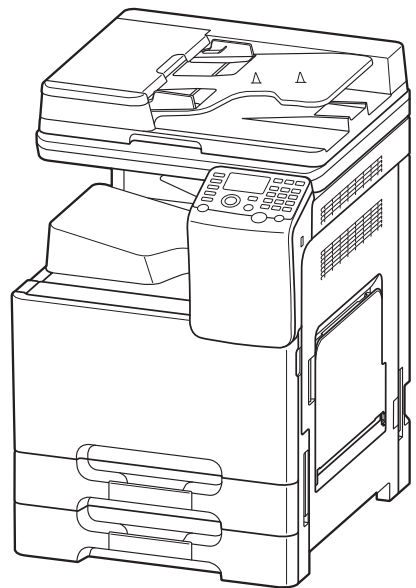




D200 Series

USER MANUAL Copy Operations

- Before using this Product, please read the USER MANUAL carefully and keep it for your reference.



Guidelines for Safe Use

USERS MUST KEEP THE FOLLOWINGS WHEN USING THE MACHINE:



WARNING : Negligence of the instructions may cause death or serious injury:

- Plug the power cord into the wall socket directly. Do not use an extension cord.
- If the power cable or plug is worn out or damaged, pull the power plug out.
- Do not remove the cover or bolt except specified on this USER MANUAL to prevent from being exposed to electric shock or laser radiation (if a laser application is used).
- Under the following conditions, turn the power switch to ON position and then pull the power plug out:
 - Something is spilled on the Machine;
 - Service or repair request for the Machine is under consideration; or
 - The cover for the Machine is damaged.
- For the Machine with toner, do not burn the spilled toner or waste toner. If toner particles are exposed to flames, it may ignite.
- For discarding the Machine, use our designated shops or proper pickup places.
- If not used in long time or when the business is closed at quitting time, turn the power switch to OFF position. Otherwise, it may be a cause of flash fire.



CAUTION : Negligence of the instructions may cause slight injury or loss of property.

- Protect the Machine against moist or wet place with rain or snow.
- Before moving the Machine, pull the power cord out of the wall socket. Pay attention to the power cord not to be damaged while moving the Machine.
- When pull the power cord out of the wall, do not pull the cable but give a pull to the plug.
- Do not drop clip, staple, or small-sized metal object into the Machine inside.
- When controlling the Machine Inside for the purpose of removing paper jam or cleaning the Machine inside cleaning, pay attention to negligent accident.
- For the Machine with toner, keep the toner and toner bottle out of the reach of children.
- Do not discard the Machine or the consumables in the household waste disposal site. In discarding the Machine, make use of our designated shops or proper pickup places.
- The Machine inside may be very hot. Never touch the component with “CAUTION: High Temperature” or around. If not, it may cause a burn. Our Product conforms to the standard of high quality and performance.
- We recommend you to use honest components available for buying from our designated shops.

Before Using the Product

Thank you very much for your buying the SINDOH' s Product.

This USER MANUAL specifies the right way to use the Machine and simple repairing in detail to maintain it in optimal state at all times and to contribute to your company' s office rationalization and efficiency.

Please read the USER MANUAL carefully and keep it close at hand, before using this product. Before using the Machine, read the Guidelines for Safety Use to use the Machine safely and correctly.

Prohibition and Restriction of Reproduction

1. The content of this USER MANUAL is subject to change without prior notice.
We disclaim all responsibility for any direct/indirect loss due to your handling this machine or the operation results or for any damage caused by misuse.
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3. The works such as copyright book, music, picture, map, drawing, or photograph can be used by copying it for personal or family use or within the corresponding scope, but other uses are forbidden by the laws.
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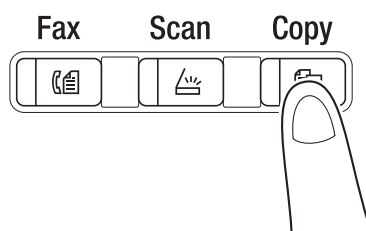
D200 Series
Copy Operations

Copy Operations

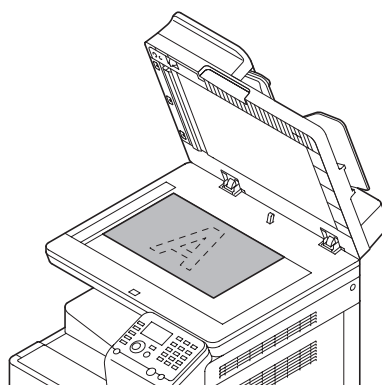
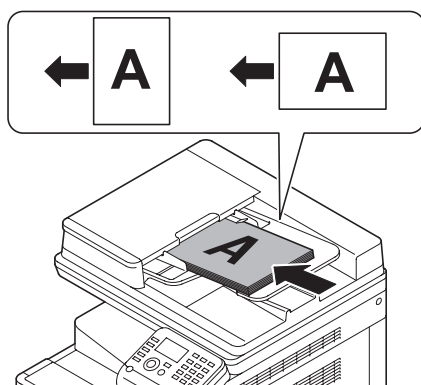
1

● Copying (basic operation flow)

1 Press the Copy key.



2 Load the original.



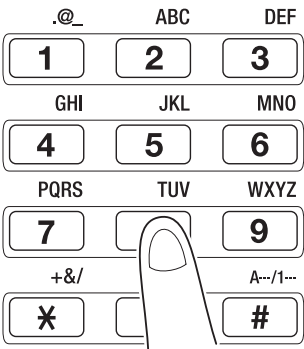
3 If necessary, configure copy settings.

- The standard size will be detected automatically. 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 [P. 5-2](#).
- For details on copy settings, refer to the respective columns of the following table.

Purpose	Reference
To specify the color, image quality, density, etc. for copying	P. 2-2
To reduce paper consumption using 2-sided copying or the Combine function	P. 3-2
To change the size or type of the paper to be copied	P. 4-2
To specify the original scanning method and copy output method	P. 5-2

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

- To re-enter the number of copies, press the Back key.



5 Press the Start key.

- If you press the Stop/Reset key while scanning the original, scanning stops. To stop scanning the original, check that **[YES]** is selected when a message appears to prompt you to stop scanning, then press the Select key.



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]**

D200 Series
Copy Operations

Specifying the Color
and Image Quality for
Copying

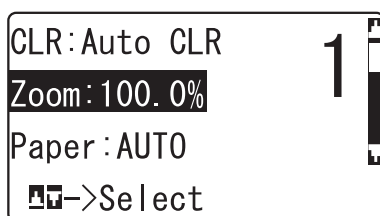
2

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

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

Settings	Description
[AUTO]	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.
[Full Size]	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 [Tray Select] is set to [AUTO], the paper tray is automatically switched depending on the selected zoom ratio.
[MANUAL]	Enter a zoom ratio manually. You can also enter the zoom ratio using the ▲/▼key or Keypad.
[Minimal]	Place an original image in the center after slightly reducing the size of the original when copying. Select this option when copying the entire original image, including its edges.

- 1 Select the current Zoom from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [AUTO], [Full Size], [Fixed Zoom], [MANUAL] or [Minimal] by pressing the ▲/▼ key, then press the Select key.

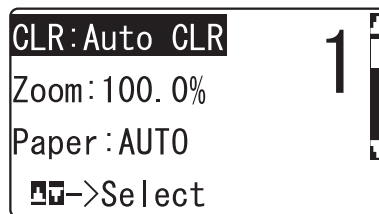
● Selecting the Copy Color ([CLR])

Select a color for copying.

Settings	Description
[Auto CLR]	The machine automatically selects [Full CLR] or [BW] according to the color of the scanned original when copying.

Settings	Description
[Full CLR]	Print the copy in full color, regardless of whether the scanned original is in color or in black and white.
[BW]	Print the copy in black and white, regardless of whether the scanned original is in color or in black and white.
[R+BW]	In the scanned original, an area judged to be color is copied with the Red, and an area judged to be black is copied in black.

- 1 Select the current CLR from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



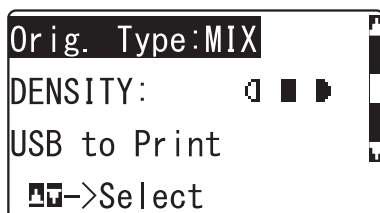
- 2 Select [Auto CLR], [Full CLR], [BW] or [R+BW] by pressing the ▲/▼ key, then press the Select key.

● Selecting the appropriate image quality level for the contents of the original ([Orig. Type])

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

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

- 1 Select the current Orig. Type from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.

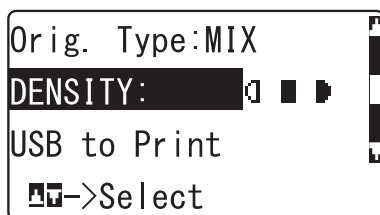


- 2 Select [MIX], [TEXT] or [PHOTO] by pressing the ▲/▼ key, then press the Select key.

● Adjusting the copy density ([DENSITY])

Adjust the density of a copy image.

- 1 Select the density of a copy image from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.

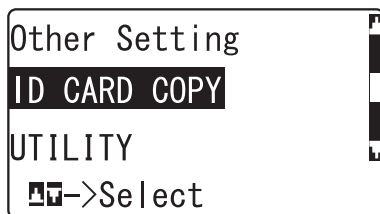


- 2 Adjust by pressing the ◀/▶ key, then press the Select key.

● Specify the orientation of the original ([Original Direction]).

Specify the orientation of the loaded original.

- 1 Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [Original Direction] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.



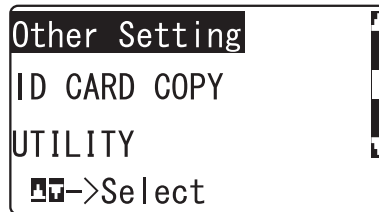
- 3 Select [Left], [Right], [Top] or [Bottom] by pressing the ◀/▶ key, then press the Select key.

● Adjust the resolution depending on the original. ([Scan Resolution])

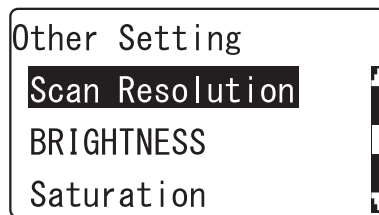
Adjust the resolution of the original.

Settings	Description
[600x300 dpi]	To be selected when copying a normal original.
[600x600 dpi]	To be selected if a fine image quality level is required when copying a full-color photo and etc.

- 1 Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [Scan Resolution] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.

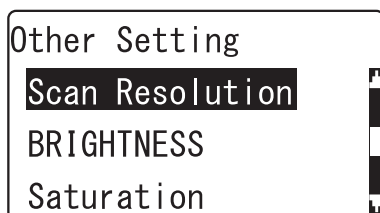


- 3 Select [600x300 dpi] or [600x600 dpi] by pressing the ▲/▼ key, then press the Select key.

● Adjusting the background density of the original ([Bkgd. Removal])

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

- 1 Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [Bkgd. Removal] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.

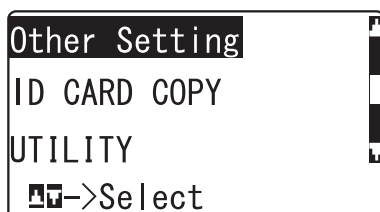


- 3 Adjust by pressing the ◀/▶ key, then press the Select key.

● Adjusting the sharpness of the contour of text or images. ([SHARPNESS])

Adjust the sharpness of the contour of text or images. Smoothen the rough contour or sharpen the blurred image.

- 1 Select the current



- 2 Select [SHARPNESS] from the Other Setting screen, by pressing the ▲/▼ key, then press the Select key.

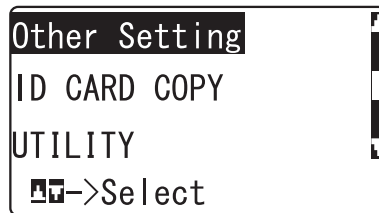


- 3** Adjust by pressing the ◀/▶ key, then press the Select key.

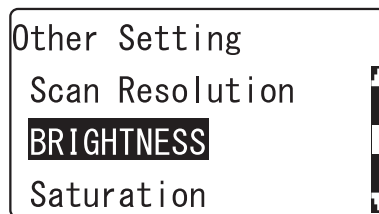
● Adjusting the brightness of an image ([BRIGHTNESS])

Adjust the brightness of an image.

- 1** Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2** Select [BRIGHTNESS] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.

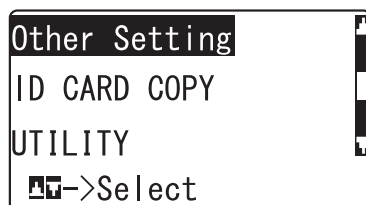


- 3** Adjust by pressing the ◀/▶ key, then press the Select key.

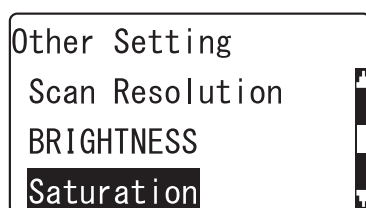
● Adjust the saturation of an image. ([Saturation])

Adjust the saturation of an image.

- 1 Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [Saturation] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.

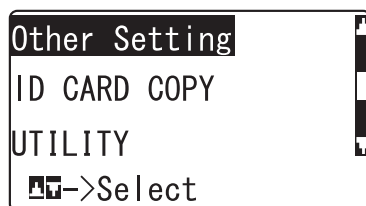


- 3 Adjust by pressing the ◀/▶ key, then press the Select key.

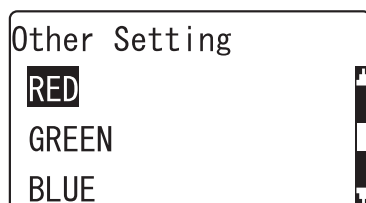
● Adjust the intensity of each color of an image. ([RED]/[GREEN]/[BLUE])

Adjust the intensity of each color of an image.

- 1 Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [RED], [GREEN] or [BLUE] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.

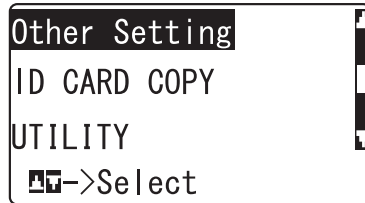


- 3 Adjust by pressing the ◀/▶ key, then press the Select key.

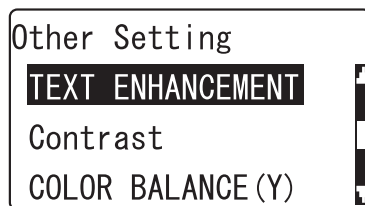
● Enhance the text against the background. ([TEXT ENHANCEMENT])

Adjust the enhancement of the text against the background.

- 1 Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [TEXT ENHANCEMENT] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.

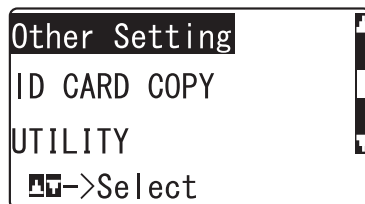


- 3 Adjust by pressing the ◀/▶ key, then press the Select key.

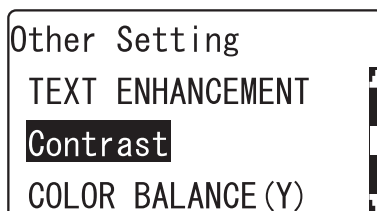
● Adjusting the shading of an image ([Contrast])

Adjust the shading of an image.

- 1 Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Select [Contrast] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.

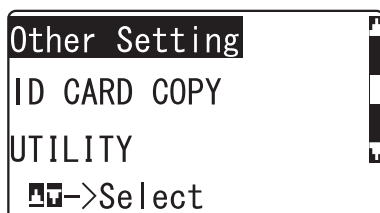


- 3 Adjust by pressing the ◀/▶ key, then press the Select key.

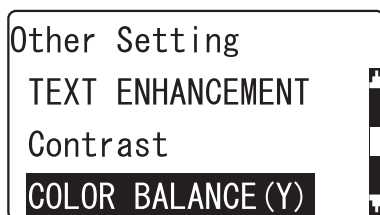
- **Adjust each color balance of an image. ([COLOR BALANCE(Y)]/[COLOR BALANCE(M)]/[COLOR BALANCE(C)]/[COLOR BALANCE(K)])**

Adjust each color balance of an image.

- 1** Select the current Other Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2** Select [COLOR BALANCE(Y)], [COLOR BALANCE(M)], [COLOR BALANCE(C)] or [COLOR BALANCE(K)] from the Other Setting screen by pressing the ▲/▼ key, then press the Select key.



- 3** Adjust by pressing the ◀/▶ key, then press the Select key.

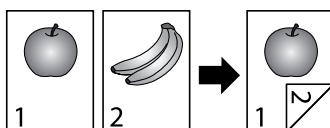
D200 Series
Copy Operations

Saving the Number of Print Sheets

3

● Copying on both sides of paper ([DUPLEX])

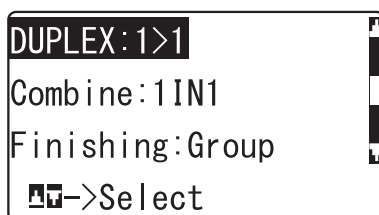
Copy the 1-sided original on both sides of paper, or copy the 2-sided original on both sides or on a single side of sheets of paper.



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.

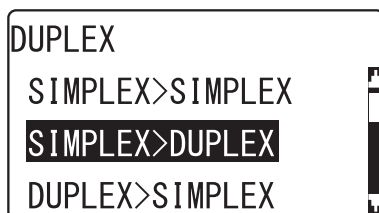
This section describes the operation flow in the case where a 1-sided original of multiple pages is copied onto both sides of sheets of paper.

- 1** Load the original.
- 2** Select the current Duplex Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



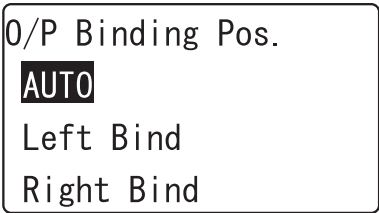
- 3** Select [SIMPLEX>DUPLEX] from the Duplex Setting screen by pressing the ▲/▼ key, then press the Select key.

→ For 2-sided originals, select [DUPLEX>SIMPLEX] or [DUPLEX>DUPLEX].
Select an arbitrary key according to the original condition and copy result.



4 Set [Orig. Binding Pos.] and [O/P Binding Pos.].

- For 1-sided original, select the copy binding direction in [O/P Binding Pos.].
- For 2-sided originals, select the original and copy binding positions in [Orig. Binding Pos.] and [O/P Binding Pos.].



5 Press the Select key.

6 Specify the orientation of the loaded original.

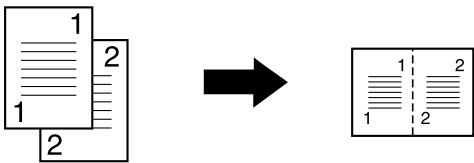
- Refer to [P. 2-4](#) for details of how to specify the orientation of the loaded original.

7 Press the Start key.

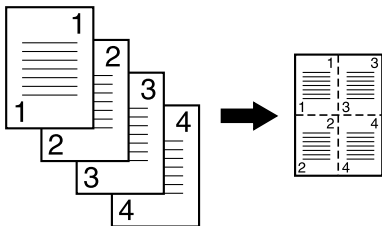
The original is scanned, and copying starts.

● 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.

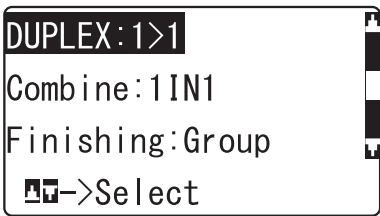


Settings	Description
[1IN1]	A one-page original is copied on a single sheet of paper.
[2IN1]	A two-page original is reduced and copied on the same side of a single sheet of paper.

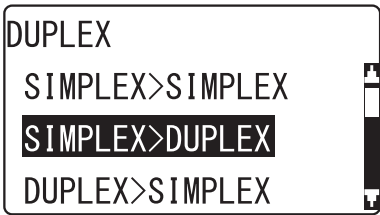
Settings	Description
[4in1 Horizontal]	A four-page original is reduced and copied horizontally on the same side of a single sheet of paper.
[4in1 Vertical]	A four-page original is reduced and copied vertically on the same side of a single sheet of paper.

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.

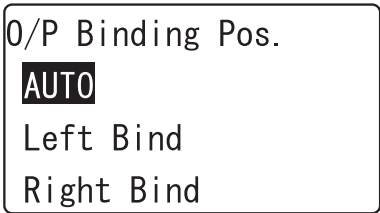
- 1 Load the original.
- 2 Select the current Duplex Setting from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



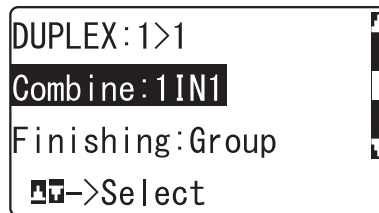
- 3 Select [SIMPLEX>DUPLEX] from the Duplex screen by pressing the ▲/▼ key, then press the Select key.
 - For 2-sided originals, select [DUPLEX>SIMPLEX] or [DUPLEX>DUPLEX]. Select an arbitrary key according to the original condition and copy result.



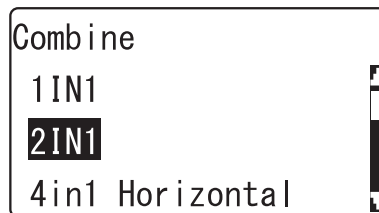
- 4 Set [Orig. Binding Pos.] and [O/P Binding Pos.].
 - For 1-sided original, select the copy binding direction in [O/P Binding Pos.].
 - For 2-sided originals, select the original and copy binding positions in [Orig. Binding Pos.] and [O/P Binding Pos.].



- 5 Press the Select key.
- 6 Press the Back key to go back to the main (copy mode) screen.
- 7 Select the current Combine by pressing the ▲/▼ key, then press the Select key.



- 8 Select [2IN1] from the Combine screen by pressing the ▲/▼ key, then press the Select key.
 - To copy a four-page original horizontally on the same side of a single sheet of paper, select [4in1 Horizontal], and to copy it vertically, select [4in1 Vertical].

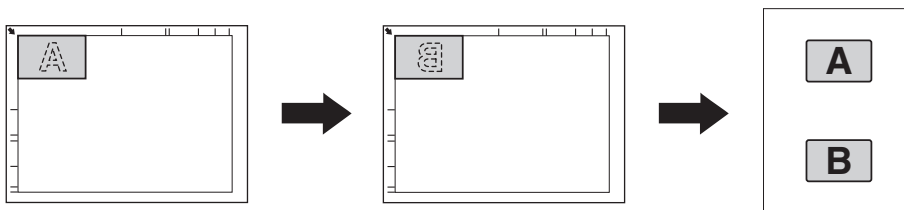


- 9 Specify the orientation of the loaded original.
 - Refer to P. 2-4 for details of how to specify the orientation of the loaded original.
- 10 Press the Start key.

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 CARD 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.



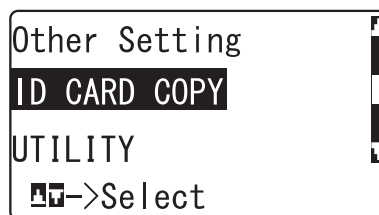
✓ The zoom ratio is fixed to 100%.

1 Place a card on the Original Glass.

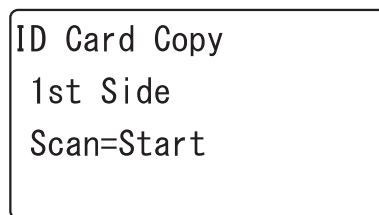
- When placing a card on the Original Glass, align it to the left back of the Original Glass. However, the copied card is located 13/16 inch (20 mm) from the top and left edges of a sheet; change the card location if necessary.
- The areas, which are 1/16 inch (2 mm) at the top and left edges of a card, are not scanned by shade clear processing.

2 Select [ID CARD COPY] from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.

- The ID CARD COPY screen will be displayed also by pressing the ID Copy key on the control panel.



3 Check that the ID CARD COPY screen is displayed, then press the Start key.

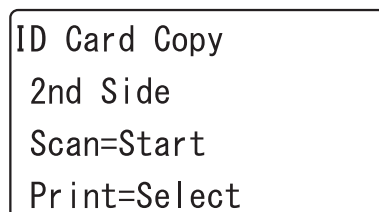


The front side of the card is scanned.

4 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, press the Select key.

5 Check that [2nd Side] is displayed on the ID CARD COPY screen, then press the Start key.



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

D200 Series
Copy Operations

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

4

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

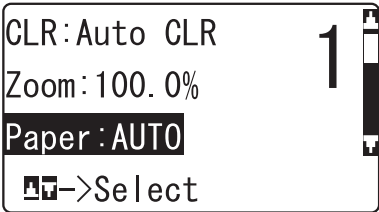
Select the size and type of the paper for copying. You can also change the size and type settings of the paper loaded in paper trays.

Settings	Description
[AUTO]	Automatically select paper fitting the size of the original when making a copy.
[MANUAL]	Copy onto the paper loaded into the Manual Feed Tray.
[TRAY1]	Select this item to specify paper loaded into Tray 1 and make a copy.
[TRAY2]	Select this item to specify paper loaded into Tray 2 and make a copy.

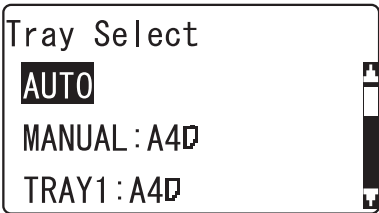
Reference

- For details on the paper available for this machine, refer to Chapter 5 “Loading Paper” in [User’s Guide Introduction].

1 Select the current selection of paper tray from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



2 Select [AUTO], [MANUAL], [TRAY1] or [TRAY2] by pressing the ▲/▼ key, then press the Select key.



D200 Series
Copy Operations

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

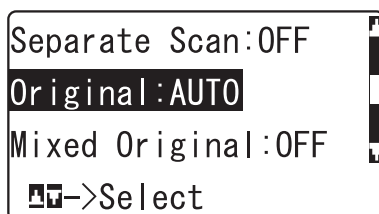
5

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

Select the size of the original to be scanned.

Settings	Description
[AUTO]	Select size automatically in accordance with the original size.
[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. Press the ▲/▼ key or Keypad to enter the length (X) and width (Y) of the original.

- 1 Select the current Original from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



- 2 Press the ▲/▼ key to select [AUTO], [Standard Size] or [Custom Size], then press the Select key.

● 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.

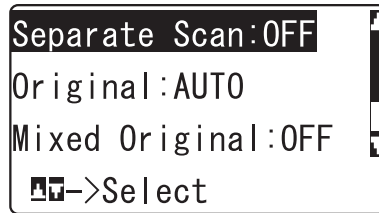
In [Separate Scan], you can switch between the ADF and the Original Glass to scan the originals.

- 1 Load the original.



- 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 Select the current Separate Scan from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.

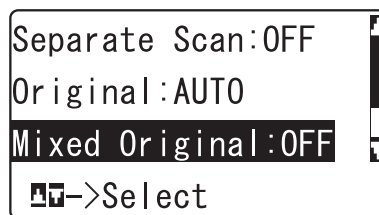


- 3 Select [ON] by pressing the ▲/▼ key, then press the Select key.
- 4 Press the Start key.
The original is scanned.
- 5 Load the next original, then press the Start key.
→ Change settings as necessary in accordance with a new original to be scanned.
- 6 Repeat Step 4 until all originals have been scanned.
- 7 After all original pages have been scanned, press the Select key and copying will begin.

● Scanning multiple pages with different size ([Mixed Original])

Even for scanning the original including multiple pages mixed with different size, by using ADF, the size of each original can be detected.

- 1 Select the current Mixed Original from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.

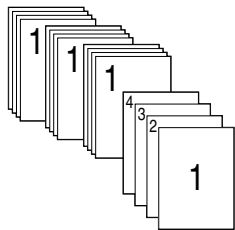


- 2 Select [ON] by pressing the ▲/▼ key, then press the Select key.

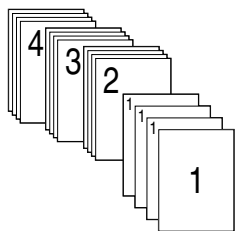
● **Printing out on a set basis ([Finishing])**

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

Sort

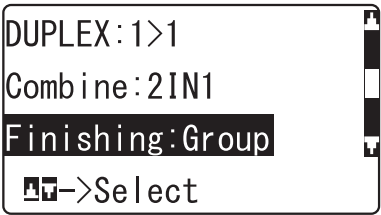


Group



Settings	Description
[Sort]	Select this item to feed out copies separately one by one such as "12345", "12345", and "12345".
[Group]	Select this item to feed out separately page by page such as "111", "222", "333", "444", and "555".

1 Select the current Finishing from the main (copy mode) screen by pressing the ▲/▼ key, then press the Select key.



2 Select [Sort] or [Group] by pressing the ▲/▼ key, then press the Select key.

Direct Input Screen

Machine Model	Notice to the User
<ul style="list-style-type: none">• A-grade Machine (Business Broadcasting & Communication Equipment)	This Machine is a Business (A-grade) electromagnetic conformity machine, and the seller and the user should pay attention to this point. The Machine is aimed at being used in the area out of home.
<ul style="list-style-type: none">• B-grade Machine (Home Broadcating & Communication Equipment)	This Machine is a Home (B-grade) electromagnetic conformity machine, and is aimed at being mainly used at home, but it can be used in all areas.

※ This Product is applied to the A-grade Machine.

