- [Distribution Control Number] cannot be specified together with [Stamp] or [Watermark].

7 Index

7 Index

B

Background Removal2-2

C

Combine3-3

Custom Size4-2

D

Date/Time6-2

Density2-2

Distribution Control Number6-3

Duplex3-2

F

Finishing5-3

Frame Erase5-4

G

Group5-3

H

How to Copy1-2

I

ID Copy3-4

Image Adjust2-2

Interrupt1-4

O

Original Size5-2

Original Type2-2

P

Page Margin2-3

Page Number6-2

Paper4-2

Program1-6

 Recalling1-7

 Register1-6

Proof Copy1-5

S

Separate Scan5-2

Sort5-3

Stamp6-3

Standard Size5-2

Staple5-3

W

Watermark6-3

Z

Zoom2-3



KONICA MINOLTA

<http://konicaminolta.com>