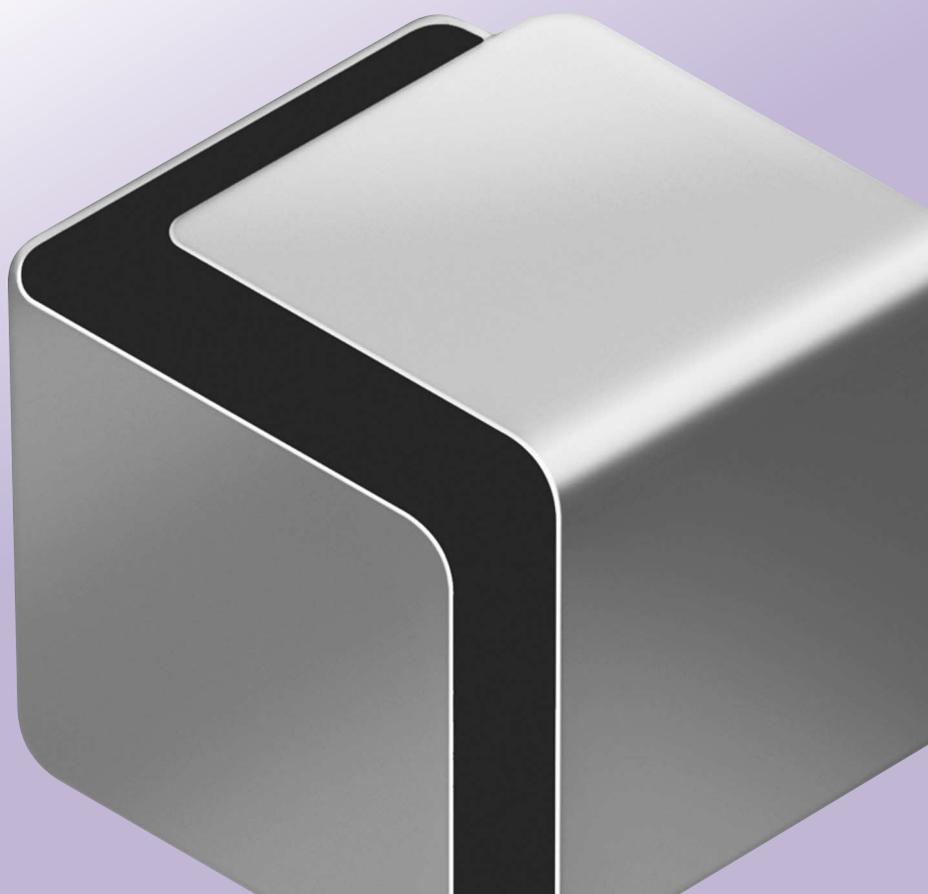


Canon

Voice Operation Kit

User's Guide



Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place for future reference.

ENG

Voice Operation Kit User's Guide

How This Manual Is Organized

Chapter 1 Before You Start Using This Product

Chapter 2 Making Copies in the Manual and Vocal Mode

Chapter 3 Making Copies in the Vocal Mode

Chapter 4 Customizing Settings

Chapter 5 Appendix

Includes a summary of the various Copy modes that can be used in the Voice Navigation mode.

-
- Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.
 - To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated Website (<http://www.adobe.com>.)

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Preface

Thank you for purchasing the Canon Voice Operation Kit. Please read this manual thoroughly before operating the Voice Operation Kit to familiarize 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.

The Voice Operation Kit enables users of an imageRUNNER ADVANCE (hereinafter referred to as "the machine") to hear voice navigation instructions when operating the machine. The Voice Operation Kit also includes a voice recognition function, which enables you to set the various functions of the machine using your own voice.

The following items are also included with this product. Please use them, if necessary.

■ **Voice Operation Kit User's Guide (CD-ROM)**

Includes a text-only manual for users who are visually impaired, and who use a screen reader. A PDF file of this manual for users who want to view this manual on their computer using Adobe Acrobat Reader, is also included on this CD-ROM.

■ **Voice Operation Kit Quick Guide**

A pamphlet that provides a simple explanation on using the Voice Operation Kit.

System Requirements for the Voice Operation Kit

It may be necessary to expand the memory or add a PCI expansion slot to your machine to use the Voice Operation Kit, depending on the model of your machine.

How To Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

 **WARNING** Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. 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. To use the machine safely, always pay attention to these cautions.

 **IMPORTANT** Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine.

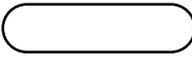
 **NOTE** Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken of the imageRUNNER ADVANCE C5051 with paper sizes displayed in inches, unless otherwise stated.

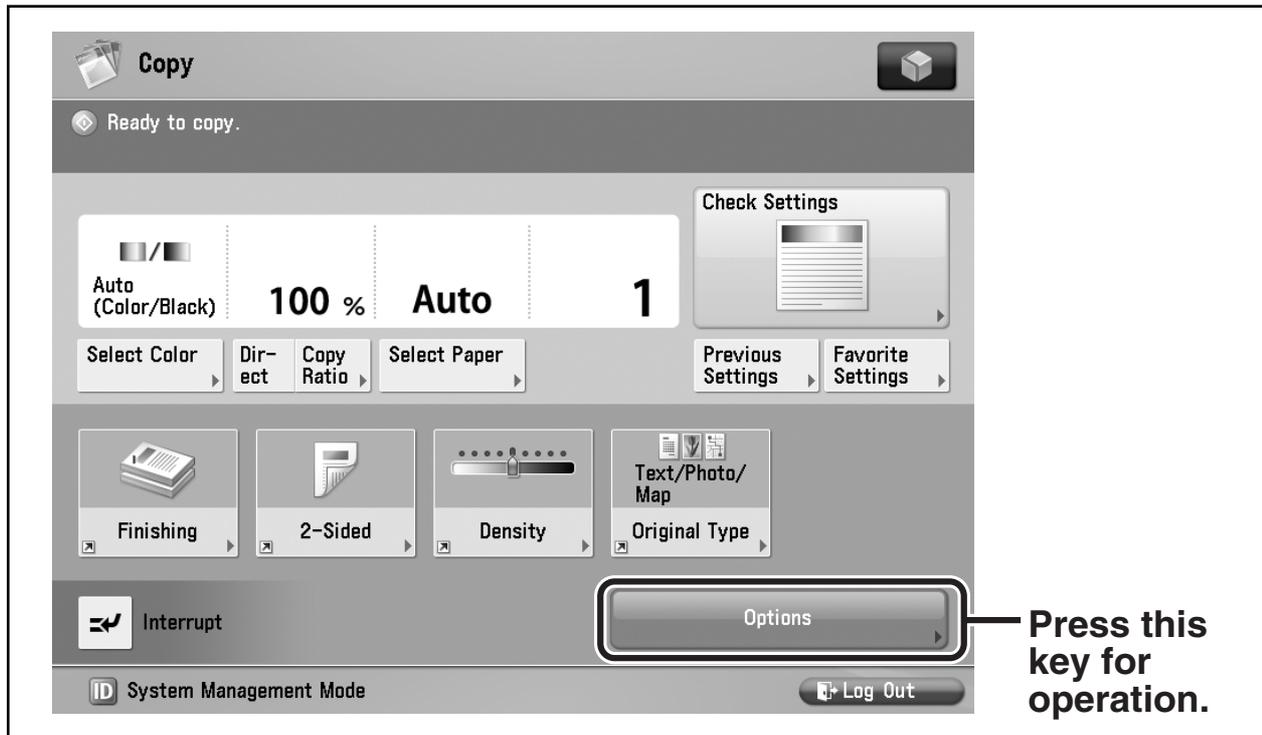
Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

[Direct] may be displayed as [1:1], depending on the region in which you live.

The keys which you should press are marked with a , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked.

Select the keys which suit your needs.



If you find it difficult to read what is on the touch panel display, reverse the display colors. The resulting display will have white text on a black background. For instructions on reversing the display colors, see "Reversing the Contrast of the Touch Panel Display," on p. 1-25.

You can adjust the key repeat speed used when performing operations using the touch panel display while using the Vocal mode. For more information, refer to "Changing the Key Repeat Settings," on p. 1-28

Trademarks

MEAP and the MEAP logo are trademarks of Canon Inc.

Other product and company names herein may be the trademarks of their respective owners.

Before You Start Using This Product

1

CHAPTER

This chapter is an introduction to the Voice Navigation mode.

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What Is the Voice Navigation Mode?

The Voice Navigation mode enables you to receive voice instructions when operating the machine.

■ Types of Voice Navigation Modes

There are three Voice Navigation modes: Manual and Vocal, Vocal, and Manual.

- Manual and Vocal mode

Enables you to hear Voice Navigation instructions explaining how to operate the machine from the control panel, as well as control machine operations using your own voice.

- Manual mode

Enables you to hear voice navigation instructions from the machine while operating the machine from the control panel.

- Vocal mode

Enables you to operate the machine using your own voice. This mode requires that you are able to view the touch panel display, as no voice instructions can be heard in the Vocal mode. Please seek assistance, if necessary.

The relationship between each Voice Navigation mode and machine function or operation is indicated in the table below.

Mode	Available Voice Functions	Operations	Supported Functions
Manual and Vocal	Voice recognition Voice guidance	Operate the machine using the numeric keys and voice commands.	Basic copy functions
Manual*1	Voice guidance	Operate the machine using the numeric keys.	Basic copy, send, and fax functions
Vocal	Voice recognition	Operate the machine using voice commands.	Basic copy functions

*1 For information on using the Manual mode, see the *Voice Guidance Kit User's Guide*.

■ Operations Supported By the Voice Navigation Mode

Voice guidance and recognition is available for the following functions:

- Regular Copy Basic Features screen
 - Specifying the number of copies
 - Paper Select
 - Copy ratio
 - Color select
- Options screen*
 - Original Type Selection
 - Density
 - 2-Sided
 - Finishing mode
- Voice Navigation Settings (from the Settings/Registration screen)
- The following operation is only supported by the Manual and Vocal mode and Vocal mode:
 - Favorite Settings (only for recalling copy settings stored in advance)
- The following operations are only supported by the Manual mode:
 - Scan and Send
 - Fax

* If the shortcut key is not displayed on the Copy Basic Features screen, you cannot select it using the control panel keys. In this case, display the shortcut key on the Copy Basic Features screen, or use a voice command.

CAUTION

- **Voice Navigation mode is not available for paper jam removal procedures or toner replacement procedures. As it is necessary to open certain covers of the machine, depending on your machine model, to perform these procedures, please seek assistance, and do not open these covers. The procedure for opening and closing the covers of the machine may result in personal injury.**
- **There are some areas inside the machine which are subject to high-voltages. Therefore, do not touch the inside of the machine, as this may result in burns or electrical shock.**

 **NOTE**

- The handling of errors in the machine is not supported by the Voice Navigation mode. However, the voice guide will announce that a paper jam has occurred. Please seek assistance if the voice guide announces that there is a paper jam.
- This manual contains explanations for using the basic copy features of the machine in the Voice Navigation mode. For more information on specifying the functions mentioned in this manual, see Chapter 5, "Appendix," or the instructional manuals included with the machine.
- The Express Copy Basic Features screen is not supported by the Voice Navigation mode.
- Some functions may not be available, depending on the model of the machine you are using.

■ **Directly Specifying Settings**

Copy functions that support the Vocal mode can be set directly. For information on the functions that can be set, see "List of Recognizable Phrases," on p. 5-11.

■ **Voice navigation for operation results**

When the Manual and Vocal mode or Manual mode is set, you can hear the results of operations, such as confirming the settings that you just made.

■ **Volume/speed settings**

You can set the volume, speed, and type of voice to hear, such as a male or female voice, in Voice Navigation Settings (from the Settings/Registration screen). (See Chapter 4, "Customizing Settings.")

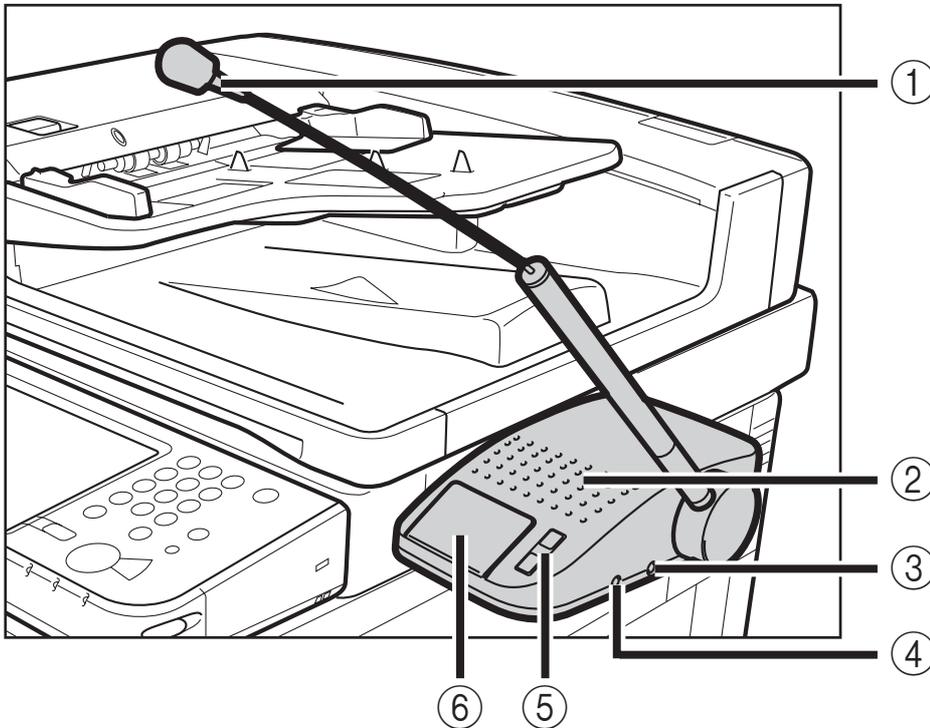
IMPORTANT

- If your machine is equipped with the Device Information Delivery Settings mode and device information is being updated, input from the control panel keys may not be received, and Voice Navigation messages may not be heard. In this case, check the screen that is displayed on the touch panel display, or please seek assistance if you cannot hear Voice Navigation messages from the machine.
- To avoid incorrect operation, the Manual and Vocal mode and Manual mode cannot be operated from the touch panel display.
- You cannot use MEAP application functions when the Voice Navigation mode is set.

Parts and Their Functions

This section provides you with a description of the functions of the voice unit, microphone and speaker, control panel, and touch panel display.

Voice Unit Parts and Their Functions



- ① Microphone**
Speak into the microphone after pressing the Voice Recognition button.
- ② Speaker**
Emits Voice Navigation messages.

③ Microphone Jack

Insert a microphone into this jack to be able to issue voice recognition commands.

④ Earphone (Headphone) Jack

Insert a headphone or earphone set to hear Voice Navigation messages privately.

⑤ Volume Adjustment Switches

Adjust the volume of Voice Navigation messages and voice recognition commands. Press the upper switch to increase the volume, and press the lower switch to decrease the volume.

⑥ Voice Recognition Button

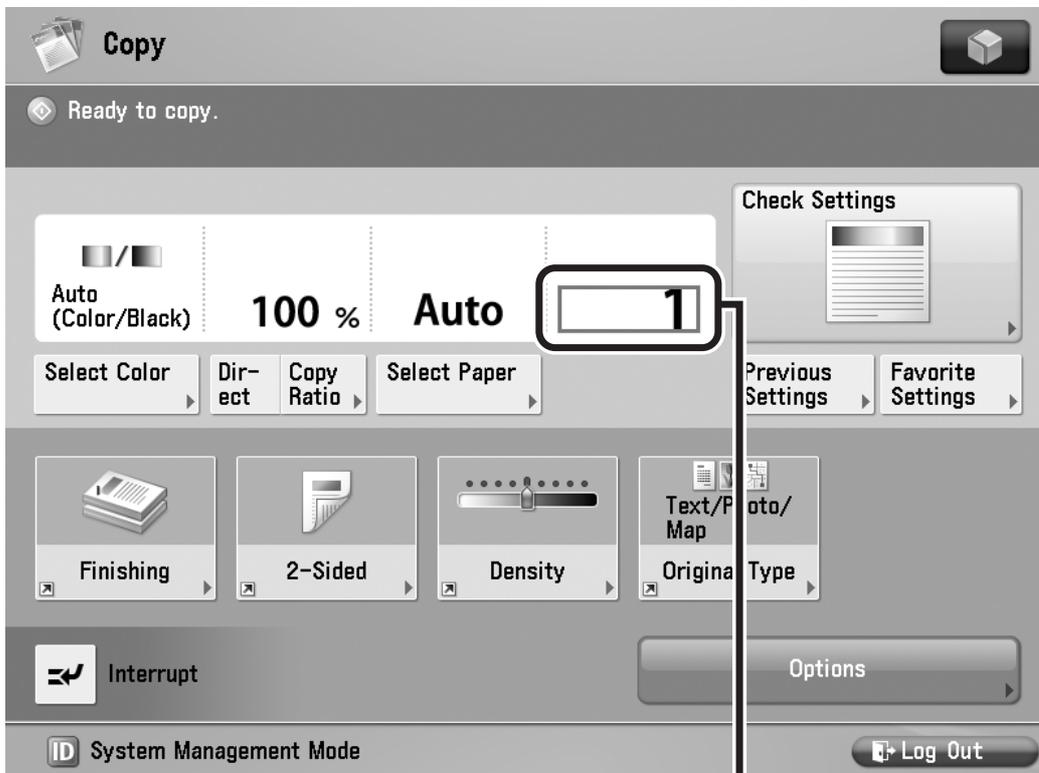
Press before speaking into the microphone.

👉 IMPORTANT

Be careful when opening or closing the right cover of the main unit, as this may catch the voice unit's cables, resulting in damage to the cables or the voice unit not operating correctly.

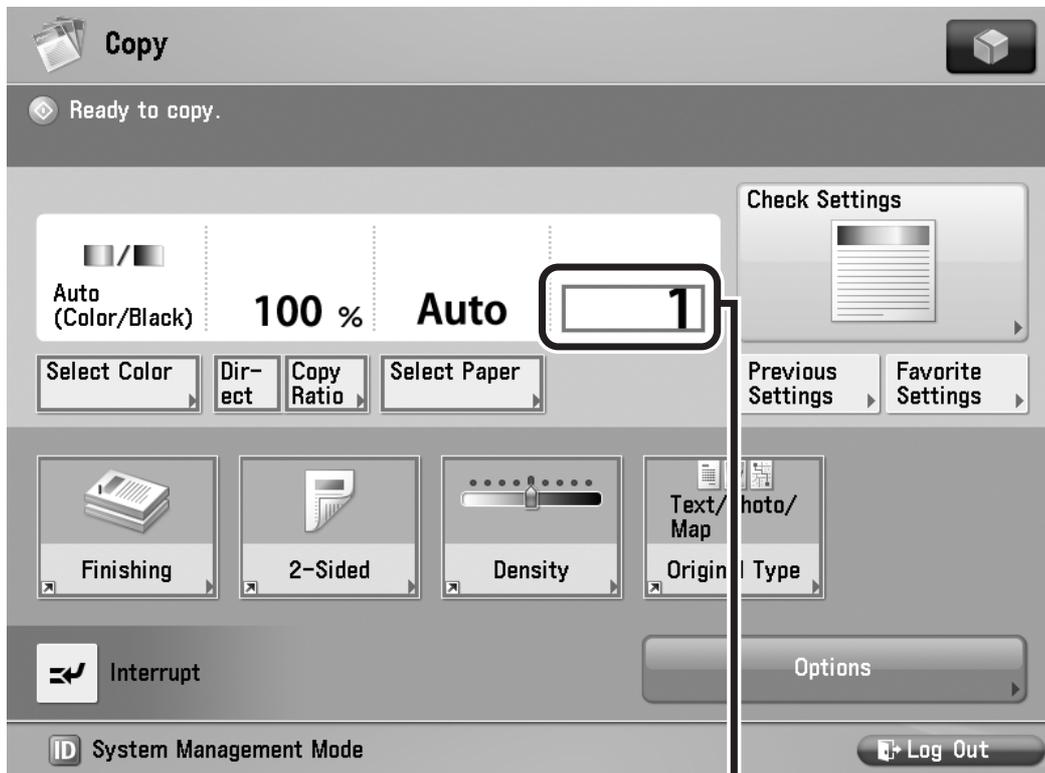
Control Panel Parts and Functions

When you are using the Manual and Vocal mode or Manual mode, a red rectangle (hereinafter called "the focus") appears over keys and settings on the touch panel display via operation of the control panel keys. When you are using the Vocal mode, the focus can be guided to keys and settings via your voice.



The Focus

**Regular Copy Basic Features screen
(The Manual and Vocal mode
or Manual mode is set.)**



The Focus

Regular Copy Basic Features screen (Only the Vocal mode is set.)

When in the Manual and Vocal mode or Manual mode, use the numeric keys on the control panel to operate the machine. There are two types of control panels.

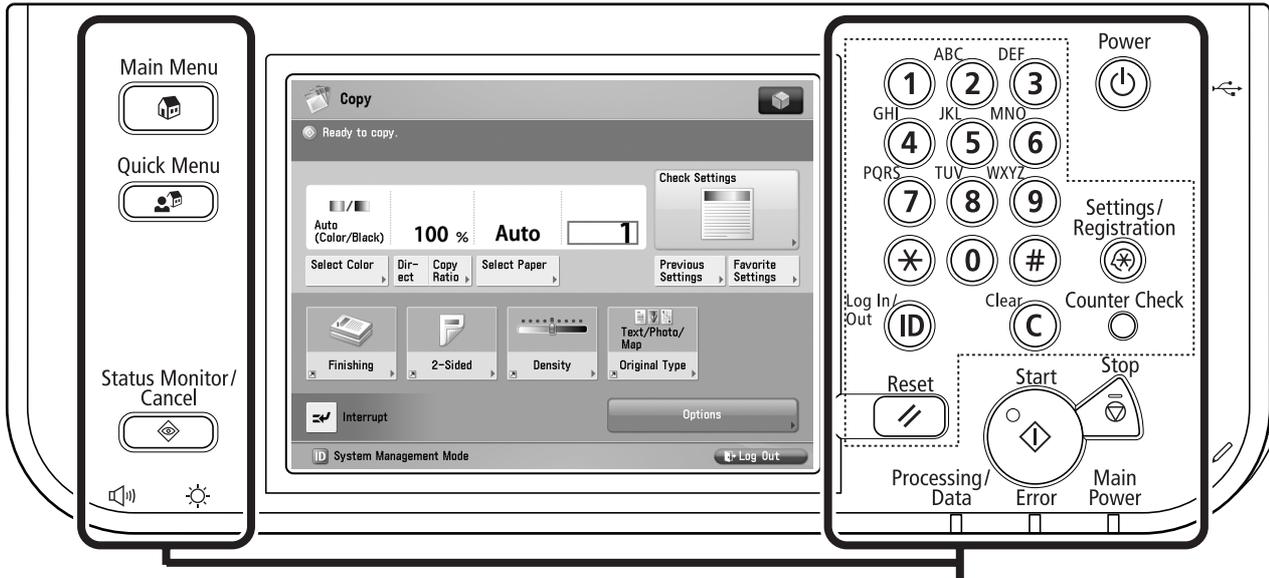
IMPORTANT

The type of control panel (i.e., the number and position of the keys) differs, depending on the machine model you are using. However, the key functions are the same. The differences between the two types of control panels are outlined below.

NOTE

For the Type A and B control panels, the position and number of keys may differ, according to the model of the machine you are using.

■ Type A Control Panel



Control Panel

When in the Manual and Vocal mode, use the numeric keys on the control panel to perform the following operations:

Ⓜ Confirm

Press to confirm your settings, and proceed to the next screen to continue entering values or setting items. For example, pressing **Ⓜ** (Confirm) returns the same result as procedures which require you to press [OK], [Next], or [Close].

Ⓒ Clear^{*1}

Press to clear entered numbers or values.

Ⓝ Reset^{*1}

Press and hold for more than five seconds to start or stop the Voice Navigation mode, or press once briefly to restore copy settings to their default values.

Ⓞ Counter Check

Press to hear an explanation of the control panel keys. When you are in the Voice Navigation mode, the Counter Check screen of the machine is not displayed.

*1 This key operates the same way in the Vocal mode.

 **Main Menu key**

Press to return to the main menu screen.

 **Start**^{*1}

Press to start copying.

 **Stop**^{*1}

Press to stop a copy job in progress.

 **Energy Saver**^{*1}

Press to set or cancel the Energy Saver mode.

 **Control Panel Power Switch
(Sub Power Supply)**^{*1}

Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.

 **Main Power Indicator**

Lights when the main power is turned ON.

*1 This key operates the same way in the Vocal mode.

Error

Error Indicator

Blinks red when a paper jam occurs, or the machine has run out of paper. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

Processing/Data

Processing/Data Indicator

Flashes or blinks green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, fax data is stored in memory.

Brightness Adjustment Dial^{*1}

Use to adjust the brightness of the touch panel display.

Settings/Registration^{*1}

Press to specify additional functions.

1 Checks the Status of the Machine

Press to hear the message that is displayed in the Job/Print Status Display Area. (Some messages may not be heard.)

^{*1} This key operates the same way in the Vocal mode.

② Start Voice Recognition

Press to start voice recognition. If the Manual and Vocal mode is set, voice recognition cannot be started when the machine is in the mode for entering numeric values.

③ Pause

Press to pause a Voice Navigation message.

④ Back

Press to move the focus to the left, or to the previous item.

⑤ Select

Press to select a setting.

⑥ Next

Press to move the focus to the right, or to the next item.

⑦ Checks the Current Settings

Press to hear all of the currently specified settings.

8 Repeat

Press to hear the Voice Navigation message again. (If you paused the Voice Navigation message, the message starts again.)

9 Current Screen and Item

Press to hear the name of the current screen, and the item that is selected with the focus.

*** Decrease Volume**

Press to decrease the speaker volume.

Increase Volume

Press to increase the speaker volume.

Volume Settings Key

Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

Quick Menu key

Press to retrieve a favorite functions stored in Quick Menu. Also, if you are using authentication, Quick Menu set for each individual user can be displayed.

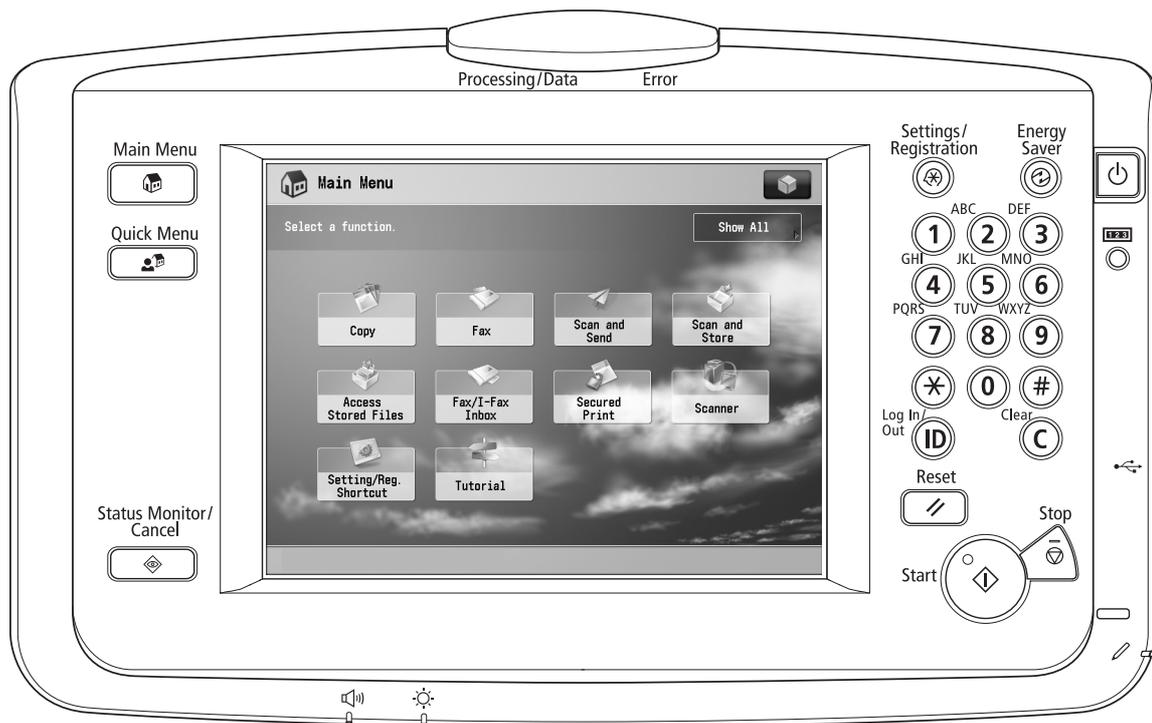
 **Status Monitor/Cancel key**

Press to check the status of jobs or to cancel print jobs. Also, press to check status of the machine, such as checking the amount of paper remaining.

 **NOTE**

- The example procedures in this manual use the Type A control panel.
- The Energy Saver key, Control Panel Power Switch, Volume Settings key, Quick Menu key, and Status Monitor/Cancel key, cannot be used when in the Voice Navigation mode.
- If the Vocal mode is set, the numeric keys are used for normal numeric value input.

■ Type B Control Panel



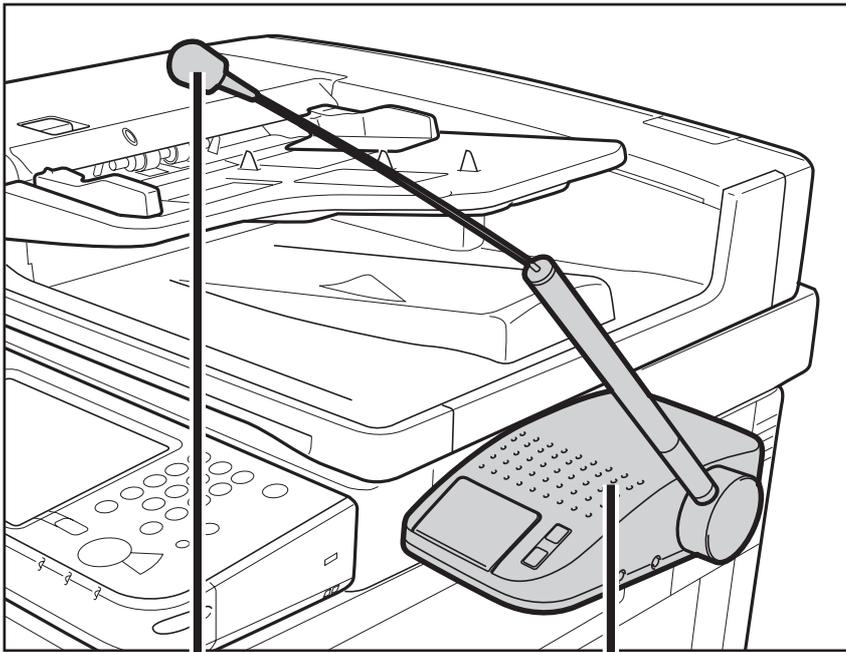
🖐️ IMPORTANT

The differences between the Type A control panel and Type B control panel is that the control panel is supported by an arm above the machine. The  (Counter Check),  (Settings/Registration),  (Control Panel Power Switch) keys are in different positions.

Microphone and Speaker

The Voice Operation Kit includes a voice unit, which contains a microphone and speaker for hearing Voice Navigation messages.

■ Using the Microphone and Speaker



Microphone

Speaker

The voice unit is attached to the right side of the machine.

⚠ CAUTION

Do not connect any other devices into the jack for connecting the voice unit cable, as this may cause damage to the machine.

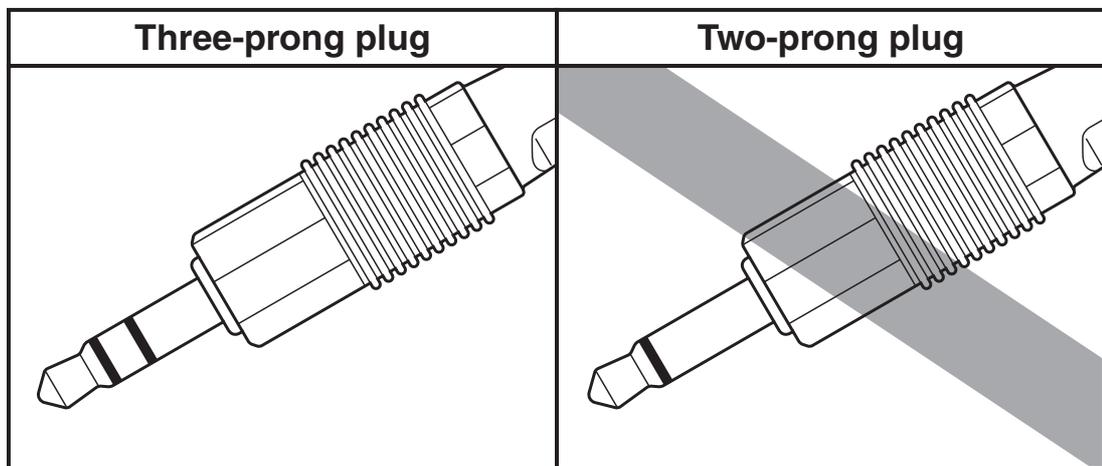
 **NOTE**

Voice Navigation messages cannot be heard using the internal speaker of the machine. You must use the external speaker of the voice unit to be able to hear Voice Navigation messages.

Take note of the following when using the microphone:

- The microphone can be adjusted at a 180° angle from the front of the machine to the back.
- The tip of the microphone (black part) can be bent. Adjust the position of the microphone to ensure that you can comfortably and easily speak into it.
- Adjust the position and length of the microphone so that the tip of the microphone is close to the mouth (approximately 5 7/8" (15 cm) away) of the user who is speaking into it.
- Adjust the microphone so that it directly faces your mouth when speaking into it.

- Do not touch the microphone when you speak into it, as this may cause noise to enter the microphone, resulting in your voice not being recognized correctly.
- When using an external microphone, make sure to use a microphone with a three-prong plug. The device will not operate correctly if you use a microphone with a two-prong plug.



Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it difficult to read what is being shown on the touch panel display, try using this mode. The resulting display will have white text on a black background.



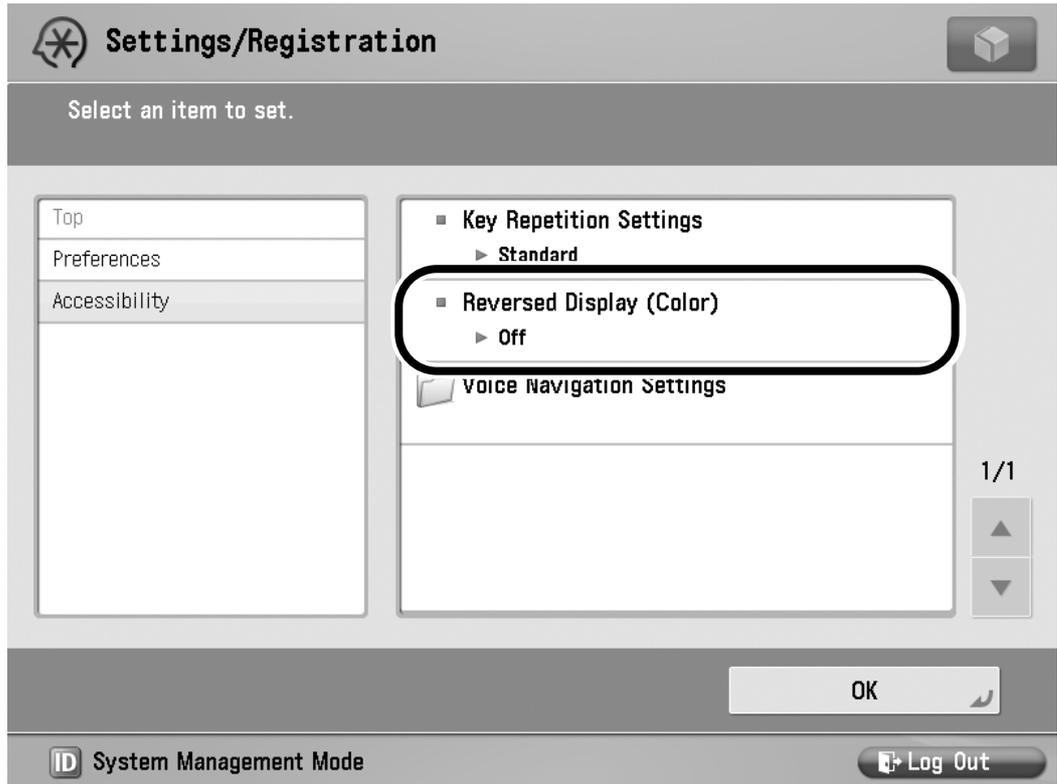
NOTE

The default setting is 'Off'.

1 Press  (Settings/Registration) → [Preference] → [▼] → [Accessibility]



2 Press [Reversed Display (Color)].



3 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: The colors of the touch panel display screen are reversed (i.e., the text on the display becomes white on a black background).

[Off]: The touch panel display screen returns to its default colors.

The touch panel display's contrast changes.

4 Press [OK] or [Close] until the Basic Features screen appears.

Changing the Key Repeat Settings

When pressing the touch panel display to operate the machine, sometimes you may unintentionally enter keys due to the key repeat function (which continues to enter the same key when that key is pressed and held down). In this case, try using this mode to make the key repeat speed slower.



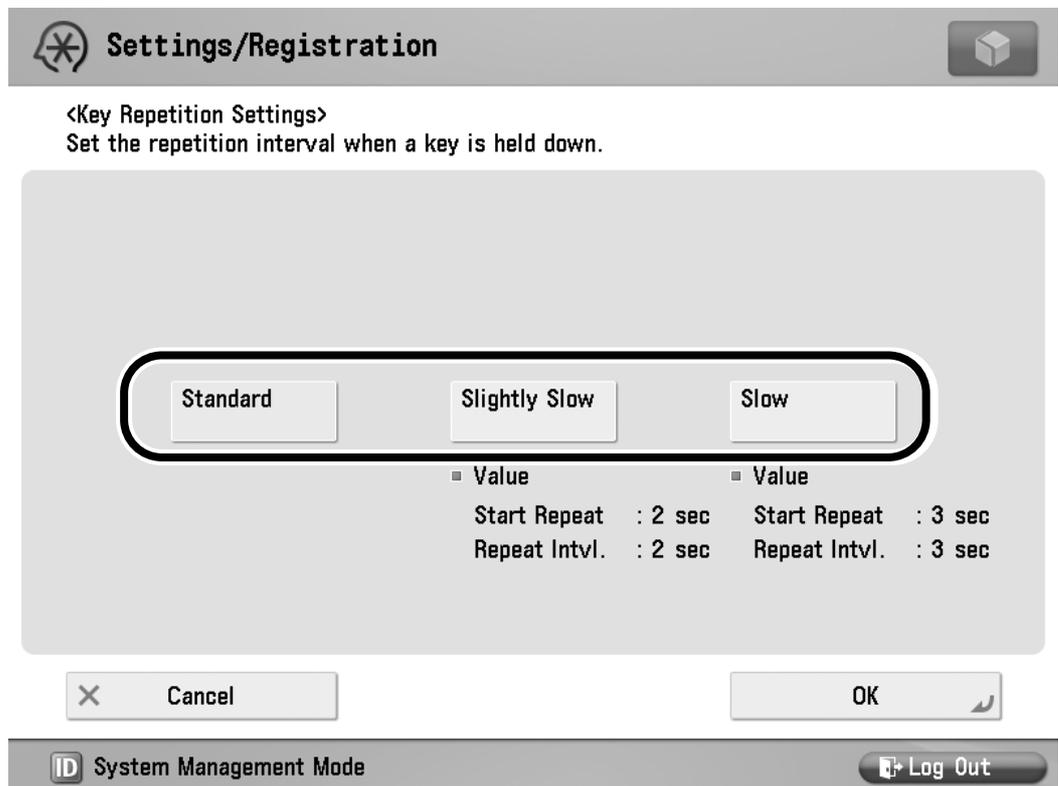
NOTE

The default setting is 'Standard'.

1 Press  (Settings/Registration) → [Preferences] → [▼] → [Accessibility]

2 Press [Key Repetition Settings]

3 Press the desired setting → press [OK].



Details of each item are shown below.

[Standard]:The key repetition speed is set to the normal speed.

[Slightly Slow]:The key repetition speed becomes slightly slower than normal.

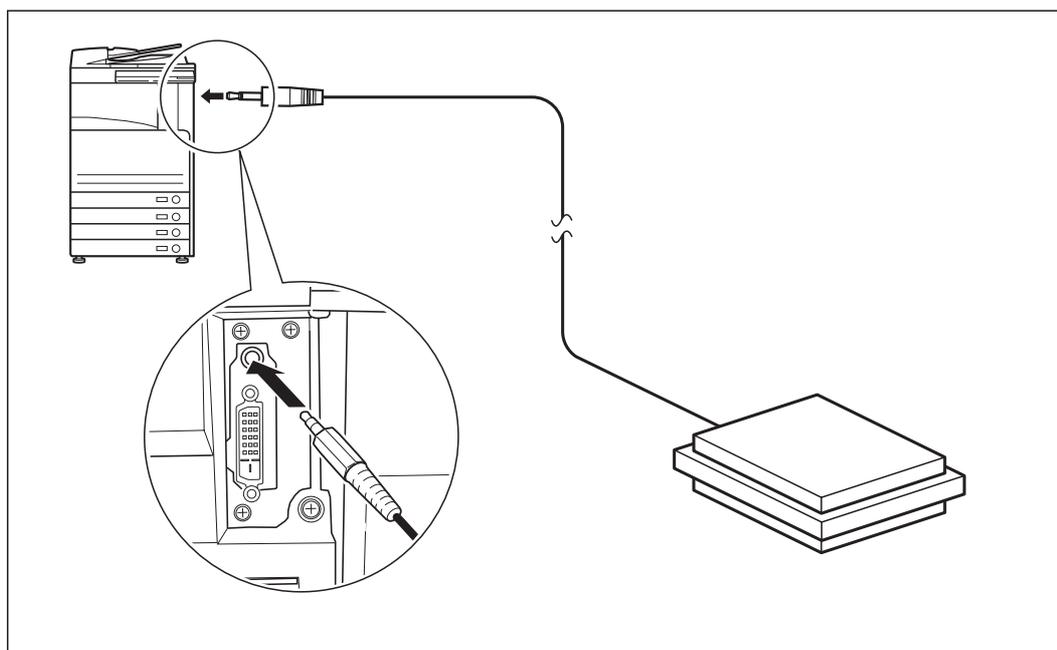
[Slow]:The key repetition speed becomes slower than normal.

4 Press [OK] or [Close] until the Basic Features screen appears.

External Switch

A commercially available external switch can be used to recognize voices if you have trouble pressing the Voice Recognition button of the voice unit. You can use an external switch by connecting it to the external switch jack on the back of the machine using a 3.5 mm diameter monaural plug.

■ Using an External Switch



Example: a switch that can be operated using one's feet.

⚠ CAUTION

Do not connect any other devices to the jack for connecting an external switch cable, or connect the external switch cable when the main power of the machine is ON, as this may cause damage to the machine.

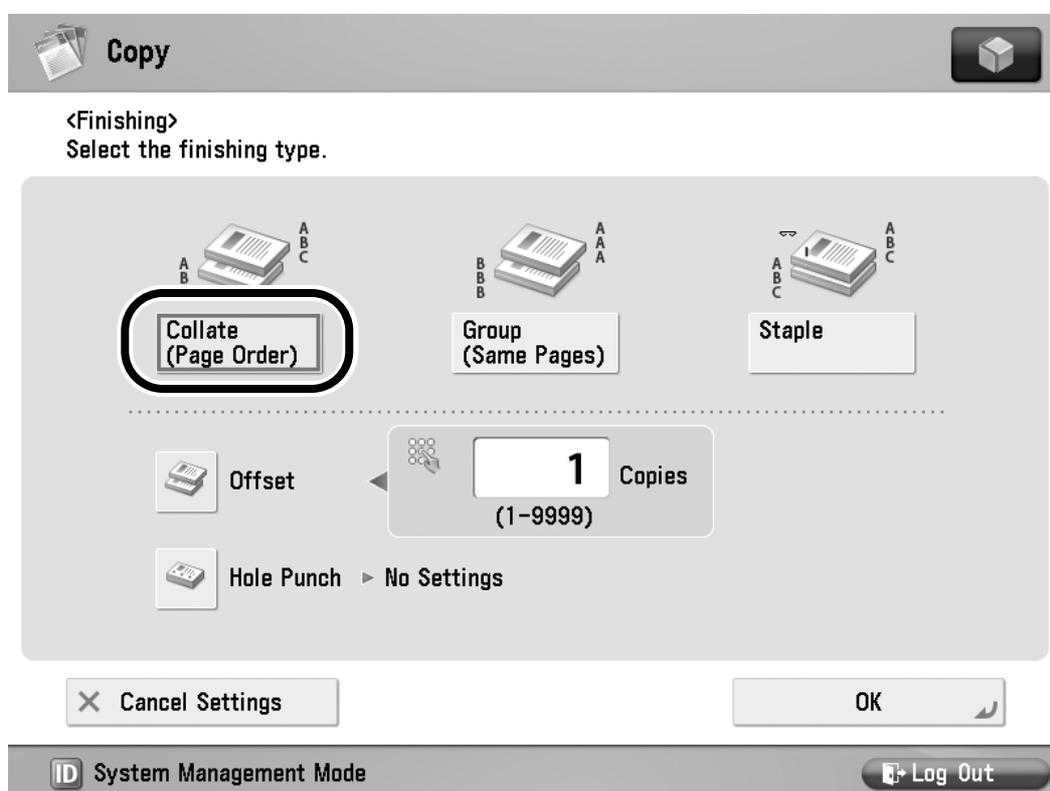
✎ NOTE

- Contact your point of purchase for information on connecting an external switch cable or using an external switch.
- You can still use the Voice Recognition button even if an external switch is connected.

Moving the Focus

The focus is displayed on the screen when the Manual and Vocal mode or Manual mode is set. To move the focus, press **4** (Back) or **6** (Next).

The focus encircles a selectable item. Move the focus over the desired item that you want to select → press **5** (Select).



In the example above, the focus is over [Collate (Page order)]. To select the Collate mode, press **5** (Select).

 NOTE

- The focus cannot be moved to functions, settings, or screens that are not supported by the Voice Navigation mode.
- The focus is not displayed on any other screens other than the Main Menu screen, Copy Basic Features screen, Scan and Send Basic Features screen, Fax Basic Features screen, and Settings/Registration screen.
- You will hear a beeping sound when you move the focus away from the first setting the focus is over, and when the focus returns to the first setting the focus is over.
- For more information on the modes and settings that are supported by the Voice Navigation mode, see Chapter 5, "Appendix."

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and  (Control Panel Power Switch), as well as a breaker that detects excess current or leakage current.

How to Turn ON the Main Power

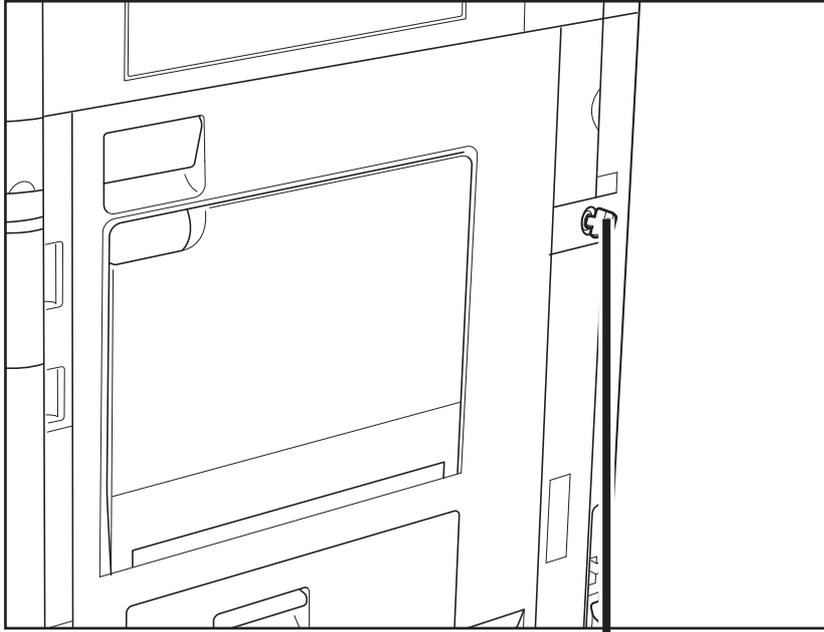
This section explains how to turn ON the main power.

 **IMPORTANT**
Please seek assistance when performing this procedure.

1 Make sure that the power plug is firmly inserted into the power outlet.

 **WARNING**
Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

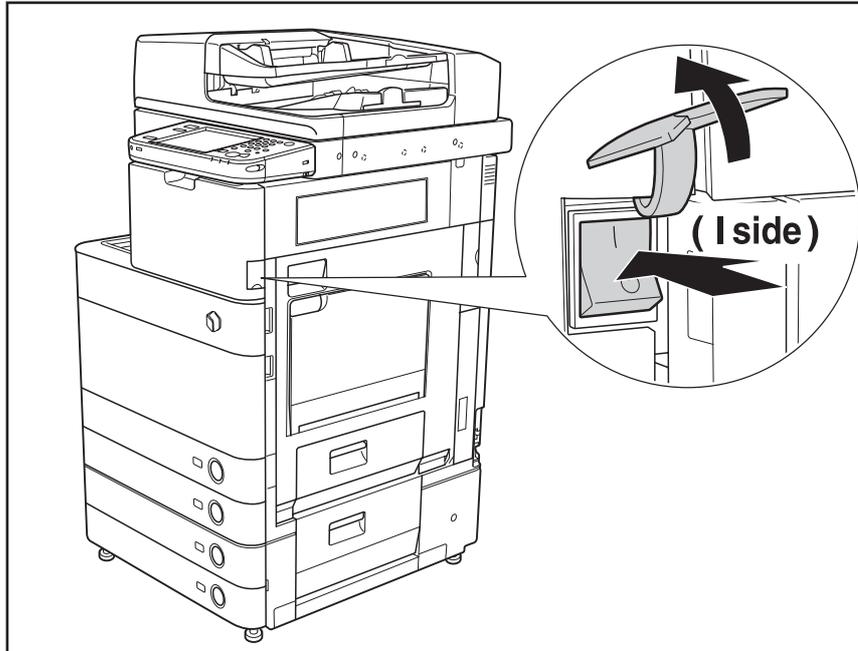
2 If the optional security key is inserted in the machine, make sure that it is in the ON position (turn it to the right).



Security

When using the machine, insert the security key into the main unit, and then turn it to the right.

3 Press the main power switch to the "I" side. The main power switch is located on the right side of the machine.



The main power indicator on the control panel lights when the main power switch is turned ON.

When operating the main power switch, open the main power switch cover.

4 Various screens are displayed when system software is loading.

If you are using Department ID Management or Department ID Management with the Card Reader, see "Flow of Copy Operations," on p. 2-10.

IMPORTANT

The screen for entering the user name and password for the login service is not supported by the Voice Navigation mode. Also, the machine will not enter the Voice Navigation mode if a login service is being used.

- The Start Up screen is displayed until the Main Menu screen appears.



 **NOTE**

The time it takes for the Main Menu screen to display may differ according to the model of the machine you are using.

The screen below is displayed.



5 To activate the Voice Navigation mode, proceed to "Starting the Voice Navigation Mode," on p. 1-57.

 NOTE

- For information on login services, see the instruction manuals that came with your machine.
- You can change the display order of the function that appears on the Main Menu screen. (See the instruction manuals that came with your machine.)

- You can change the Start Up screen to other than Main Menu screen, but cannot be used with the Manual mode. (See the instruction manuals that came with your machine.)

Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON.

When the machine shuts down, it also performs an internal cooling down process, which enables the machine to be shut down safely. Follow the instructions below to safely shutdown the machine.

1 Press the main power switch to the "I" side.

When operating the main power switch, open the main power switch cover.

ⓘ IMPORTANT

- If you want to be able to send or receive I-fax or fax documents, do not turn the main power OFF. Sending or receiving I-fax or fax documents cannot be done when the main power is turned OFF.
- The machine may continue to operate during the shutdown process. Do not unplug the power cord until the main power indicator of the machine is OFF.
- If the main power is turned OFF during scanning or printing, a paper jam may occur.

Setting Up the Machine for Voice Recognition

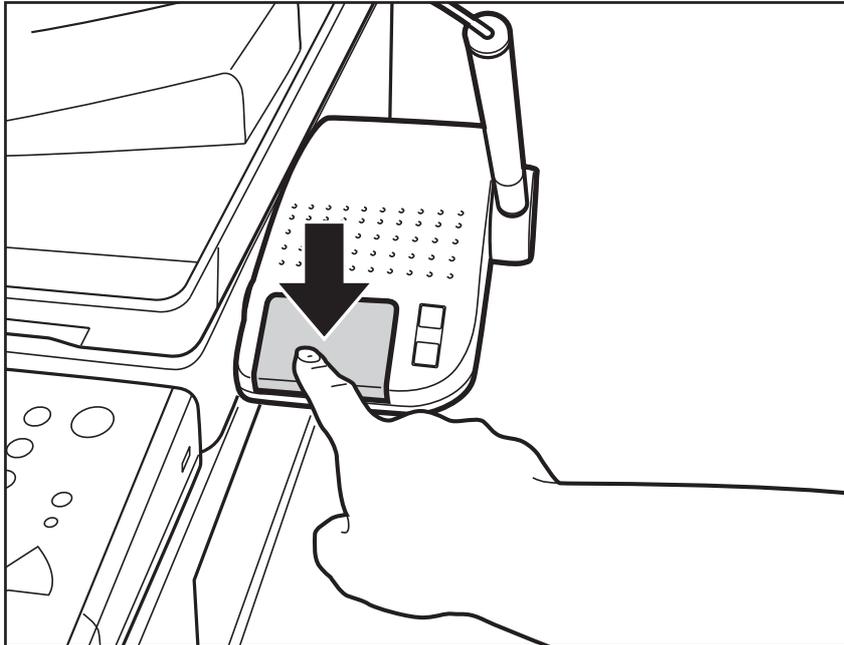
Operating the Machine in Voice Recognition

You can operate the machine using your voice when the Manual and Vocal mode or Vocal mode is set.

NOTE

- For information on operating the machine using the numeric keys on the control panel, see "Moving the Focus," on p. 1-33.
- Press the Voice Recognition button, and then say "voice mode help" to hear an explanation of voice recognition (if the Manual and Vocal mode is set) or display an explanation of voice recognition on the touch panel display (if the Vocal mode is set).

1 Press the Voice Recognition button on the voice unit.

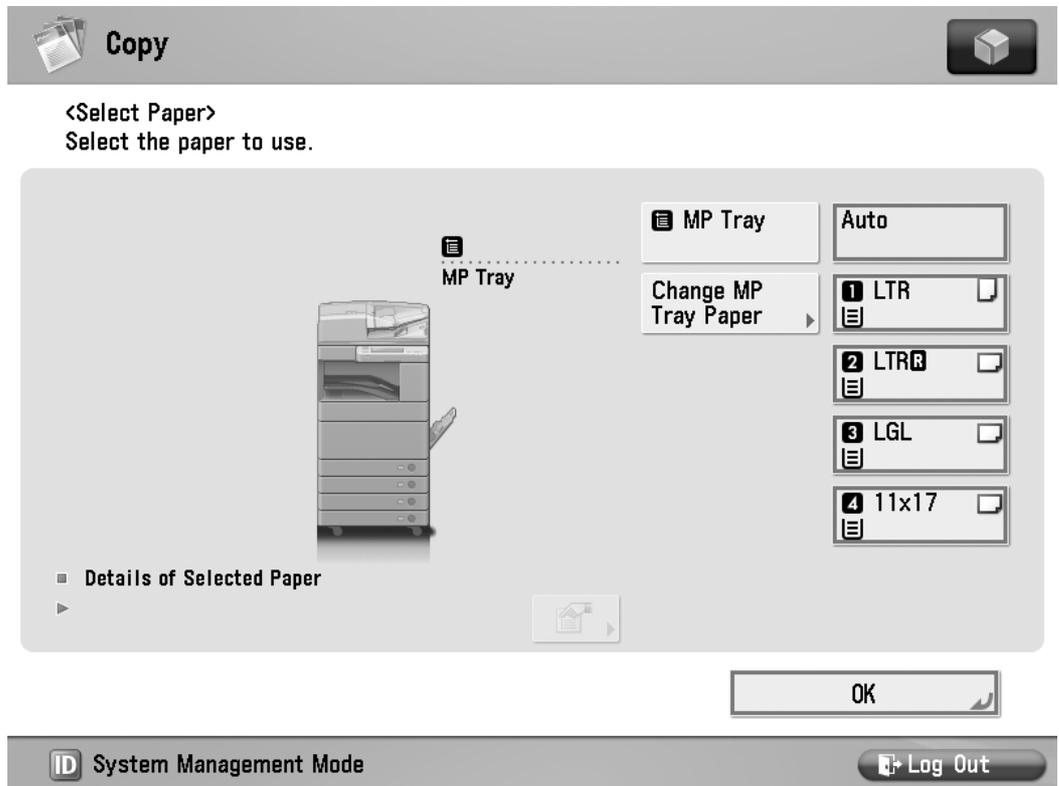


If you are using a commercially available external switch instead of the Voice Recognition button, press the external switch.

NOTE

If the Manual and Vocal mode is set, you can also press **2** (Start Voice Recognition) instead of pressing the Voice Recognition button.

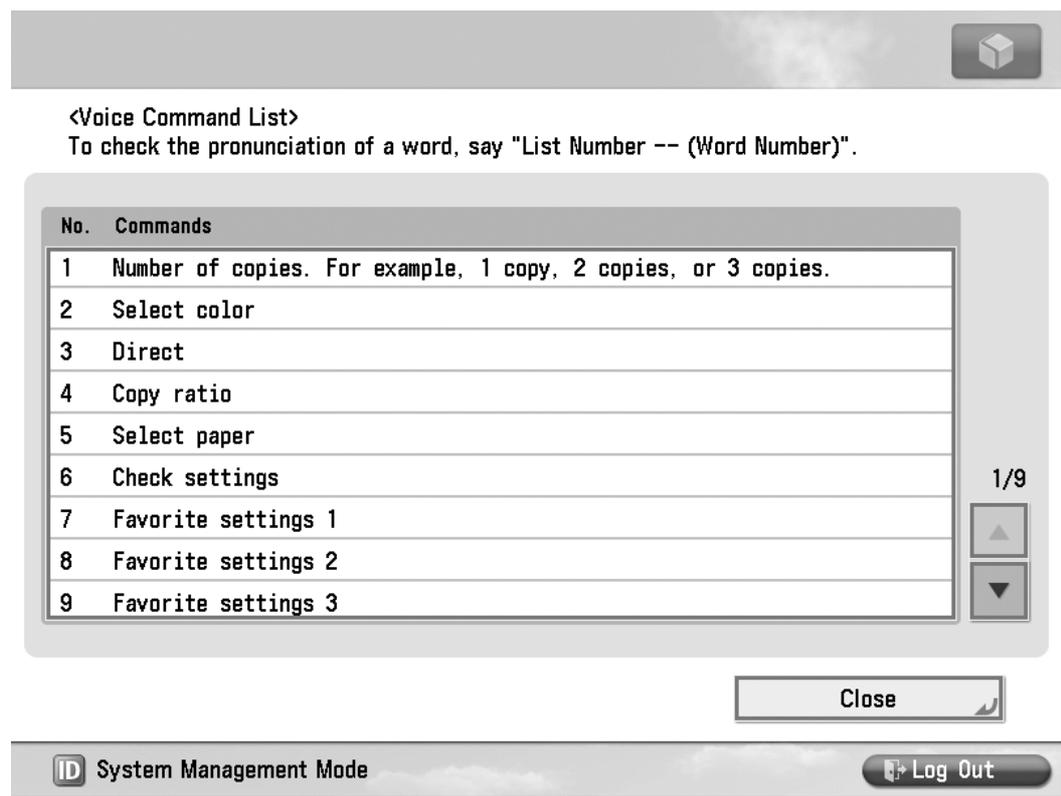
2 After the tone, say the phrase corresponding to the item on the screen you want to operate.



For example, say, "select paper," and the Paper Selection screen appears.

👤 IMPORTANT

- Your voice is not recognized until you press the Voice Recognition button and hear a tone.
- If you are not sure which words are recognizable, press the Voice Recognition button, and say "voice command list." A list of recognizable commands is displayed. For instructions on using the Voice Command List, see "Using the Voice Command List," on p. 1-51.



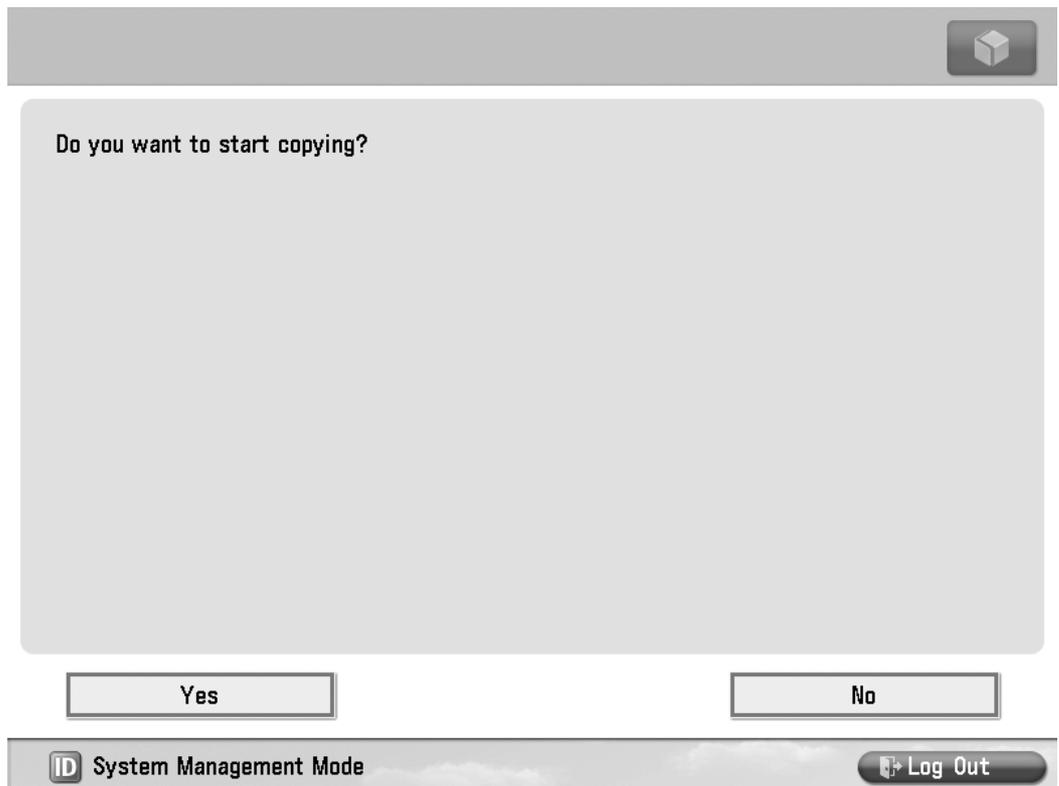
- If the word you say is not recognized (if it is not pronounced clearly or the specified command does not execute), try saying the word again following the guidelines below.
 - Say your command clearly and at a distance of no more than 5 7/8" (15 cm) away from the microphone. Speak into the microphone from as short a distance as possible if there is background noise.
 - Only certain phrases can be recognized. For a list of the phrases that can be recognized, see "List of Recognizable Phrases," on p. 5-11.
 - Voice commands cannot be recognized while the Voice Command list is displayed. Close the Voice Command list before saying your command. (See "Using the Voice Command List," on p. 1-51.)

- The voice unit may have difficulty recognizing your voice commands, depending on your surroundings.
- Even if you say a recognizable word, it may not be recognized if you say filler words before or after the command, such as "um ...," or "please."
- Do not break up words into syllables when saying them.
- When saying a command, try not to wait too long between each word. For example, if you wait too long before saying "mode" after "recognition" for the phrase "recognition mode," your command may not be recognized correctly.
- Voice recognition is canceled if you press the touch panel display or a numeric key while the machine is waiting for a voice command. In this case, the operation for the button or key you pressed is performed.

- Voice recognition is automatically canceled if no commands are recognized for a certain period of time (indicating that voice recognition has timed out.) Press the Voice Recognition button, wait for the tone, and then say your command again. (See "Setting the Voice Recognition Timeout Period," on p. 4-39.)

3 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.



4 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- You can also set the machine not to display a confirmation screen. (See "Display a Confirmation Screen for Start/Reset," on p. 4-45.)

Using the Voice Command List

If the Manual and Vocal mode or Vocal mode is set, you can use the Voice Command List screen to confirm the words that can be recognized on each screen and how to pronounce them.

1 Set the Manual and Vocal or Vocal mode.

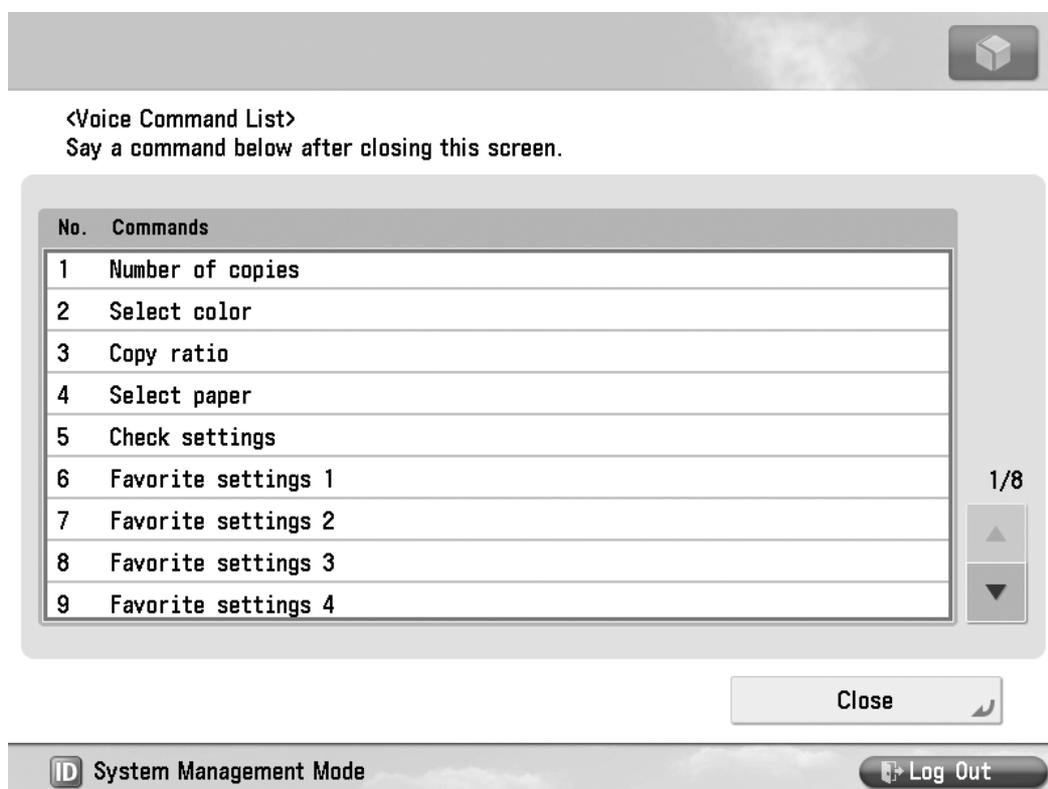
NOTE

For instructions on setting the Manual and Vocal mode or Vocal mode, see "Setting the Voice Navigation Mode," on p. 4-2.

● If you are in the Manual and Vocal mode:

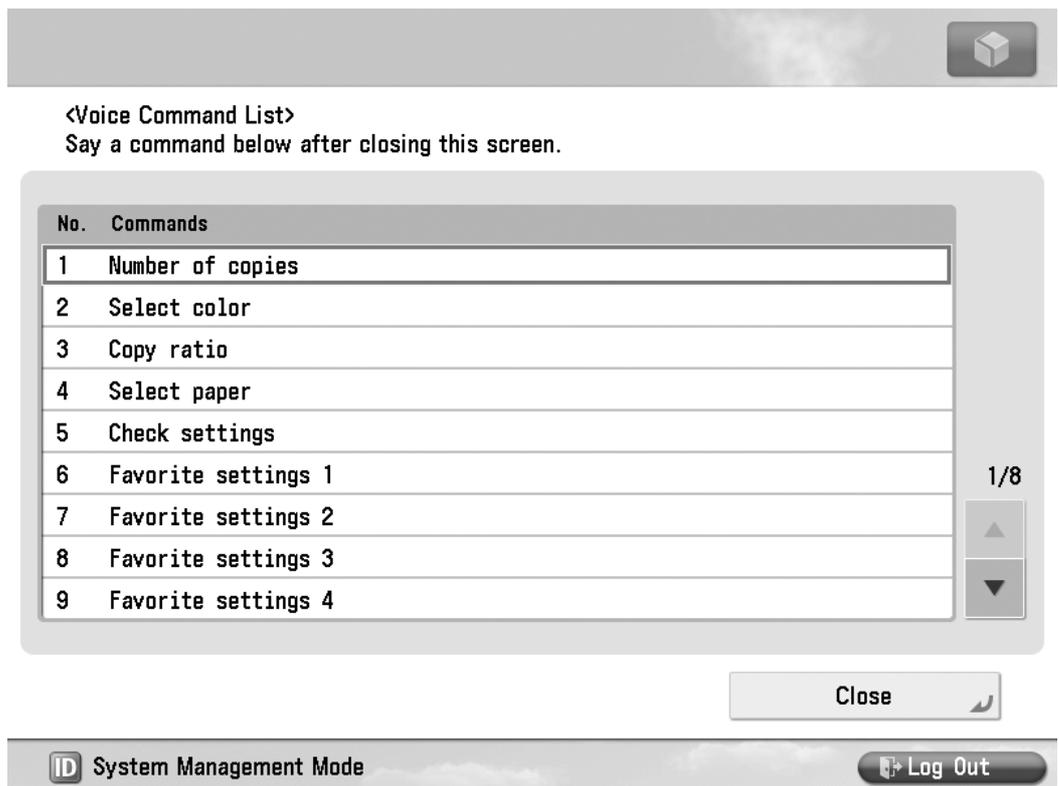
- Press the Voice Recognition button → say "voice command list."

You will hear a Voice Navigation message informing you that the Voice Command List screen has been displayed.



Example: when the Voice Command List screen is displayed from the Regular Basic Copy Features screen.

Press **5** (Select).



The focus moves to the list, and the voice guide announces the first item in the list.

Move the focus through the list of recognizable commands.

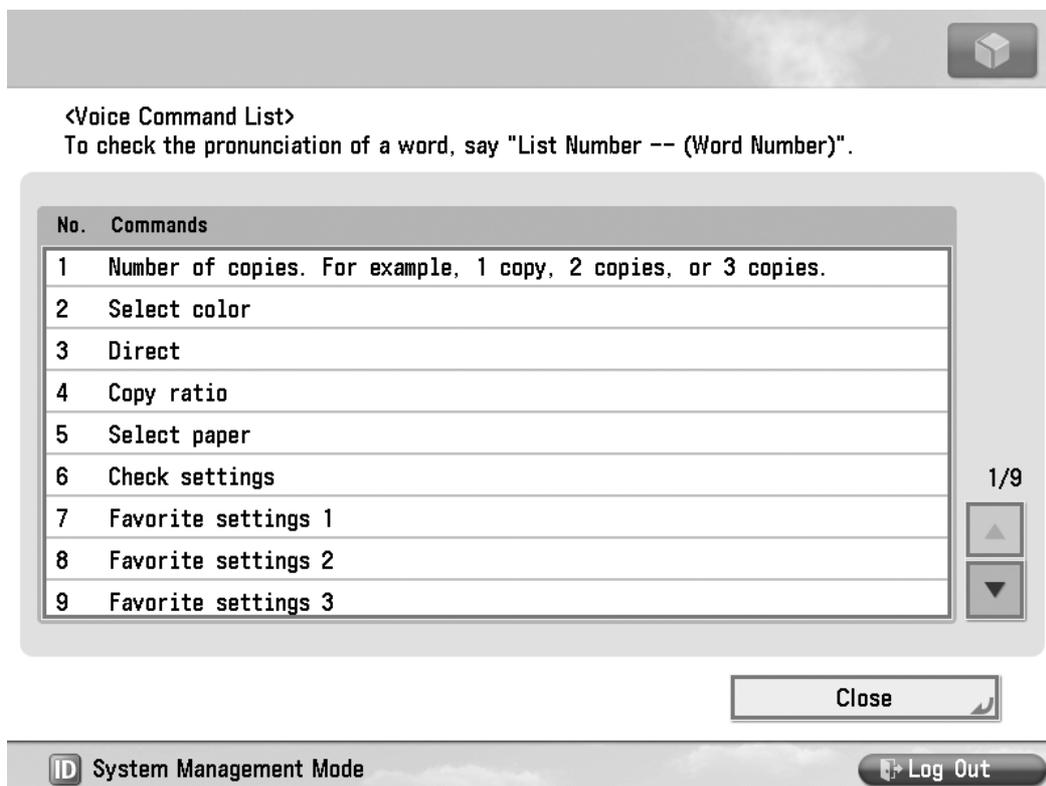
As the focus moves over a command, you will hear the selected phrase.

Press **ID** (Confirm), or press the Voice Recognition button → say "confirm."

- ❑ Press **ID** (Confirm), or press the Voice Recognition button → say "confirm" to close the Voice Command List screen. You can also move the focus to [Close] → press **5** (Select) to close the Voice Command List screen.

● **If you are in the Vocal mode:**

- ❑ Press the Voice Recognition button → say "voice recognition list."



Example: when the Voice Command List screen is displayed from the Regular Basic Copy Features screen.

- Press the Voice Recognition button
→ say "list number X," where 'X' is the number displayed to the left of the phrase for the desired function.

The selected phrase and its number in the list are announced.

- Press the Voice Recognition button
→ say "Close" to close the Voice Command List.

 **NOTE**

- If the Vocal mode is set and the phrase for the desired function is not displayed, say "previous page" or "next page" until the phrase for the desired function is displayed.
- Close the Voice Command list before saying the phrase for the desired function.
- If it takes time for the Voice Command List to be displayed after saying a command, perform microphone tuning in [Tuning the Microphone] in [Voice Navigation Settings] in [Accessibility] in [Preferences] (from the Settings/Registration screen). (See "Setting the Maximum Volume of the Voice Guidance," on p. 4-6.)

Starting and Stopping the Voice Navigation Mode

Starting the Voice Navigation Mode

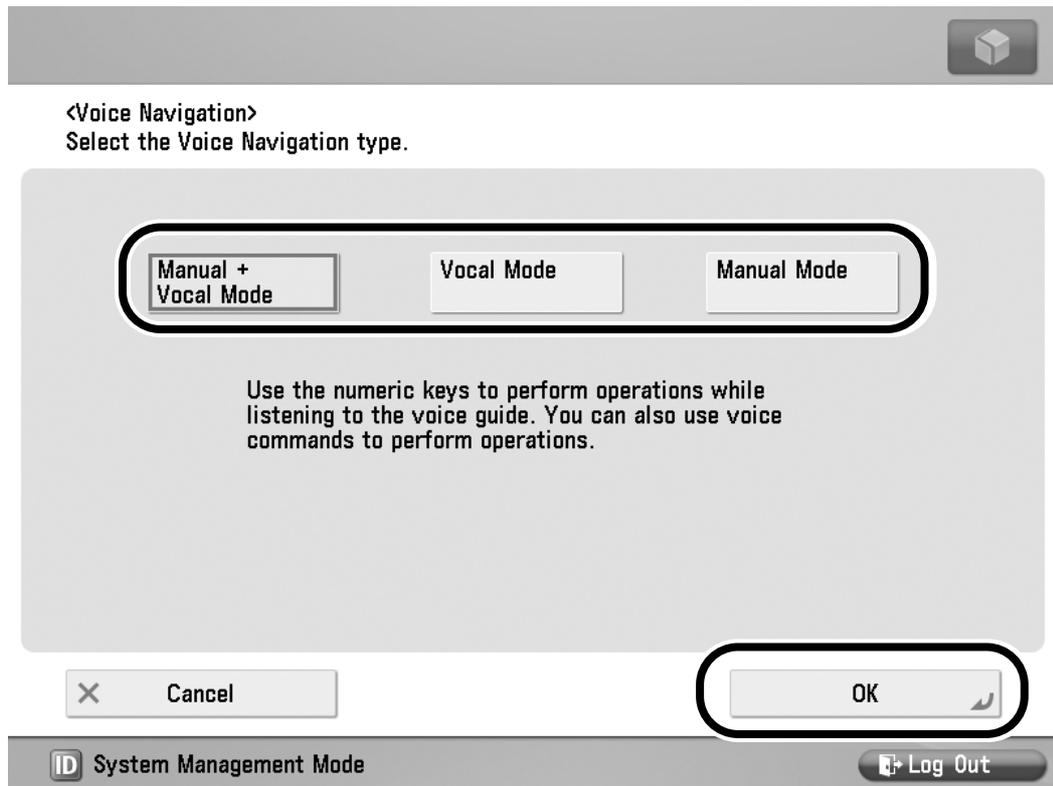
- 1 Press and hold  (Reset) for more than five seconds.**

You can also start the Voice Navigation mode by pressing and holding down the Voice Recognition button for more than five seconds.

If an external switch is installed, press and hold the external switch for more than five seconds to start the Voice Navigation mode.

The voice guide announces that the Voice Navigation Type Selection screen is displayed.

2 Select the desired Voice Navigation mode → press [OK].



Voice Navigation Type Selection Screen

To select the desired Voice Navigation mode, you can either press **4** (Next) or **6** (Back) until the focus is over the desired mode → press **5** (Select), or press the Voice Recognition button → say the proper voice recognition command.

IMPORTANT

- If a screen such as an error message screen is displayed on the touch panel display, you will hear the message "cannot perform the voice navigation for an unknown reason," and the Voice Navigation Selection screen is not displayed. In this case, confirm what is displayed on the touch panel display, or seek assistance.
- The Energy Saver key, Control Panel Power Switch, Volume Settings key, Quick Menu key, and Status Monitor/Cancel key, cannot be used when in the Voice Navigation mode.
- If you want to use voice recognition, select [Manual + Vocal Mode] or [Vocal Mode]. If you select [Manual Mode], you cannot use voice recognition.

- When the Manual and Vocal mode or Vocal mode is set, if [Express Copy] is selected in [Copy Screen Display Settings] in [Display Settings] in [Preferences] (from the Settings/Registration screen), you cannot use the Voice Navigation mode with the copying function. For more information on [Copy Screen Display Settings], see the instruction manuals that came with your machine, or please seek assistance.
- If nothing is displayed on the touch panel display, or if the machine is in the Sleep mode, the Voice Navigation mode will not start even if you press and hold  (Reset), or press and hold the Voice Recognition button for more than five seconds. Confirm that the main power of the machine is turned ON, and that the machine has not entered the Energy Saver, Sleep, or Low-Power mode.
- The Voice Navigation mode does not start if a language other than [English] is selected in [Language/Keyboard Switch] in [Display Settings] in [Preferences] (from the Settings/Registration screen).

NOTE

- For information on how to resume operating the machine when the main power is turned OFF, see "How to Turn ON the Main Power," on p. 1-35. If the machine has entered the Energy Saver, Sleep, or Low-Power mode, see the instruction manuals that came with your machine.
- You can set the machine to automatically start the Manual and Vocal mode, Manual mode, or Vocal mode when the Voice Navigation mode is started, instead of displaying the Voice Navigation Type Selection screen. (See "Setting the Default Voice Navigation Mode," on p. 4-15.)
- Depending on the model of the machine you are using, the voice may be distorted if you start the Voice Navigation mode immediately after the machine is started. However, you can continue using the Voice Navigation mode normally. (The voice will return to normal approximately 60 seconds after starting the machine.)

Stopping the Voice Navigation Mode

1 Press and hold  (Reset) for more than five seconds.

You can also stop the Voice Navigation mode by pressing and holding the Voice Recognition button for more than five seconds.

If an external switch is installed, press and hold the external switch for more than five seconds to stop the Voice Navigation mode.

 **IMPORTANT**

The Voice Navigation mode is also stopped in the following cases:

- If the main power of the machine is turned OFF
- If the machine enters the Energy Saver mode after a certain period of time has elapsed.
- If the Auto Sleep Time mode or Low-Power mode initiates

 NOTE

- Some functions mentioned above may not be available, depending on the model of the machine you are using.
- If Department ID Management was being used, the display returns to the Main Menu screen.

Making Copies in the Manual and Vocal Mode

2

CHAPTER

This chapter explains how to use the copying functions of the machine that are supported by the Manual and Vocal mode.

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Basic Copying Features

This section explains the copy operations that are supported by the Manual and Vocal mode.

Before Making Copies

Before making copies, press **9** (Current Screen and Item) to confirm that you are on the Regular Copy Basic Features screen.

If you hear the message "this is Copy Basic Features screen," proceed to step 3.

If you hear a Voice Navigation message indicating a different screen other than the Copy Basic Features screen, press **ID** (Confirm) to return to the Main Menu screen and select [Copy].

 NOTE

- If a mode other than the Manual and Vocal mode is set, stop the Voice Navigation mode, and then select the Manual and Vocal mode after restarting the Voice Navigation mode. (See "Starting and Stopping the Voice Navigation Mode," on p. 1-57.)
- If you do not hear any Voice Navigation messages, start the Voice Navigation mode. (See "Starting and Stopping the Voice Navigation Mode," on p. 1-57.)
- **If the machine requires a control card to begin machine operations:**

You will hear a message informing you to insert a control card.

- ❑ Insert a control card into the optional Card Reader.

The Main Menu screen is displayed. When you hear that the focus is on the Copy, press **5** (Select).

For more information on the optional card reader, see the instruction manuals that came with your machine.

The Copy Basic Features screen is displayed.

- **If Department ID Management is set:**

You will hear a message informing you that you must enter a Department ID and password.

- ❑ Move the focus to [Dept. ID] → press **5** (Select).

The machine enters the mode for entering numeric values.

- ❑ Enter the Department ID using
① - ⑨ (numeric keys) → press
⑩ (Confirm).

When you enter the Department ID, the value that you enter is announced by the voice guide.

- ❑ Move the focus to [PIN] → press ⑤ (Select).

The machine enters the mode for entering numeric values.

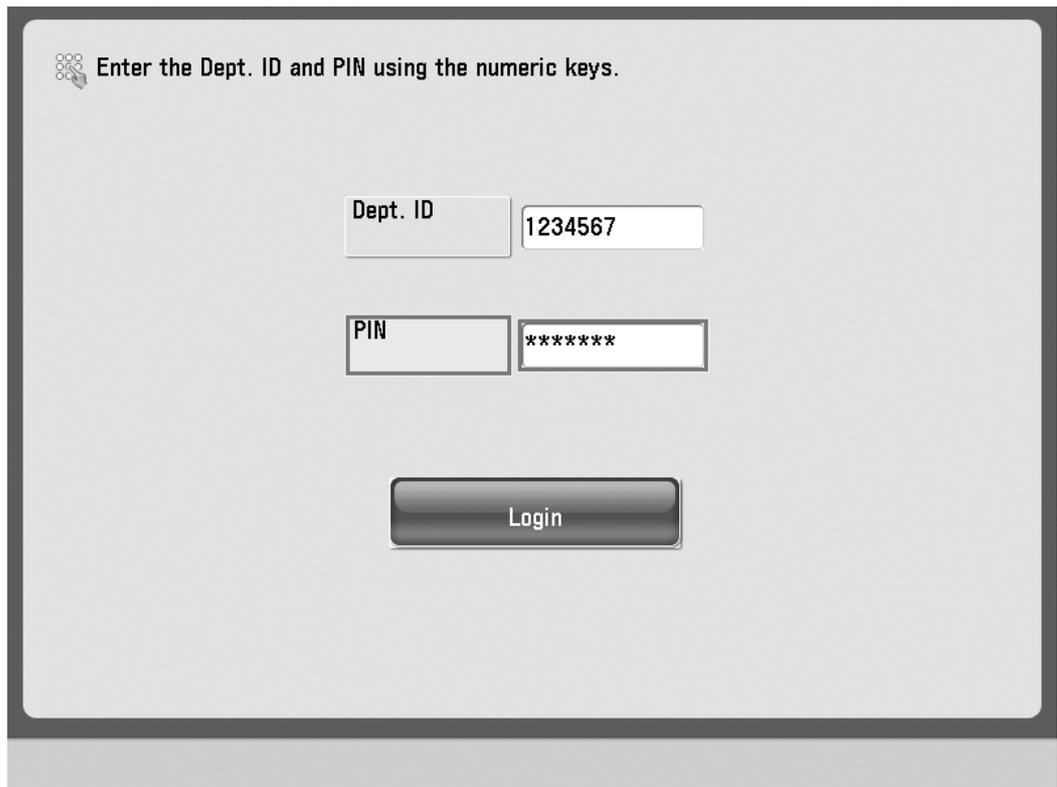
- ❑ Enter the password using
① - ⑨ (numeric keys) → press
⑩ (Confirm).

When you enter the password, a beep sounds every time you press a key.

NOTE

The values you enter for the password are not announced by the voice guide, and are displayed as asterisks (*****) on the touch panel display.

□ Press **Ⓜ** (Confirm).



Enter the Dept. ID and PIN using the numeric keys.

Dept. ID	1234567
PIN	*****

Login

The Main Menu screen is displayed. When you hear that the focus is on the Copy, press **Ⓜ** (Select).

The Copy Basic Features screen is displayed.

IMPORTANT

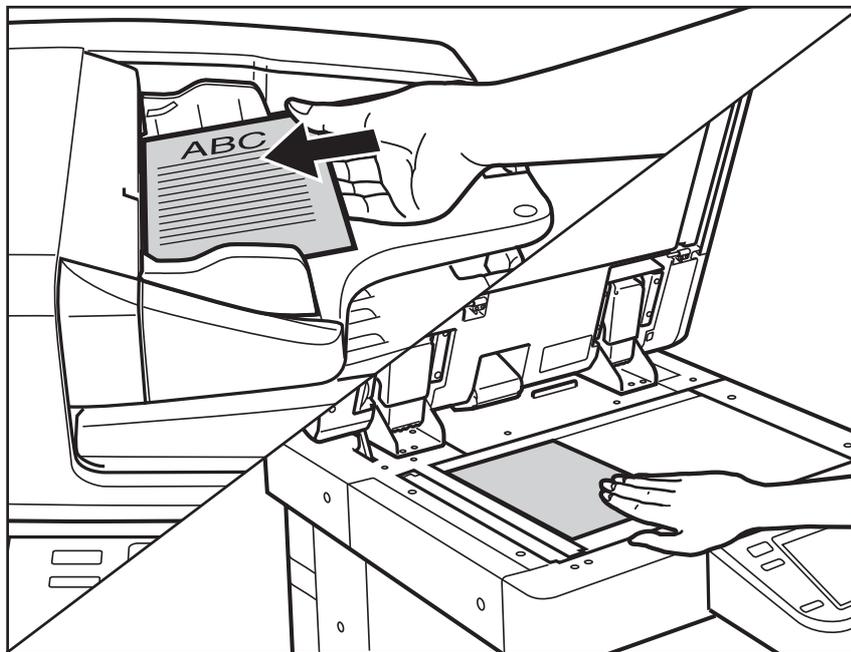
- You can only enter your Department ID and password while in the Voice Navigation mode. However, setting up Department ID Management is not possible in the Voice Navigation mode.
- When you are using the Manual and Vocal mode, or Manual mode, you cannot press  (Confirm) to return to the screen for entering a Department ID and password. You must first stop the Voice Navigation mode, and then press  (Confirm). (See "Stopping the Voice Navigation Mode," on p. 1-62.)
- You cannot start the Voice Navigation mode if the login services such as SSO-H(Single Sign-On H) screen is displayed. For more information on logging in using a login service, see the instruction manuals that came with your machine.

 **NOTE**

- If the Department ID or password you entered is incorrect, you will hear a Voice Navigation message prompting you to confirm your entry.
- For instructions on using Department ID Management, see the instruction manuals that came with your machine.
- You cannot enter a Department ID and password using voice recognition.
- If you do not hear the key entry sound when you enter the password, please seek assistance.

Flow of Copy Operations

- 1 Place your originals on the platen glass or into the feeder.**



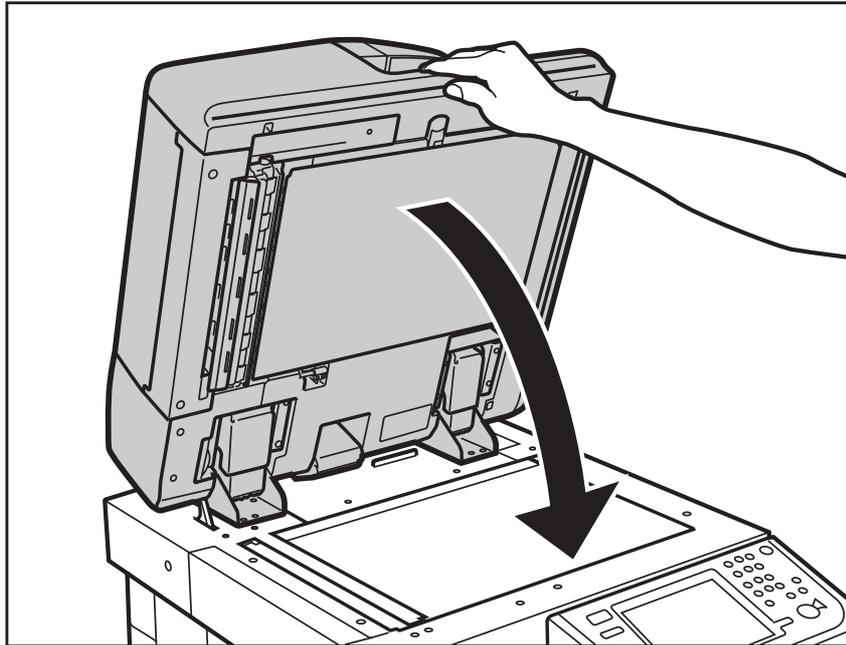
The feeder is above the control panel with a plastic tray that can hold numerous originals, and contains two slide guides, which you can adjust to fit the width of your originals.

The platen glass is a flat, square glass that is located under the feeder cover. Open the feeder cover, and then place your original face down with the top edge of the original aligned with the back edge of the platen glass (by the arrow in the top left corner).

IMPORTANT

- Place originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. Place originals into the feeder when you want to copy several originals at the same time. Place your originals in the following way.
 - Platen glass: Place your original face down, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner)
 - Feeder: Place your originals face up, and adjust the slide guides to fit the size of your originals.
- For instructions in placing your originals, see "Placing Originals," on p. 2-23.

2 If you placed your originals on the platen glass, close the feeder.



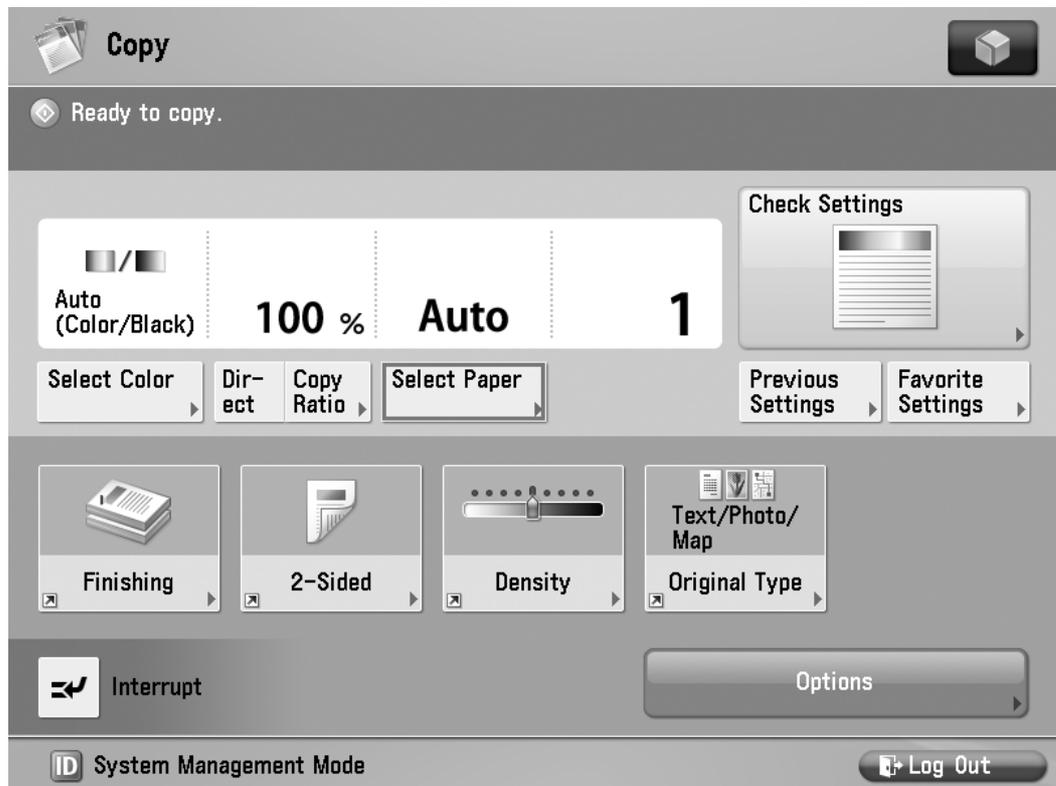
If you placed your originals in the feeder, proceed to step 5.

The paper size is automatically detected. If the detected paper size is incorrect, move the focus to [Select Paper] → press **5** (Select) → select the appropriate original size from the Paper Selection screen → press **ID** (Confirm).

NOTE

You can also press the Voice Recognition button, and then say "select paper" to display the Paper Select screen.

3 Specify the desired copy modes from the Regular Copy Basic Features screen.



 **NOTE**

- On the Regular Copy Basic Features screen, you can hear Voice Navigation instructions for selecting the paper size and paper source, select paper, original type, color mode, zoom ratio, 2-sided copying, and Finishing mode settings.
- Seek assistance when placing originals, removing unnecessary paper, and preparing to make copies if you have a visual impairment, if necessary.
- Depending on the model of your machine, some functions may not be available.

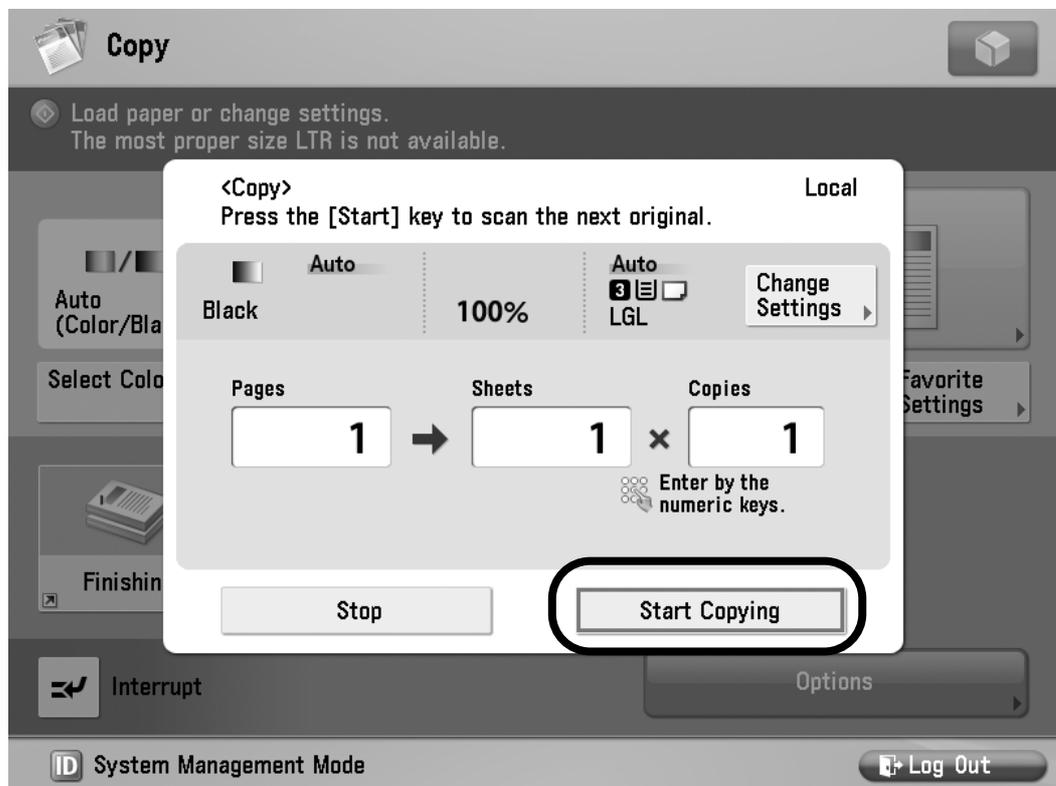
4 Enter the copy quantity. **NOTE**

For instructions on setting the number of copies, see "Specifying the Required Number of Copies," on p. 2-17.

5 Press  (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If the following screen is displayed, follow the instructions on the touch panel display, or the Voice Navigation message → press  (Start) once for each original. When scanning is complete, move the focus over [Start Copying] → press  (Select). If you want to use voice recognition, press the Voice Recognition button → say "Start Copying."



Copying starts.

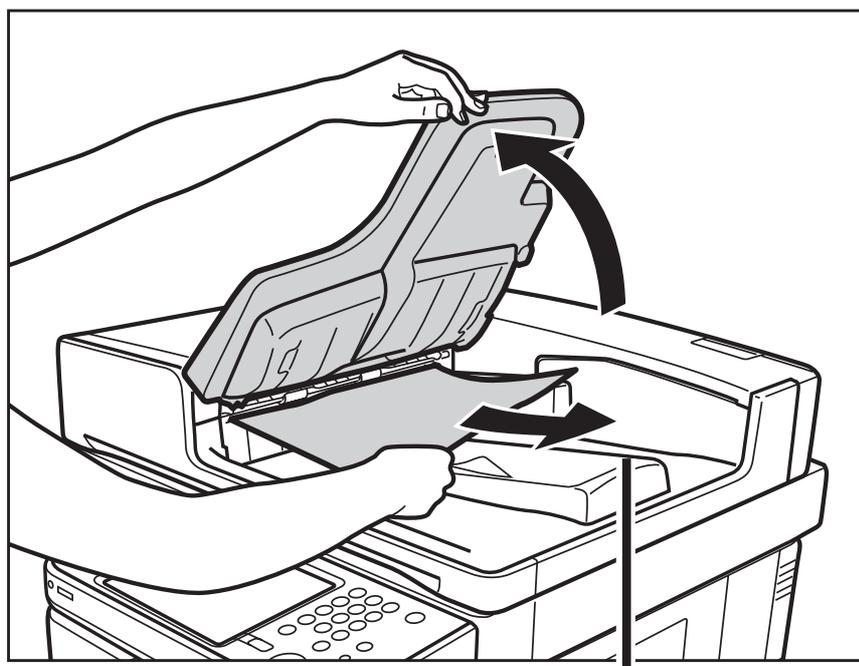


IMPORTANT

In the Voice Navigation mode, you cannot change the settings while copying.

 **NOTE**

- If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.
- Remove your originals from the platen glass and the output tray of the feeder after you have finished copying. (If you have a physical impairment, please seek assistance when removing your originals, if necessary.)



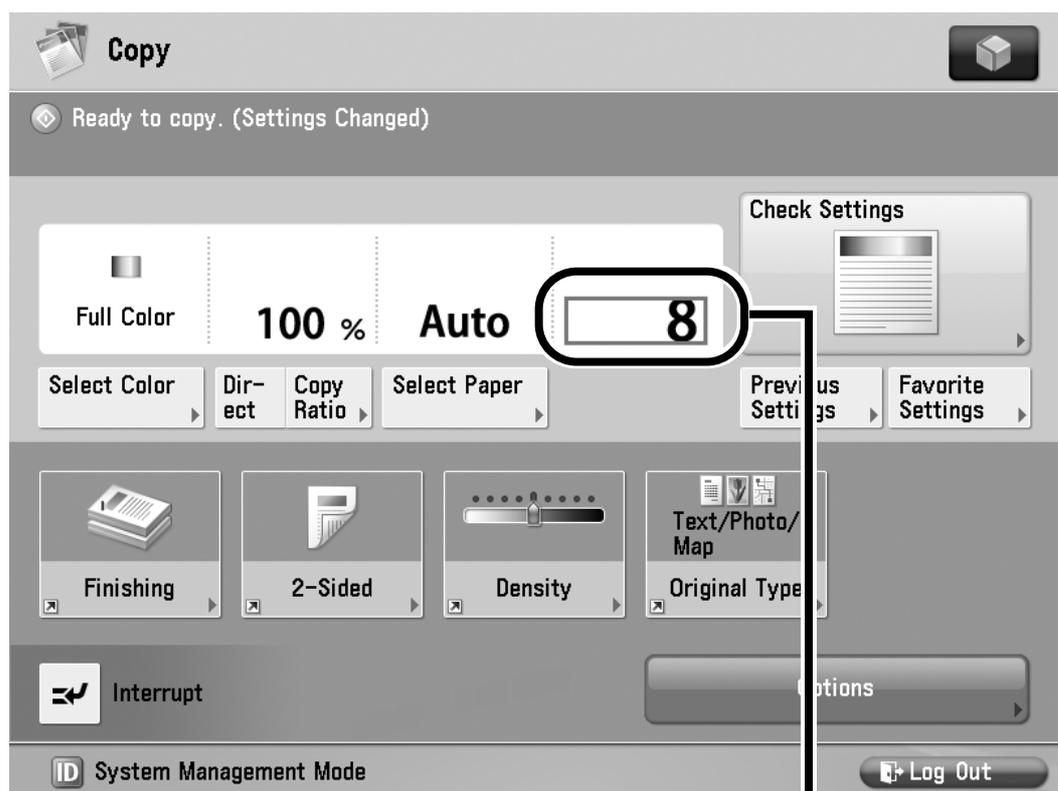
Original Output Area

- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset." If you say "reset," a confirmation screen is displayed. (See "Display a Confirmation Screen for Start/Reset," on p. 4-45.)

Specifying the Required Number of Copies

You can make up to 999 copies or 9,999 copies (depending on the machine model you are using) for each copy job. However, these numbers can be changed. For more information, contact your local authorized Canon dealer.

- 1 Press **4** (Back) or **6** (Next) to move the focus over the area to specify the copy quantity → press **5** (Select).



Number of Copies

If you want to use voice recognition, press the Voice Recognition button → say "number of copies."

The voice guide announces that the machine has entered the mode for entering numeric values.

2 Enter the copy quantity using ① - ⑨ (numeric keys).

If you want to use voice recognition, press the Voice Recognition button → say the number of copies you want to make.



NOTE

Voice recognition cannot be started by pressing ② when the machine is in the mode for entering the number of copies to make.

3 Press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "confirm."

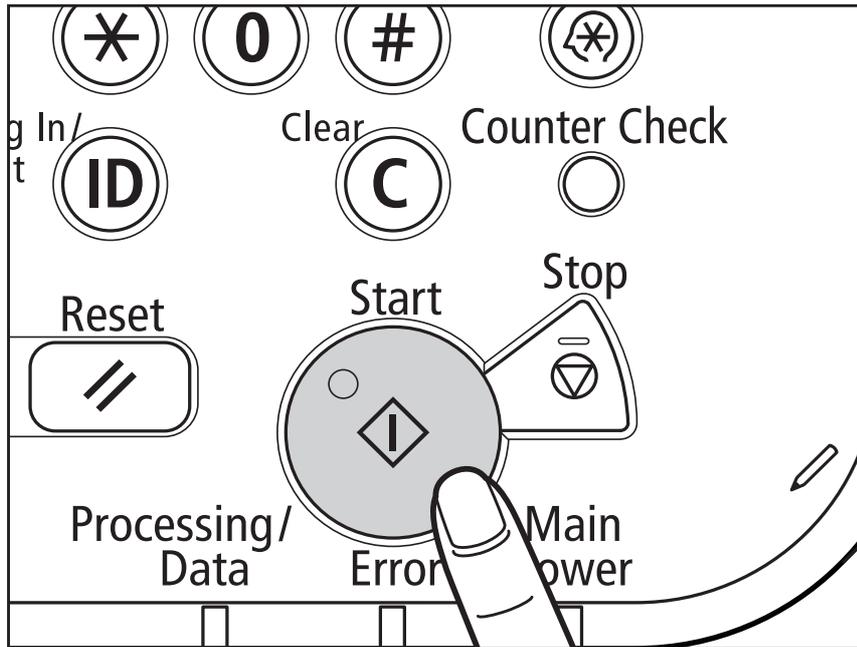
The voice guide announces how many copies you have set.

To change the number of copies specified, press **C** (Clear) → enter the correct number → press **ID** (Confirm).

IMPORTANT

- You cannot change the number of copies while the machine is copying.
- If you pressed **ID** (Confirm) after setting the copy quantity, and you want to change the number of copies specified, press **5** (Select) to return to the mode for entering numeric values, and then enter the correct number of copies.

4 Press (Start).



If you want to use voice recognition, press the Voice Recognition button → say "start copy."

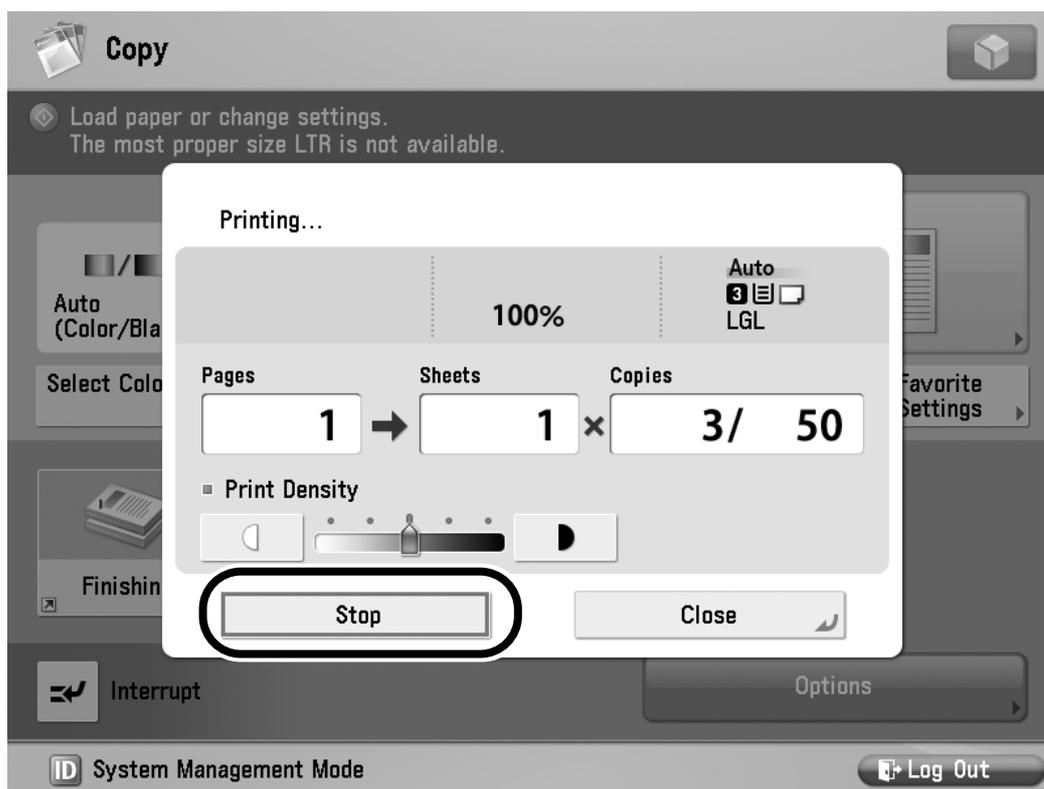
If you said, "start copy," a confirmation screen is displayed.

5 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

Canceling a Copy Job

- 1 Press **4** (Back) or **6** (Next) to move the focus to [Stop] → press **5** (Select) on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.



If you want to use the voice recognition, press the Voice Recognition button → say "stop."

The copy job is canceled.



NOTE

If you cancel a copy job while the machine is scanning, make sure to remove your originals.

Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of the original, and the copy modes you want to use.

NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Options screen. For more information on using the Job Build mode, see the instruction manuals that came with your machine. The Job Build mode is not supported by the Voice Navigation mode. Please seek assistance if you need to use this mode.

■ Platen Glass

Place your originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

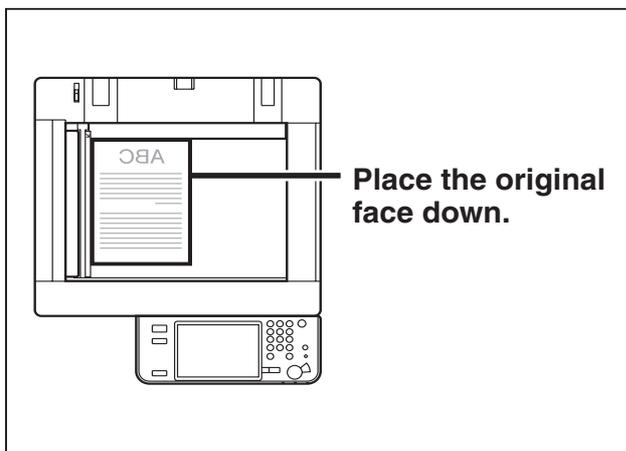
■ Feeder

Place your originals into the feeder when you want to copy several originals at the same time, and press  (Start). The machine automatically feeds the originals to the platen glass and scans them. 2-sided originals can also be automatically turned over and scanned as 2 or 1-sided documents.

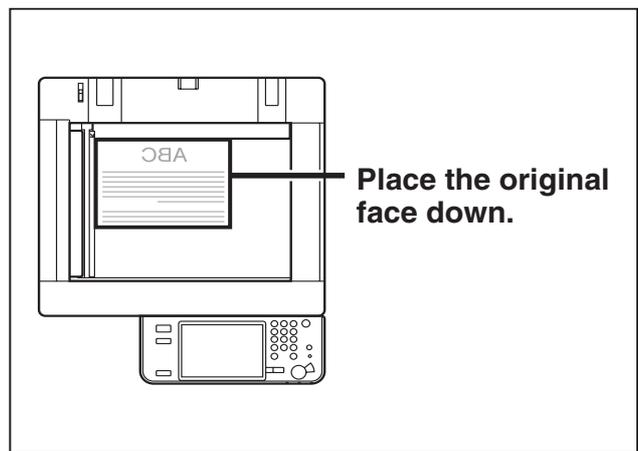
Orientation

You can place an original either vertically or horizontally. Always align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner) or the back edge of the feeder.

Platen Glass

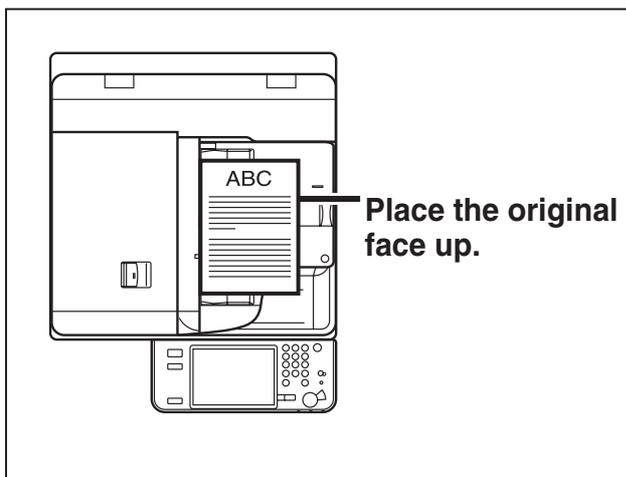


Vertical Placement

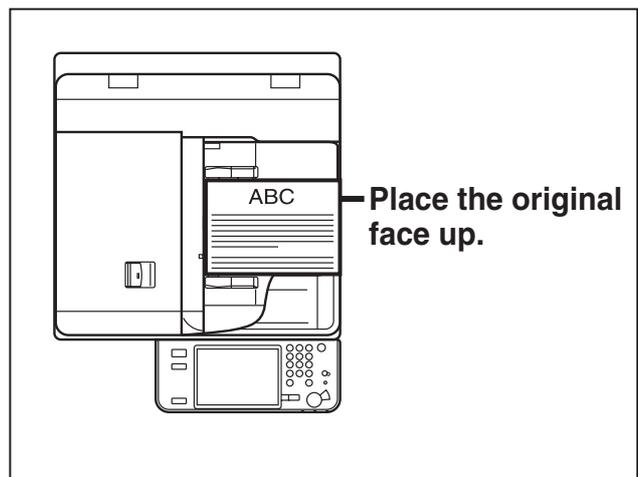


Horizontal Placement

Feeder



Vertical Placement



Horizontal Placement

 NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy modes that you have set.
- Originals of the following sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR/A4 original onto 11" x 17"/A3 paper.
 - Platen glass: LTR and STMT/A4, B5, and A5
 - Feeder: LTR and STMT/A4 and B5
- Horizontally placed LTR and STMT/A4, B5, and A5 originals are referred to as LTRR and STMTR/A4R, B5R, and A5R.
- 11" x 17" and LGL/A3 and B4 originals must be placed horizontally.

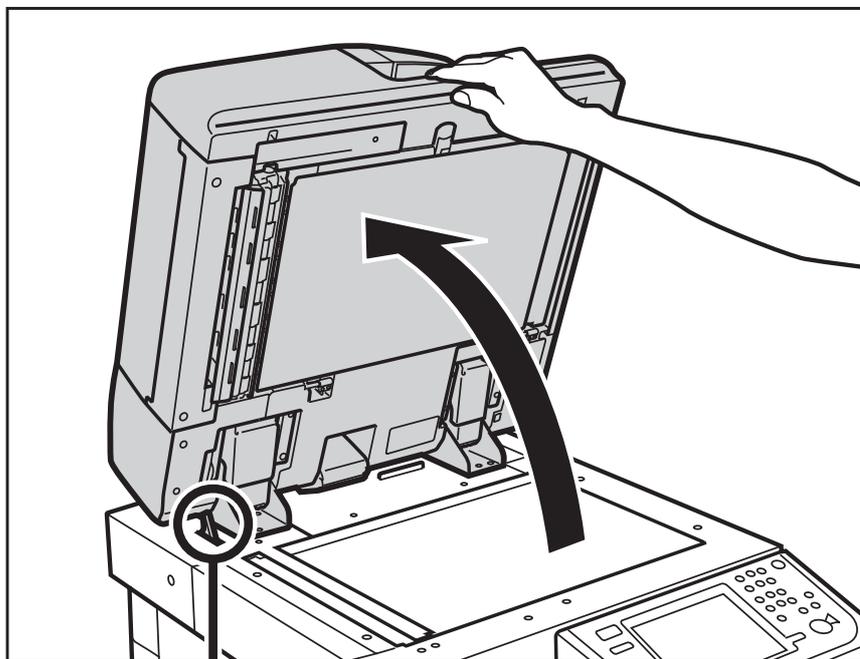
Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. (See "Paper Selection," on p. 2-40.)

NOTE

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, and, LTRR, and STMTR/A3, B4, A4, A4R, B5, B5R, A5, and B6.

1 Lift the feeder.

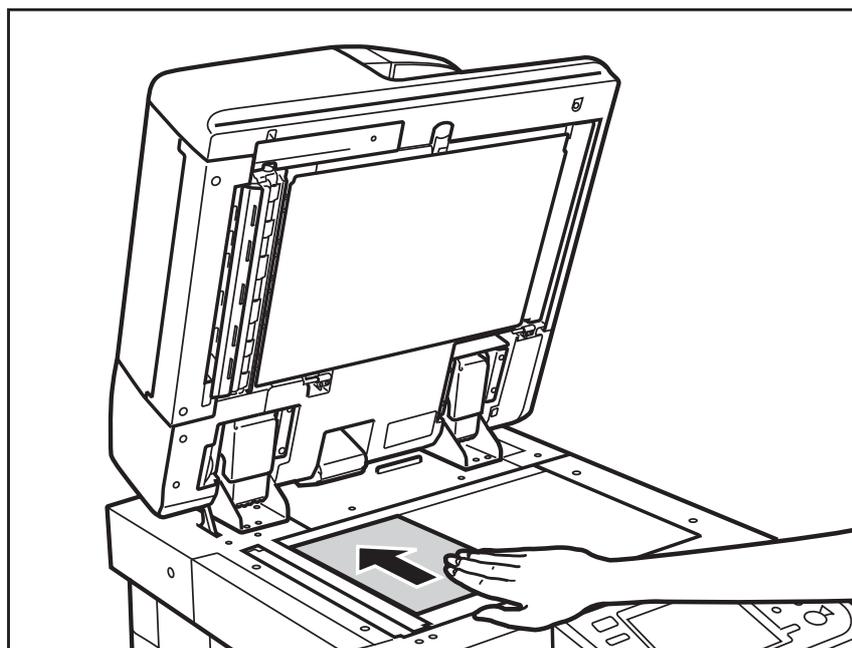


Sensor

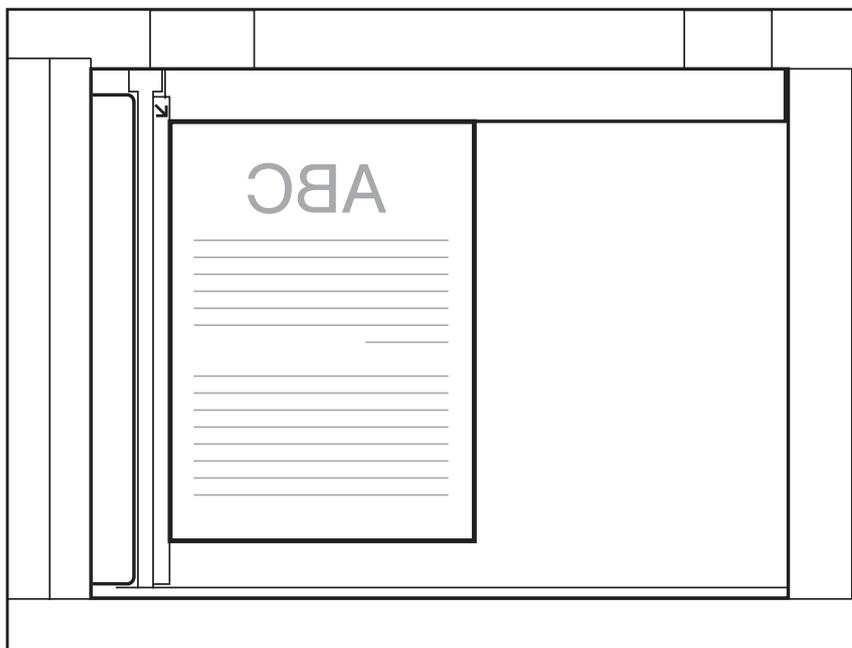
ⓘ IMPORTANT

This machine is equipped with an open/close sensor on the feeder (see circled area in the above illustration). When placing originals on the platen glass, lift the feeder approximately 1 1/8" (300 mm) so that the sensor detaches from the feeder. If the sensor does not detach from the feeder, the size of the originals may not be detected correctly.

2 Place your originals face down.



The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

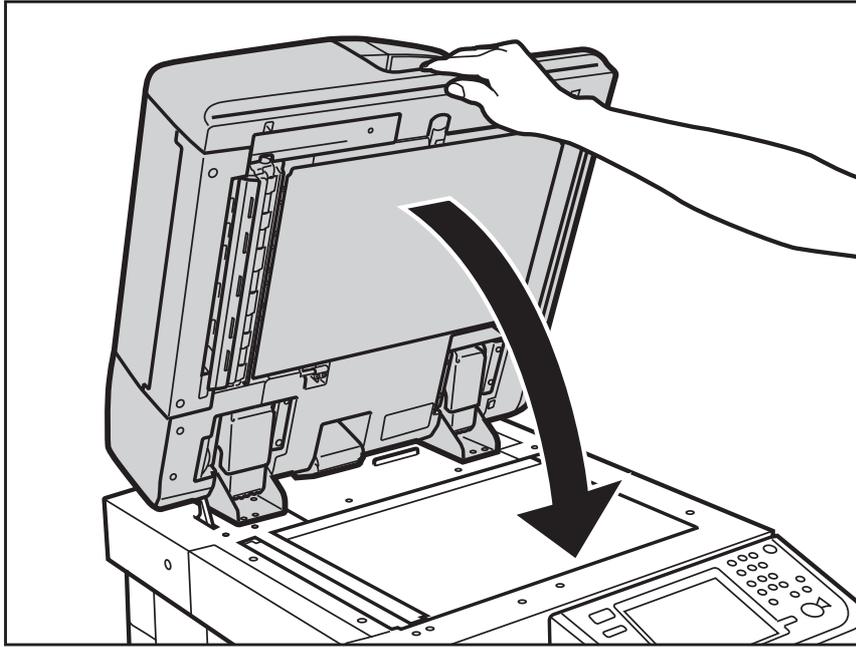


Place books and other bound originals on the platen glass in the same way.

 **NOTE**

When you are enlarging an LTR or STMT/A4, B5 or A5 original onto 11" x 17" or LGL/A3 or B4 paper, place the original horizontally on the platen glass, and align it with the LTRR or STMTR/A4R, B5R, or A5R marks.

3 Gently close the feeder.



⚠ CAUTION

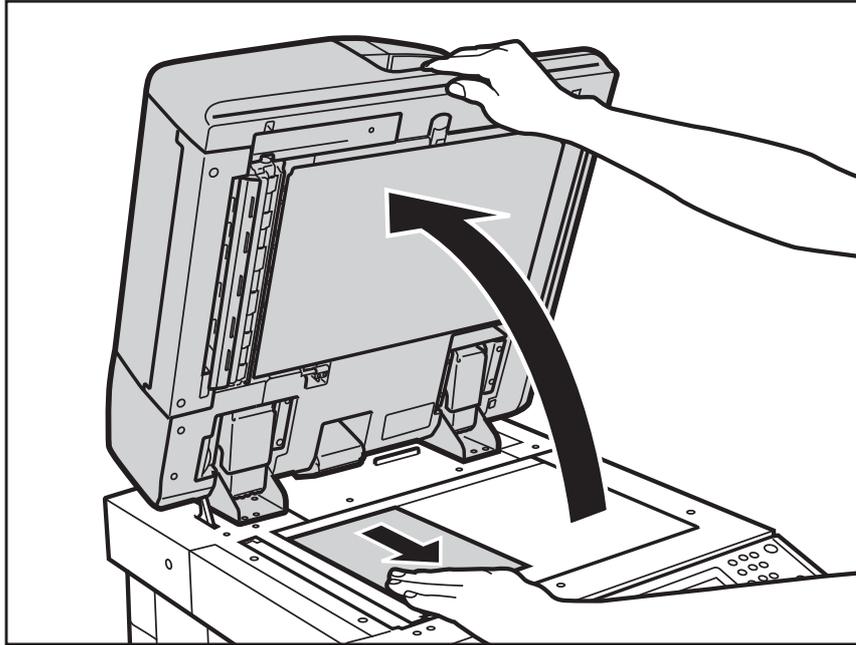
- **Close the feeder gently to avoid catching your hands, as this may result in personal injury.**
- **Do not press down hard on the feeder when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.**

🖐 IMPORTANT

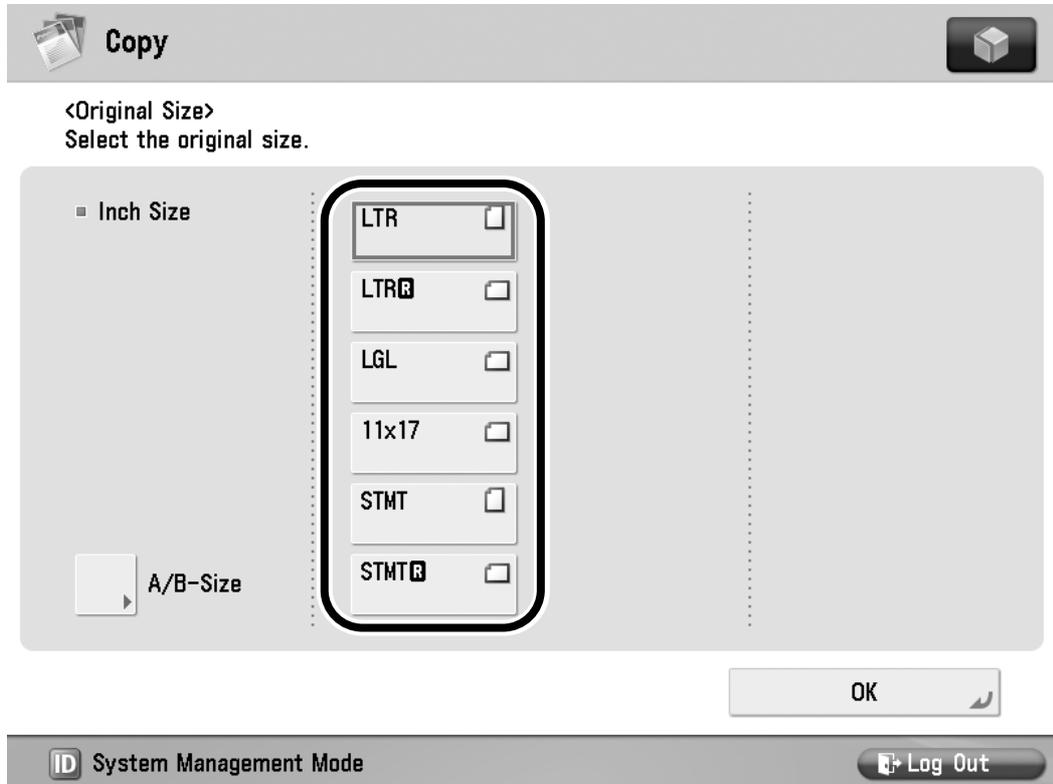
If you are placing the original on the platen glass, the size of the original is detected after the feeder is closed. Be sure to close the feeder before copying.

 **NOTE**

- Remove the original from the platen glass when scanning is complete.



- If the size of the original is not detected, press  (Start) → follow the instructions on the screen to specify the original size.



- For instructions on selecting the paper size, see "Paper Selection," on p. 2-40.

You should use the feeder when you want to copy several originals at the same time. Place your originals into the feeder, and then press  (Start). The machine automatically feeds the originals to the platen glass and scans them. 2-sided originals can also be automatically turned over and scanned as 2 or 1-sided documents.

You can place the following originals into the feeder's original supply tray:

- Weight:
 - One-sided scanning: 11 to 32 lb bond (42 to 128 g/m²)
 - Two-sided scanning: 13 to 32 lb bond (50 to 128 g/m²)
- Size:
 - 11" x 17", LGL, LTR, LTRR, STMT, or STMTR/A3, B4, A4, A4R, B5, B5R, A5, A5R, or B6R
- Tray Capacity:
 - 150 sheets of paper (20 lb bond (80g/m²))

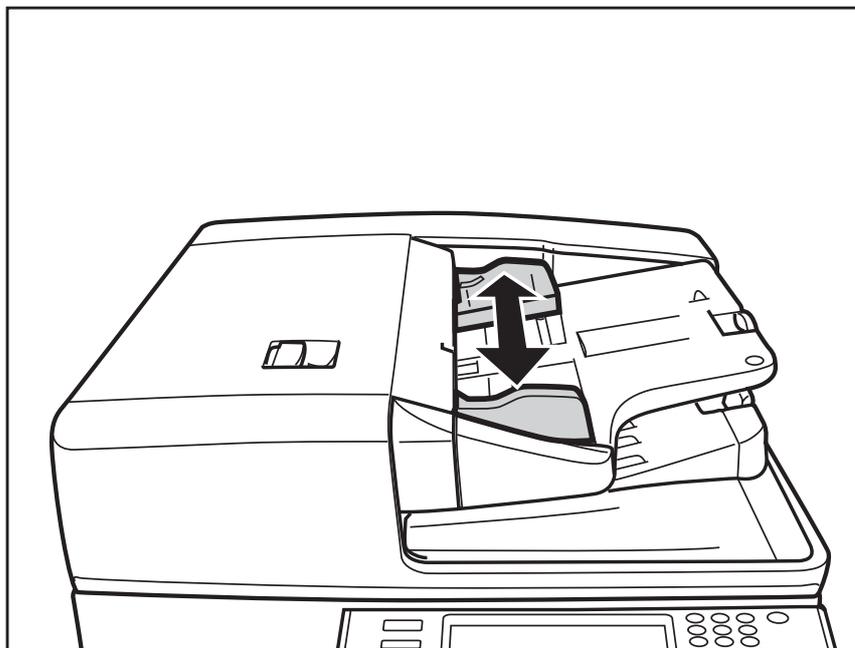
These specifications may vary, depending on the machine you are using. For exact specifications, please see the instruction manuals that came with your machine.

IMPORTANT

- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
 - 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 may not feed smoothly
 - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).

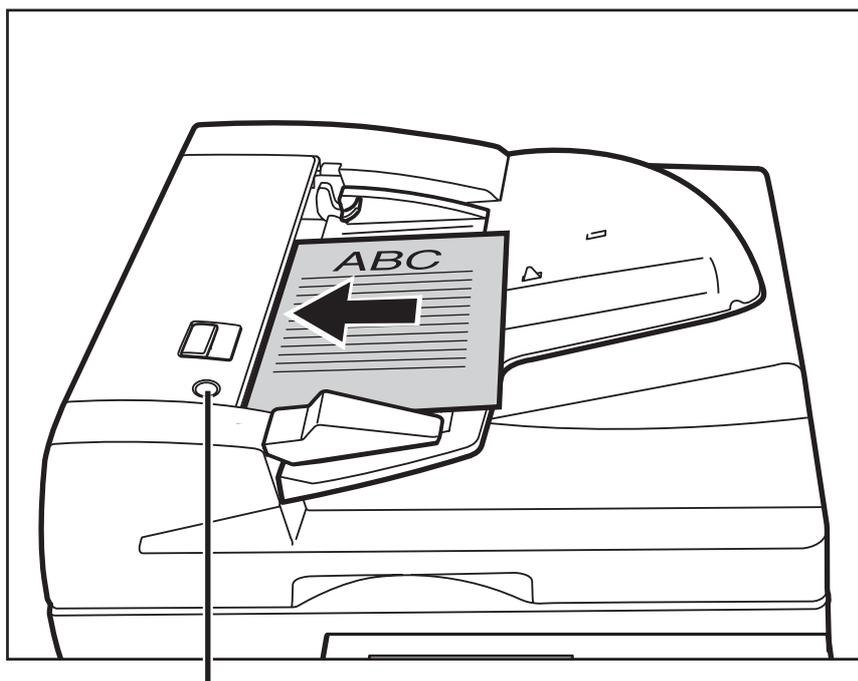
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See the instruction manuals that came with your machine.) The feeder cleaning procedure is not supported by the Voice Navigation mode. Please seek assistance if it becomes necessary to perform this procedure.
- Always smooth out any folds in your originals before placing them into the feeder.

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



2 Neatly place your originals with the side to be copied face up into the original supply tray.

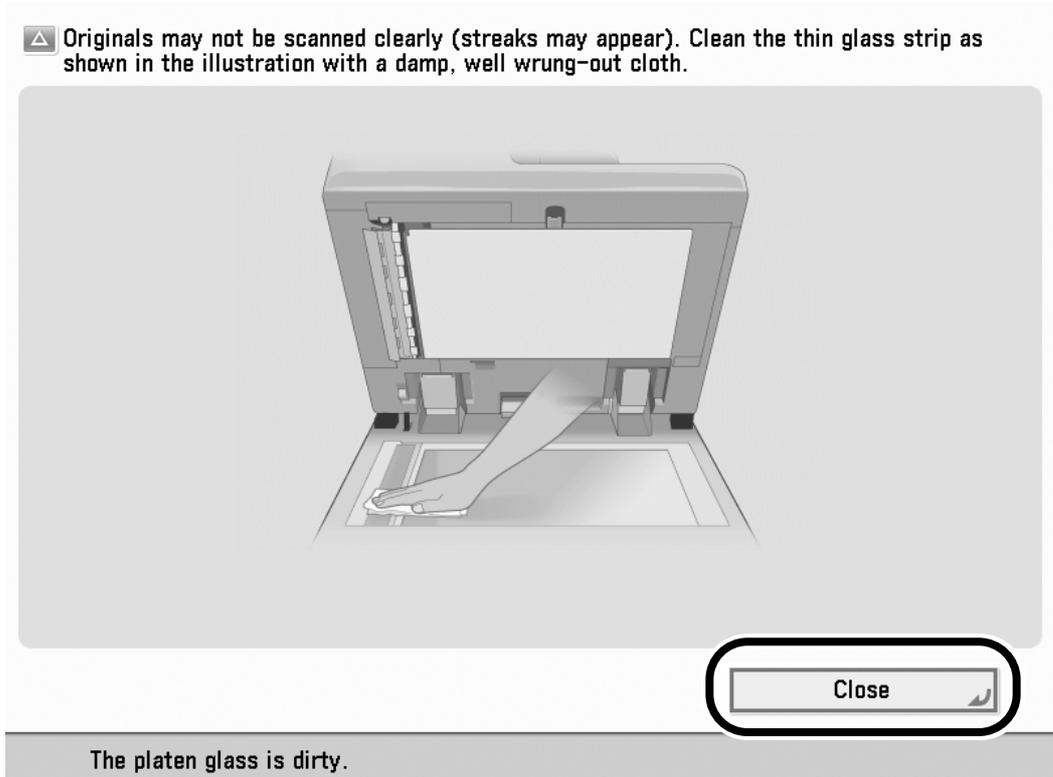
Place your originals as far into the feeder as they will go, until the Original Set Indicator is lit.



Original Set Indicator

If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your documents by pressing **5** (Select).

It is recommended, however, that you open the feeder, clean the scanning area (thin glass strip on the platen glass' left side) with a slightly dampened, well wrung-out cloth, and then close the feeder. The following screen depicting how to clean the thin glass strip will not appear once the scanning area is clean.

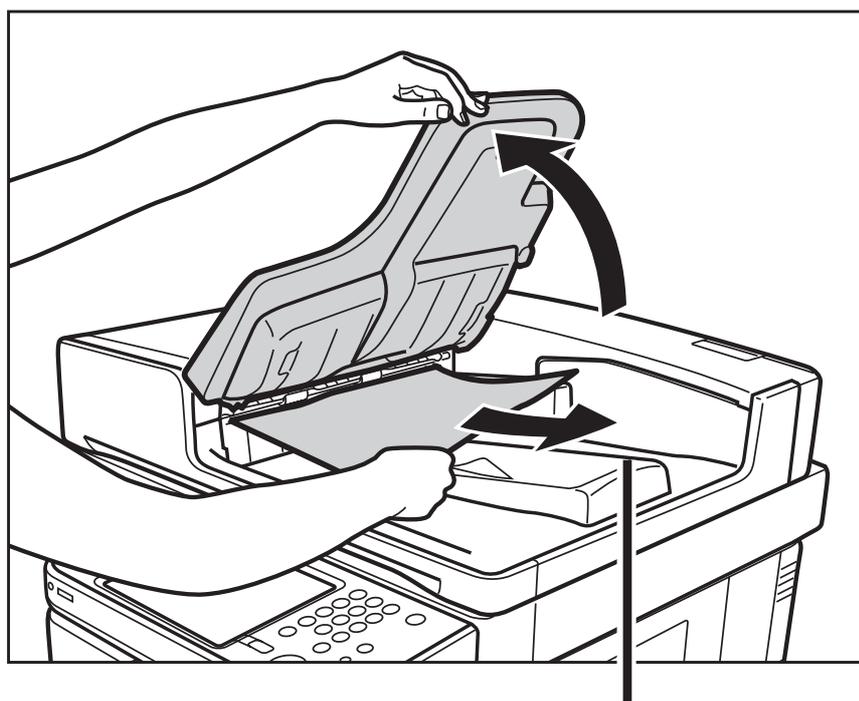


For instructions on cleaning the original scanning area, see the instruction manuals that came with your machine.

This procedure must be performed manually, and therefore, there are no voice navigation instructions. Please seek assistance if you must perform this procedure.

🖐️ IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.



Original Output Area

NOTE

- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- When you are enlarging an LTR or STMT/A4 or B5 original onto 11" x 17" or LGL/A3 or B4 paper, place the original horizontally.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See the instruction manuals that came with your machine.) The Different Size Originals mode is not supported by the Voice Navigation mode. Please seek assistance if you need to use this mode.

Basic Copy Settings

This section explains the procedure for specifying basic copy settings, such as selecting the paper size, and setting the Original Type, Color modes, Copy Exposure, Copy Ratio, 2-Sided, and Finishing modes in the Manual and Vocal mode.

Paper Selection

You can manually specify a paper size or set the machine to automatically select a paper size for you.



IMPORTANT

You cannot specify the multi-purpose tray or select [Change MP Tray Paper] while in the Voice Navigation mode.



NOTE

The default setting is 'Auto'.

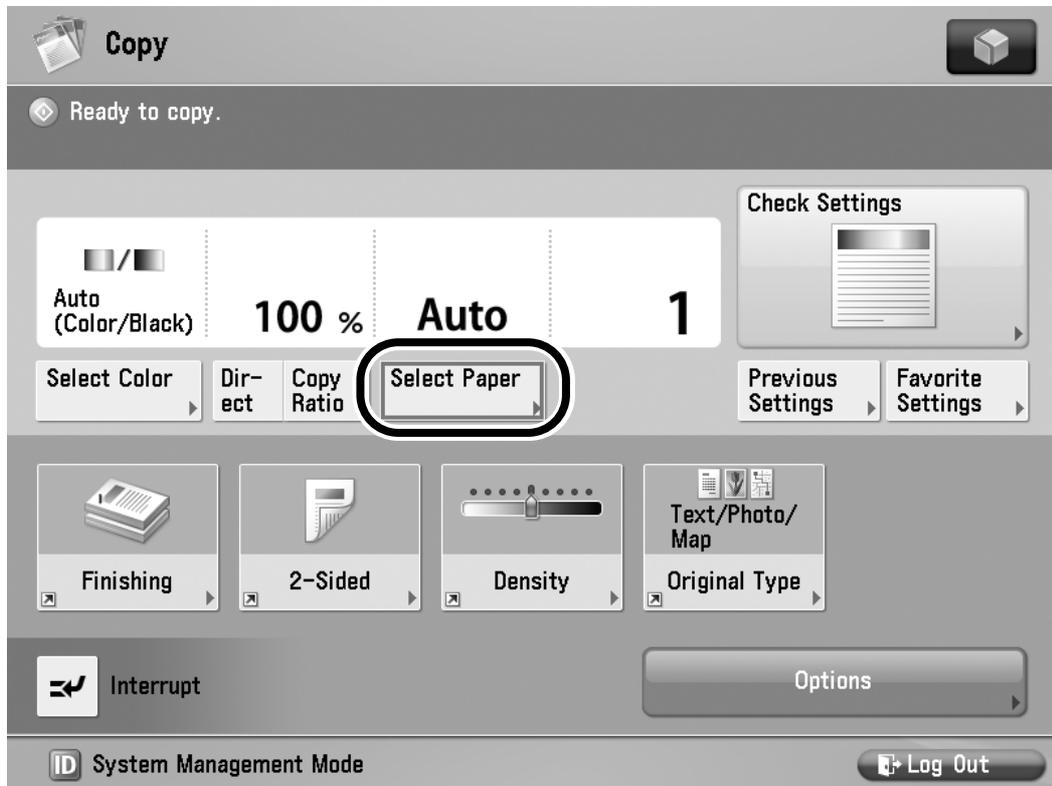
1 Place your originals.



IMPORTANT

- Only the paper size and paper type can be selected from the Paper Selection screen in the Voice Navigation mode. If you want to set a paper source to hold a specific paper size and type, you must change the paper loaded in the paper drawer and the size, and then set the type in [Paper Settings] in Settings/Registration. For more information on changing the paper and paper type, see the instruction manuals that came with your machine.
- For instructions on placing originals, see "Placing Originals," on p. 2-23.

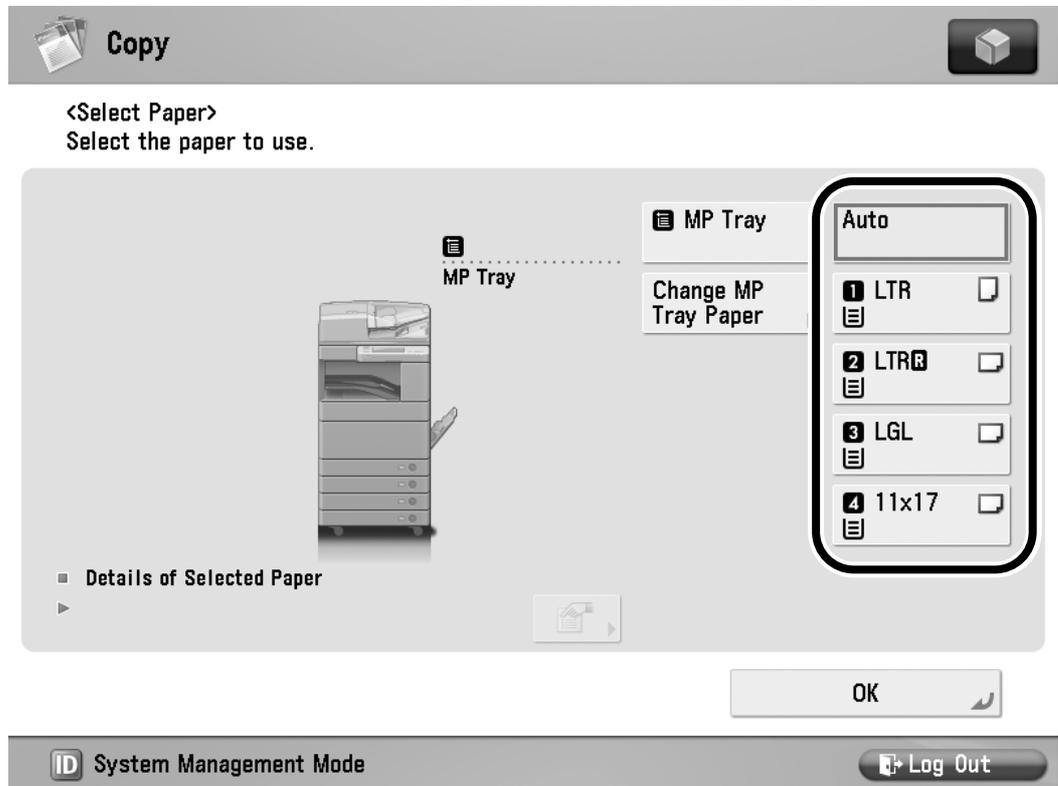
2 Press **4** (Back) or **6** (Next) to move the focus to [Select Paper] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "select paper."

The voice guide announces that the paper selection screen is displayed.

3 Press **4** (Back) or **6** (next) to move the focus to the paper source containing the desired paper size → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say the name of the desired paper source.

For example, say "paper drawer 1" if you want to specify Paper Drawer 1. (See "List of Recognizable Phrases," on p. 5-11.)

The voice guide announces the paper source number and the paper size that is loaded in that paper source.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

NOTE

You can also say "close" to close the Paper Select screen.

5 Press (Start)."

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the **Voice Recognition button** → say "yes."

Copying starts.

 **NOTE**

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Setting the Copy Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

There are several types of copy ratio settings, however, only the Preset Zoom, Zoom by Percentage, and Auto Zoom modes can be set in the Voice Navigation mode.

 **NOTE**

To set the copy ratio to 100%, select [Direct(100%)]/[1:1(100%)].

Preset Zoom

The machine offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.

IMPORTANT

Place the originals horizontally in the following cases:

- If you are enlarging LTR/A4 originals to 11" x17"/A3 or B4
- If you are enlarging STMT originals to 11" x 17" (when the original is placed on the platen glass)
- If you are enlarging B5 originals to B4
- If you are enlarging A5 originals to A3
- If you are reducing 11" x 17"/A3 or B4 originals to LTR/A4 or B5, set Auto Orientation in Function Settings (from the Settings/Registration screen) to 'Off', and then load LTRR/A4R or B5R paper in Paper Drawer or the multi-purpose tray.

■ Reduction

The available preset copy ratios for reducing originals are:

- LGL → LTR (78%)
- 11" x 17" → LGL or 11" x 15" → LTR (73%)
- 11" x 17" → LTR (64%)
- 11" x 17" → STMT (50%)
- A3 → B4 or A4/LTR → B5 (86%)
- B4 → A4/LTR or B5 → A5 (81%)
- A3 → A4/LTR or B4 → B5 (70%)
- A3 → B5 (61%)
- A3 → A5 (50%)
- Minimum (25%)

■ Enlargement

The available preset copy ratios for enlarging originals are:

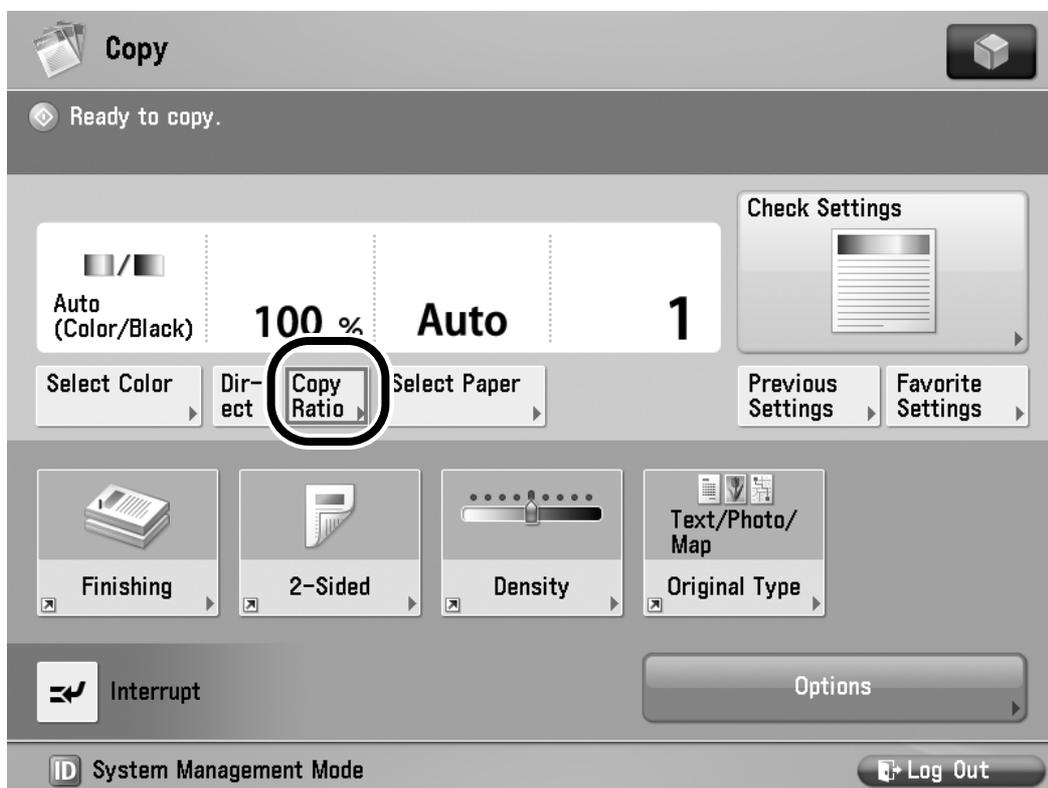
- Maximum (400%)
- STMT → 11" x 17" (200%)
- LTR → 11" x 17" (129%)
- LGL → 11" x 17" (121%)
- A5 → A3 (200%)
- A4/LTR → A3 or B5 → B4 (141%)
- A4/LTR → B4 or A5 → B5 (122%)
- B4 → A3 or B5 → A4/LTR (115%)

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press **4** (Back) or **6** (Next) to move the focus to [Copy Ratio] → press **5** (Select).



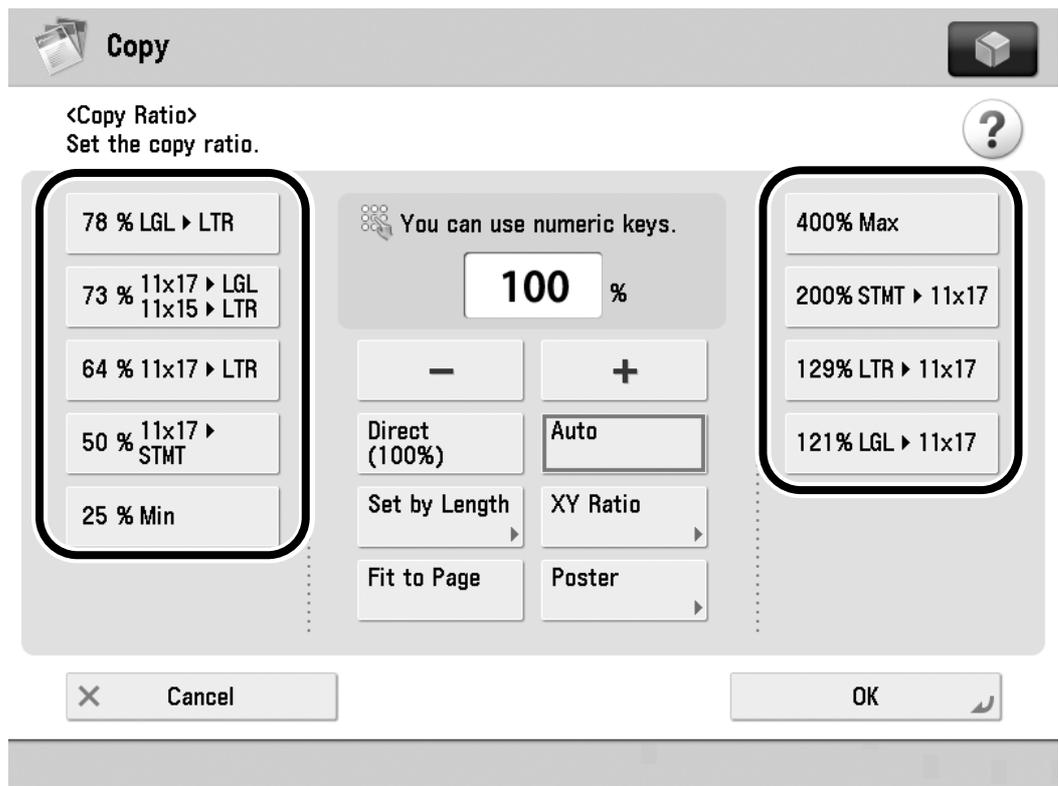
If you want to use voice recognition, press the Voice Recognition button → say "copy ratio."

The voice guide announces that the Copy Ratio setting screen is displayed.

IMPORTANT

Make sure that you select a paper size [Auto] in the Select Paper setting screen.

3 Press **4** (Back) or **6** to move the focus over the desired preset copy ratio → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say a command such as "from 11 by 17 to letter." (See "List of Recognizable Phrases," on p. 5-11)

The voice guide announces you of your selection, and the selected mode is set.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "confirm."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

 **NOTE**

- To return the copy ratio to 100%, move the focus over [Direct(100%) or 1:1(100%)] → press **5** (Select).
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Zoom by Percentage

You can reduce or enlarge originals by any copy ratio in 1% increments. The available copy ratios are from 25% to 400%. The same copy ratio is used for the horizontal (X) and vertical (Y) axes.

Follow the procedure below to set the Zoom by Percentage mode.

1 Place your originals.

 **NOTE**

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press **④** (Back) or **⑥** (Next) to move the focus to [Copy Ratio] → press **⑤** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "copy ratio."

If necessary, see the screen shot in step 5 of "Preset Zoom," on p. 2-46.

The voice guide announces that the Copy Ratio setting screen is displayed.

3 Press **④** (Back) or **⑥** (Next) to move the focus over the custom copy ratio → press **⑤** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "custom copy ratio."

The voice guide announces that the machine has entered the mode for entering numeric values.

4 Enter the desired zoom ratio percentage using ① - ⑨ (numeric keys) → press ① (ID) (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say a percentage, such as "120%" → say "confirm."

The voice guide announces that the ratio you have entered.

NOTE

Voice recognition cannot be started by pressing ② when the machine is in the mode for entering numeric values.

5 Press ① (ID) (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

 NOTE

If you enter a value outside the setting range, you will hear a Voice Navigation message prompting you to enter an appropriate value.

6 Press  (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

7 If you said, "start copy," press the Voice Recognition button → say "yes." NOTE

- To return the copy ratio to 100%, move the focus over [Direct(100%)] or [1:1(100%)] → press  (Select).
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Auto Zoom

You can set the machine to automatically select the appropriate copy ratio based on the size of the original and the selected copy paper. The same copy ratio is used for the horizontal (X) and vertical (Y) axes. The available copy ratios are from 25% to 400%.

IMPORTANT

- You cannot copy highly transparent originals, such as transparencies using the Auto setting on the Copy Ratio screen. Use the Preset Zoom or Zoom by Percentage mode instead.
- To use the Auto setting on the Copy Ratio screen, your originals must conform to one of the standard paper sizes: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR/A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, or B6R (You can place B6 only on the platen glass. You can place the B6R and A5R only into the feeder.)

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press (Back) or (Next) to move the focus to [Copy Ratio] → press (Select).

If you want to use voice recognition, press the Voice Recognition button → say "copy ratio."

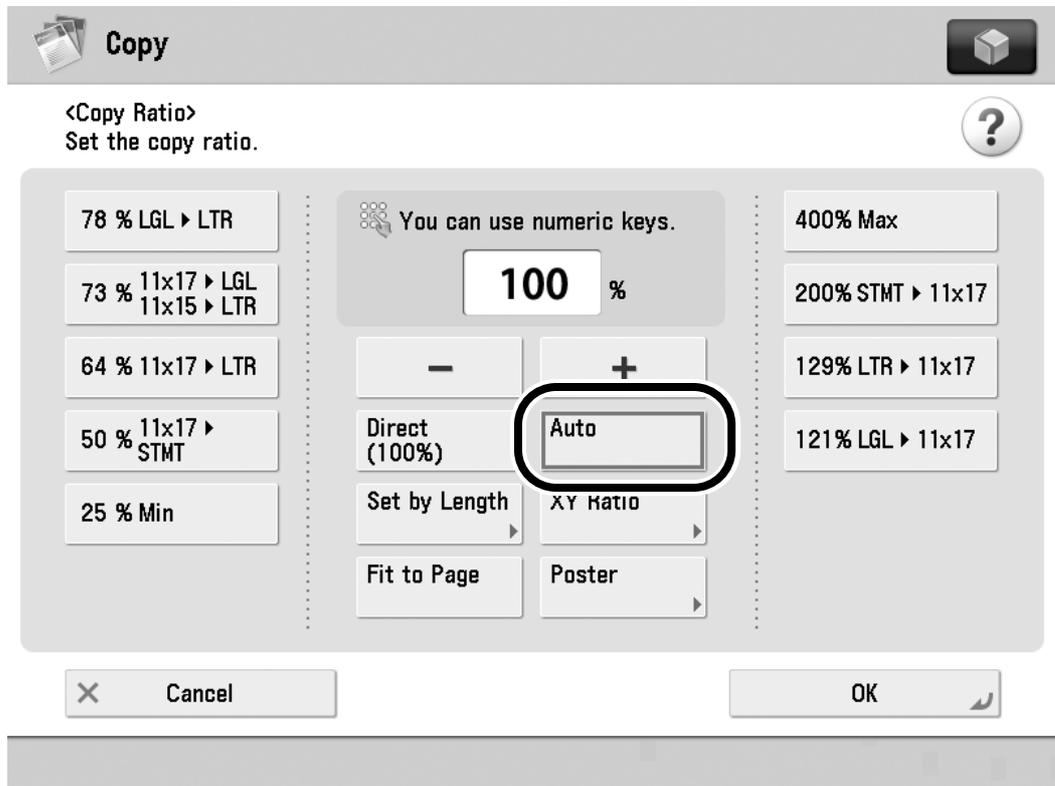
If necessary, see the screen shot in step 5 of "Preset Zoom," on p. 2-46.

The voice guide announces that the Copy Ratio setting screen is displayed.

IMPORTANT

Make sure that you select a paper size other than [Auto]. If you do not select a paper size, the copy ratio is automatically set to match the size of the paper loaded in Paper Drawer 1.

3 Press **4** (Back) or **6** (Next) to move the focus to [Auto] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "auto."

4 Press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- If the original is placed on the platen glass, the copy ratio automatically appears when the feeder is closed, provided that the original size can be detected.
- If the original is placed in the feeder, the copy ratio appears when  (Start) is pressed.
- To return the copy ratio to 100%, move the focus over [Direct(100%)] or [1:1(100%)] → press  (Select).

- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Manual Exposure Adjustment

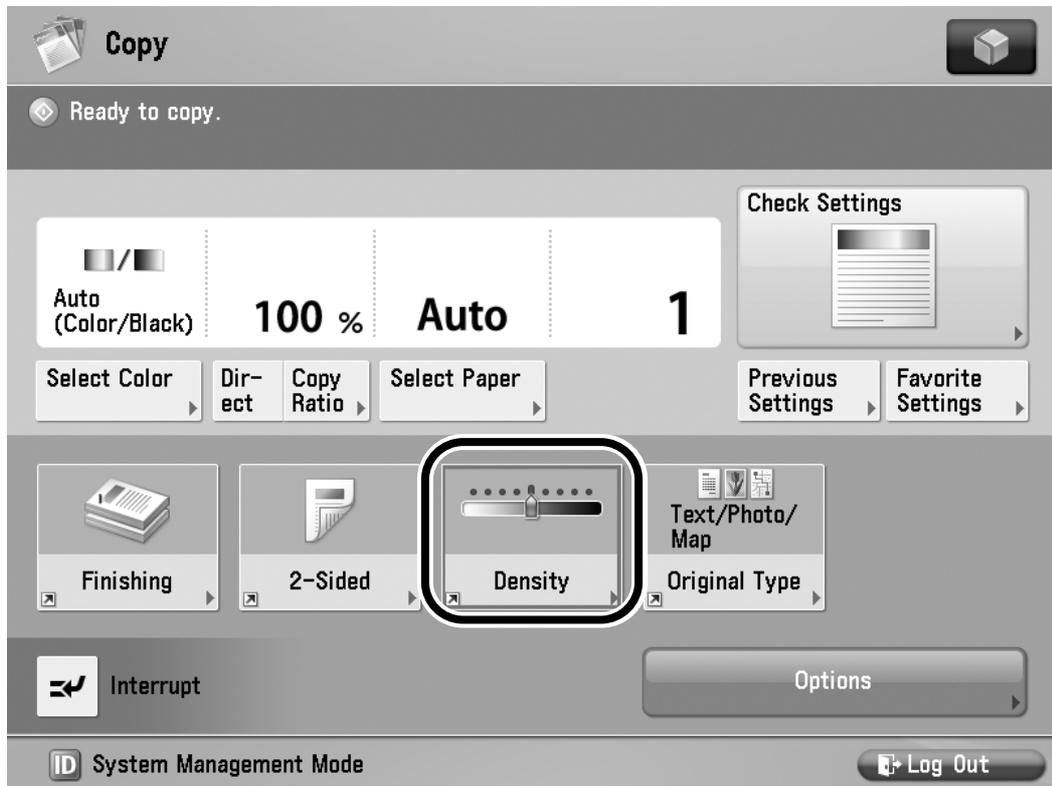
You can manually adjust the exposure to the most appropriate level for the original.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press **4** (Back) or **6** (Next) to move the focus to [Density] → press **5** (Select).



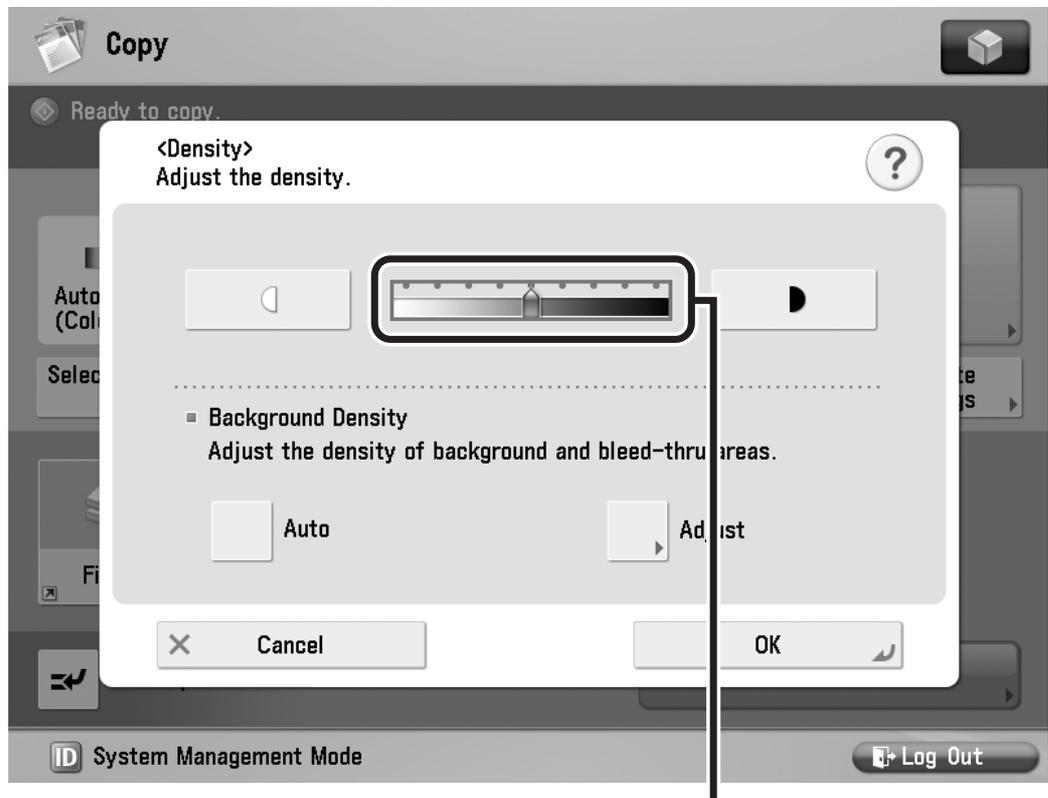
If you want to use voice recognition, press the Voice Recognition button → say "density."

The voice guide announces that the Density settings screen is displayed.

 **NOTE**

If the [Density] shortcut key is not displayed on the Copy Basic Features screen, you cannot select it using the control panel keys. In this case, display the Density shortcut key on the Copy Basic Features screen, or use a voice command. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

3 Press **4** (Back) or **6** (Next) to move the focus over the Adjust Basic Level indicator → press **5** (Select).



Adjust Basic LevelIndicator

If you want to use voice recognition, press the Voice Recognition button → say "adjust basic level."

4 Set the copy exposure.

● To manually set the copy exposure using the Manual mode:

- Press **Ⓞ4** (Back) to move the indicator between [◐] or [◑] to the left to make the exposure lighter.
- Press **Ⓞ6** (Next) to move the indicator to the right to make the exposure darker.

The voice guide informs you of the position of the indicator (from -4 to +4).

Example:

If the indicator is in the middle (the Standard setting), and you press **Ⓞ6** (Next), the indicator moves to the right.

You will hear the voice guide say, "plus 1."

If the indicator is brought back to the middle, you will hear the voice guide say, "standard."

Press **5** (Select).

● **To manually set the copy exposure using the Vocal mode:**

Press the Voice Recognition button → say "plus 1" or "minus 1."

Say "plus 1" to make the copies darker.

Say "minus 1" to makes the copies lighter.

 **IMPORTANT**

When you make a copy, the copy exposure is automatically set to 'Standard' (between the lightest and darkest settings: '-4 to +4').

Negative numbers make the copies lighter. '-1' is slightly lighter than the Standard setting, and '-4' is the lightest setting. The movement from +1 to +4 follows the same pattern, making the copy darker.

5 Press (confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

NOTE

To automatically adjust the background density, move the focus to [Auto] → press  (Select) or press the Voice Recognition button, say "auto."

6 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

7 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

8 If you said, "start copy," press the **Voice Recognition button** → say "yes."

Copying starts.

 **NOTE**

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Original Type Selection

You can select the original type so that the machine reproduces copies as faithful as possible to the original. The following four original type modes are available for adjusting the image quality.

 **IMPORTANT**

Combinations of these four modes (Text/Photo/Map, Printed Image, Photo Printout, or Text) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.

 **NOTE**

If the original is a transparency, select the original type → adjust the copy exposure to the most appropriate level for the original.

■ Text/Photo/Map Mode

This mode is best suited for originals containing text, images/photos, as well as fine graphics, such as those on a map.

■ Printed Image Mode

This mode is best suited for making copies of images printed with halftone dots.

■ Photo Printout Mode

This mode is best suited for photos printed on photographic paper.

■ Text Mode

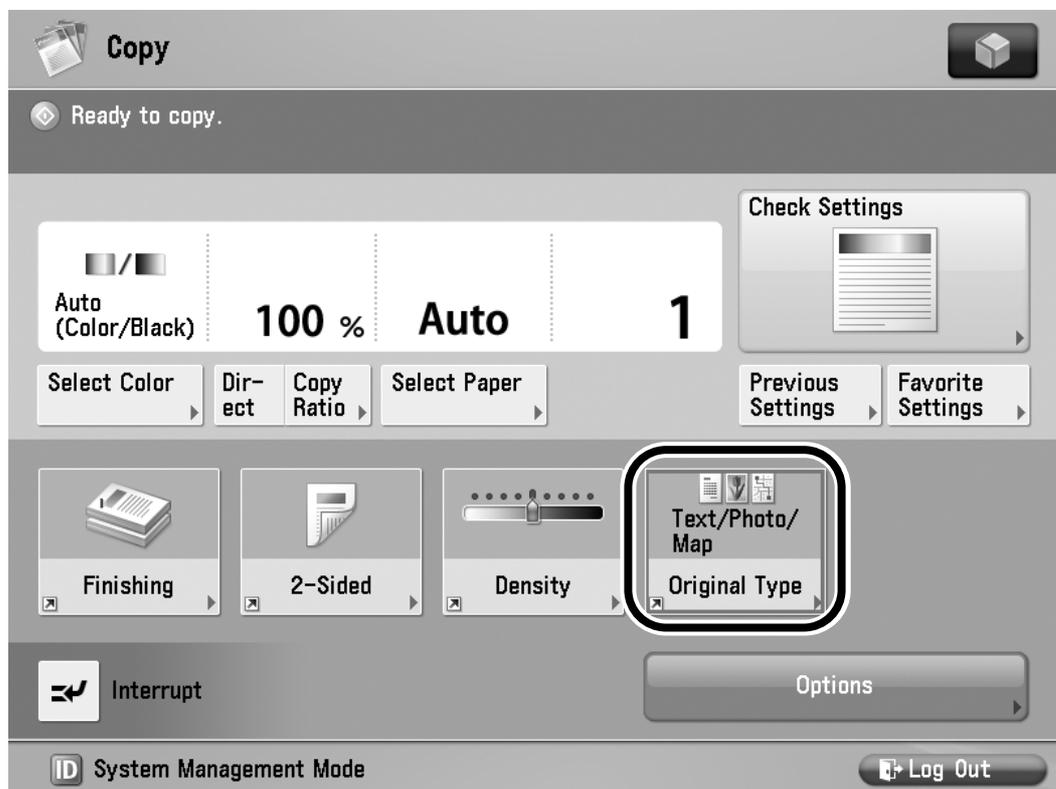
This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press **4** (Back) or **6** (Next) to move the focus to [Original Type] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "original type."

The voice guide announces that the Original Type selection screen is displayed.



NOTE

If the [Original Type] shortcut key is not displayed on the Copy Basic Features screen, you cannot select it using the control panel keys. In this case, display the Original Type shortcut key on the Copy Basic Features screen, or use a voice command. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

3 Press ④ (Back) or ⑥ (Next) to move the focus over the desired original type → press ⑤ (Select).

If you want to use voice recognition, press the Voice Recognition button → say the name of the desired original type.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Changing Color Modes

This section explains the procedure for selecting a color mode using the color selection drop-down list.

If the model of the machine you are using can make color copies, you can also select the color mode.

You can select the following five types of color mode.



NOTE

The default setting is Auto(Color/Black).

■ Auto (Color/Black)

If the Auto(Color/Black) mode is selected, the machine automatically recognizes whether the original is in color or black-and-white. Color originals are copied in the Full Color mode, while black-and-white originals are copied in the Black mode.

👉 IMPORTANT

When the Auto(Color/Black) mode is set and your originals contain color sections, the machine copies them in the Full Color mode. However, the machine may copy color originals in the Black mode under the following conditions. To avoid this, set the color mode to 'Full Color'.

- If the originals contain few color sections
- If the color sections are located only on the left side (within 3/8" (10 mm) from the left edge) or the right side (within 5/8" (17 mm) from the right edge) of the originals when placing the originals in the feeder
- If the originals contain light color densities
- If the color sections of the originals are close to black

■ Full Color

The Full Color mode always copies in color regardless of whether the original is in color or black-and-white.

NOTE

If a black-and-white original is copied in the Full Color mode, it is counted as a color copy.

■ Black

The Black mode always copies in black-and-white regardless of whether the original is in color or black-and-white.

■ Single Color

The Single Color mode enables you to make one-color copies.

IMPORTANT

You can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.

NOTE

If a black-and-white document is copied in the Single Color mode, it is counted as a color copy.

■ Two Colors

The Two Colors mode enables you to make two-color prints, composed of a color you specify, and black.

IMPORTANT

You can select Red, Green, Blue, Yellow, Magenta, or Cyan as the color.

NOTE

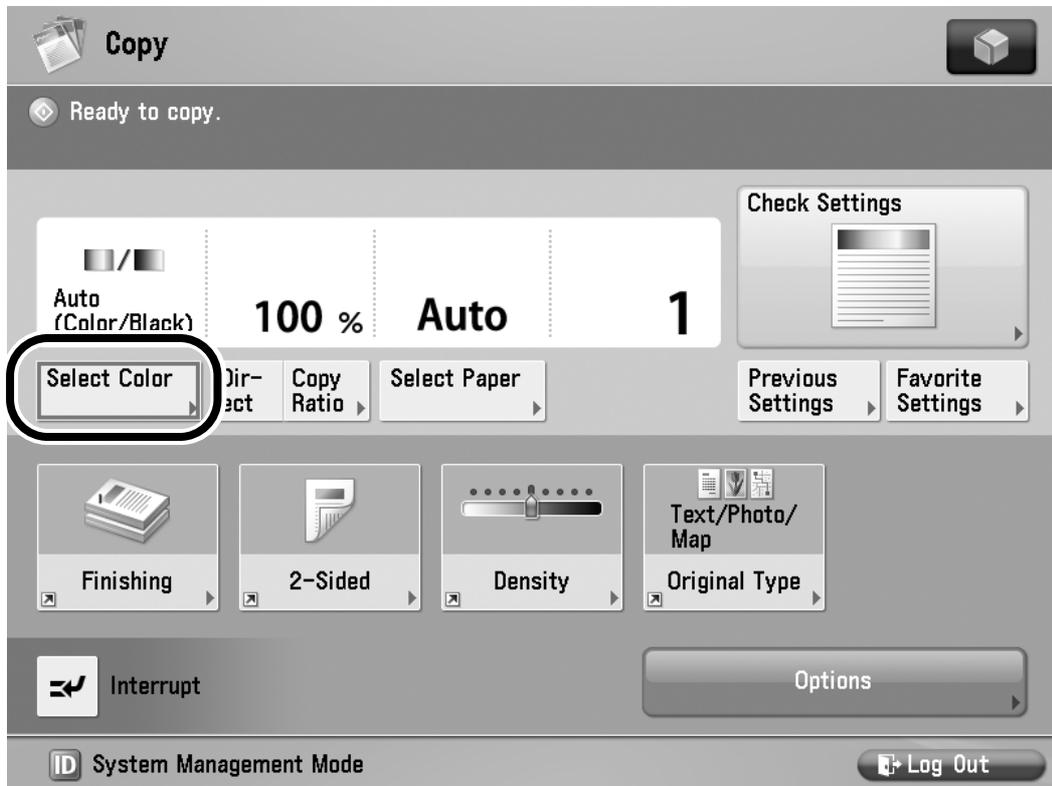
If a black-and-white document is copied in the Two Colors mode, it is counted as a color copy.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press **4** (Back) or **6** (Next) to move the focus to [Select Color] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "select color."

The voice guide announces that the Select Color screen is displayed.

3 Press **4** (Back) or **6** (Next) to move the focus over the desired Color mode → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say the desired Color mode.

● **If you selected [Auto-Color Select], [Full Color], or [Black]:**

Press **ID** (Confirm) or press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

● If you selected [Single Color]:

- Move the focus over the desired color → press **5** (Select), or press the Voice Recognition button → say the name of the desired color (such as "green").

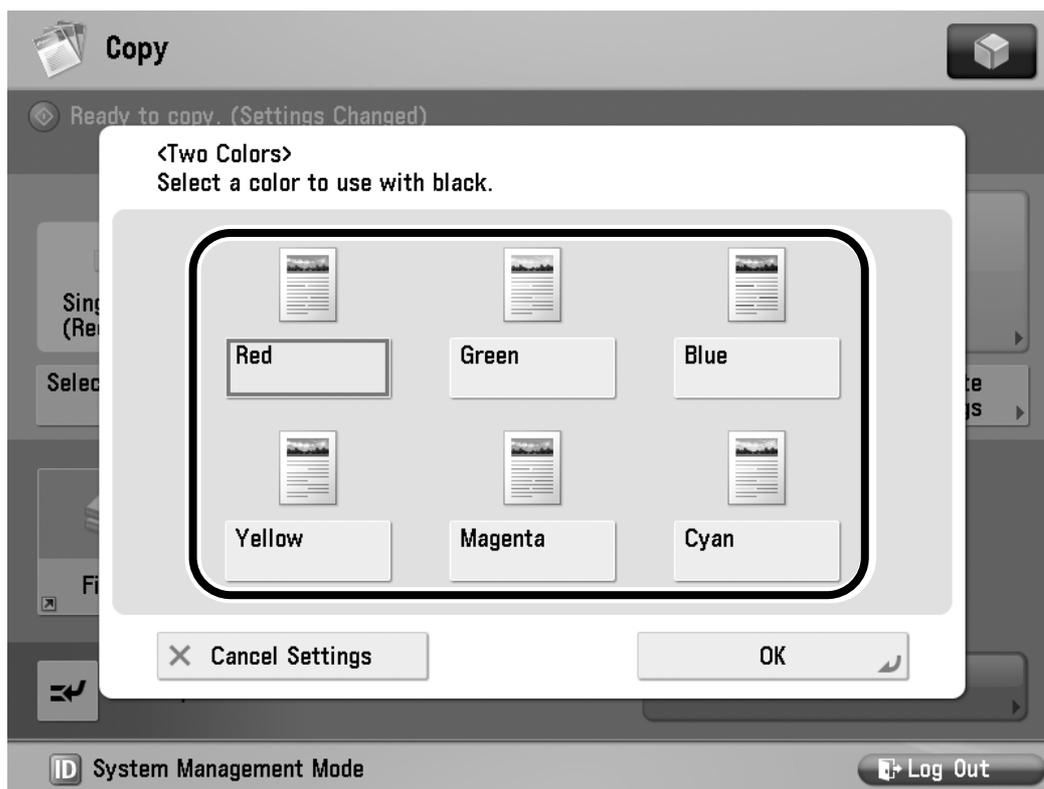


- Press **ID** (Confirm) or press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

● If you selected [Two Colors]:

- Move the focus over the desired color → press **5** (Select), or press the Voice Recognition button → say the name of the desired color to combine with black (such as "green").



- Press **ID** (Confirm) or press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

4 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

5 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Using Favorite Settings

Favorite Settings enables you to register any possible combination of copy modes in a memory key. There are nine memory keys, and they can be named for increased convenience.

IMPORTANT

- The Voice Navigation mode only supports recalling modes that have been stored in a memory key in advance. If you want to store frequently used settings in a memory key, please seek assistance, or see the instruction manuals that came with your machine.
- You can only recall settings in a memory key using voice recognition.

1 Place your originals.

NOTE

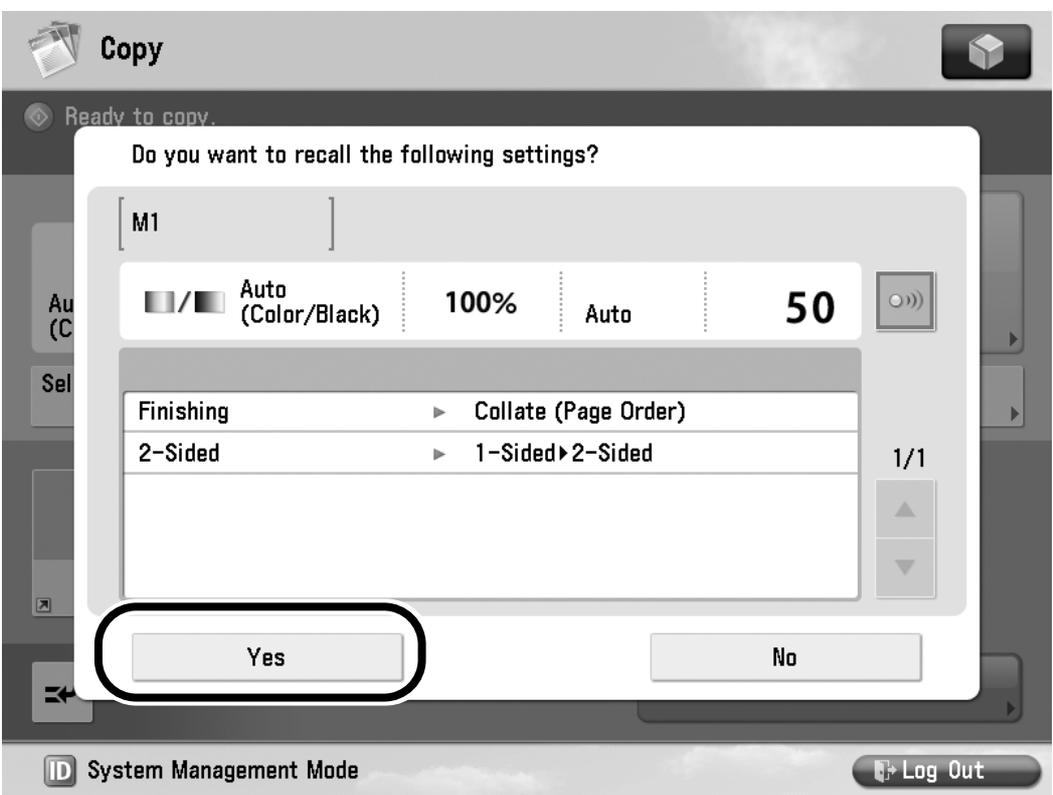
For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the voice recognition button → say the name of the memory key containing the copy settings you want to recall.

For example, if you want to recall copy settings in memory key M1, press the Voice Recognition button → say "favorite setting 1."

The Favorite Settings in the memory key is displayed.

3 Verify the settings → move the focus to [Yes] → press **5** (Select).



If you want to use voice recognition, verify the settings → press the Voice Recognition button → say "yes."

The selected mode is set.

 **NOTE**

- If you want to confirm the settings stored in a memory key, press **4** (Back) or **6** (Next) to move the focus to , and press **5** (Select), or say "check settings."
- Move the focus to [No] and press **5** (Select), or say "no" to cancel recalling the settings.
- If no settings have been registered in the memory key you say, you will hear "cannot recall settings because they are not registered in the favorite setting."
- If you select another memory key, the settings stored in that key are recalled.
- You can set not to display a confirmation screen when settings in a memory key are recalled. (See "Display a Confirmation Screen for Start/Reset," on p. 4-45.)

4 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

5 If you said "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Collating Copies

The Finishing modes can be selected to collate copies in various ways, either by pages or copy sets.

There are three Finishing modes that are supported by the Voice Navigation mode: Collate, Group, and Staple.

IMPORTANT

- The Finishing modes cannot be set if Transparency, Tracing Paper, or Labels is selected as the paper type.
- The Finishing mode cannot be used with other copy modes, depending on the model of the machine. When the focus moves [Finishing], you hear a message "cannot select this with the current settings."

 NOTE

- To use the Staple mode, an optional finisher must be attached to the main unit.
- The Face Up/Face Down mode enables you to specify whether to output paper face up or face down. Press [Face Up/Face Down], and then select from the following:
 - [Auto]: If you are copying a single page original, copying on nonstandard size paper, or other available paper that is loaded in the multi-purpose tray, the printed sheets are output face up. Otherwise, the printed sheets are output face down.
 - [Face Down (Normal)]: Printed sheets are always output face down.
 - [Face Up (Reverse)]: Printed sheets are always output face up.
- [Face Up/Face Down] may not be available depending on the model of the machine you are using.
- If you set the Staple or Hole Punch mode, the side of the paper that is printed on will always be output face down.

- The multi-purpose tray is not supported by the Voice Navigation mode. Please seek assistance if you want to make copies using the multi-purpose tray.
- If the [Finishing] shortcut key is not displayed on the Copy Basic Features screen, you cannot select it using the control panel keys. In this case, display the Finishing shortcut key on the Copy Basic Features screen, or use a voice command. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

Collating Copies into Sets in Page Order

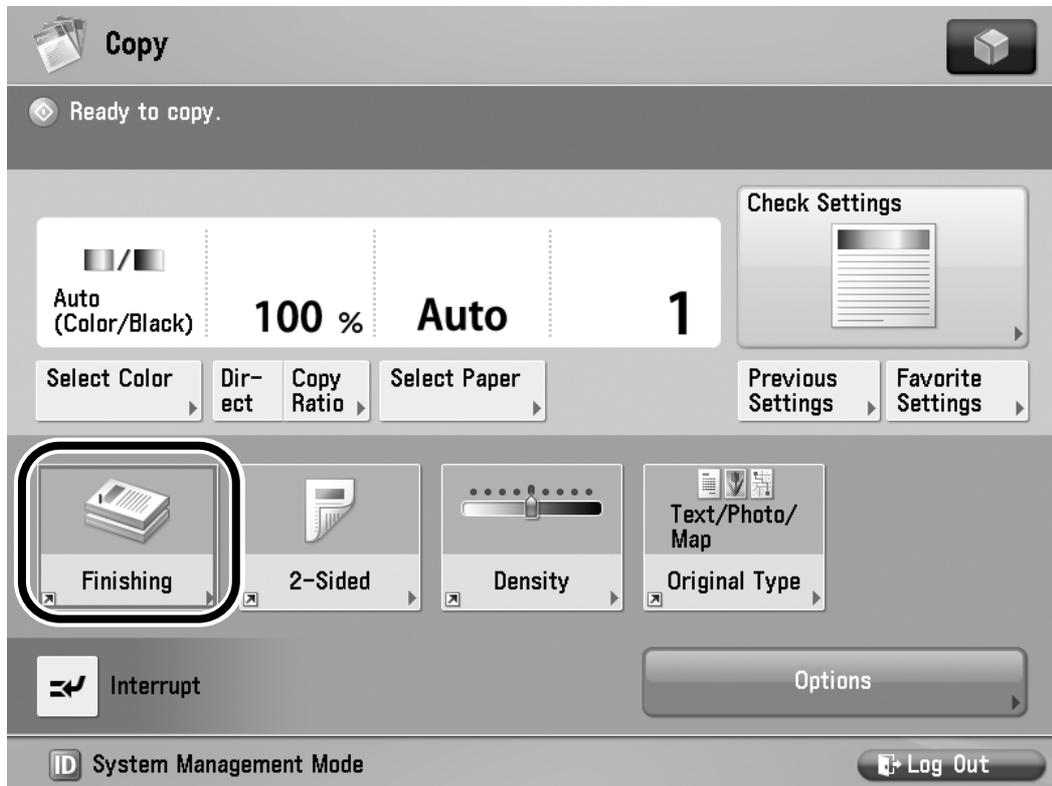
Copies are automatically collated into sets arranged in page order. For example, if you copy a three page original, and specify to make three copy sets, three copy sets are output in page order from page 1 to page 3.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

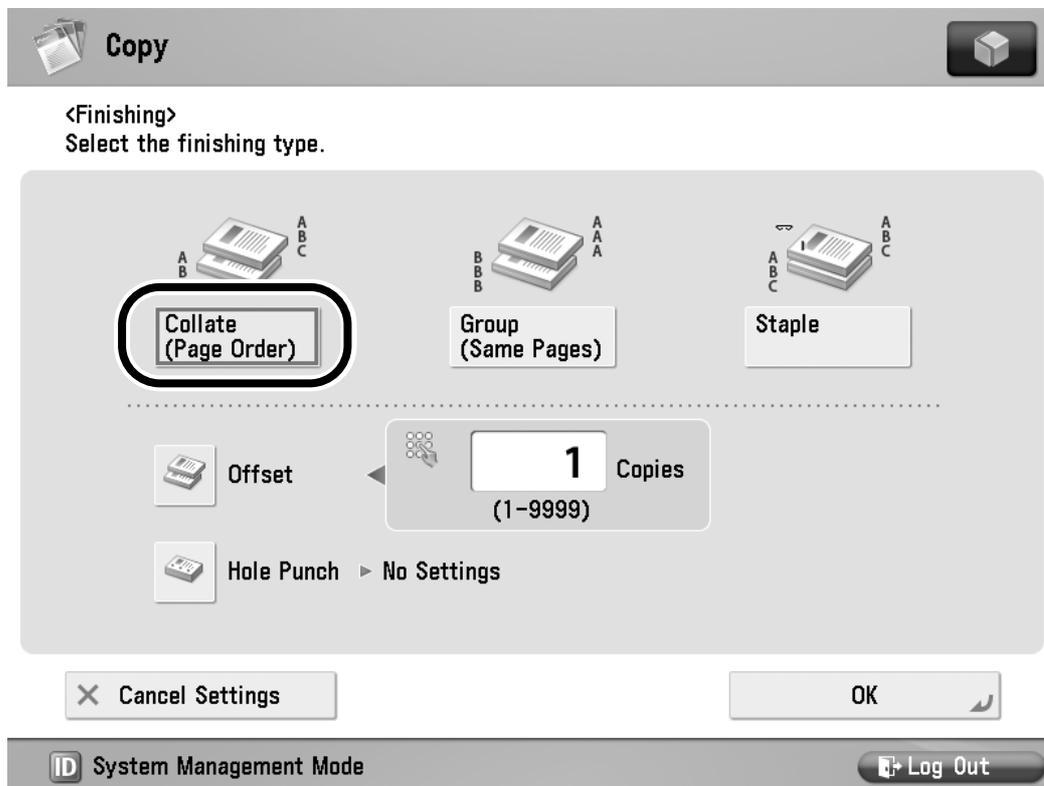
2 Press **4** (Back) or **6** (Next) to move the focus to [Finishing] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "finishing."

The voice guide announces that the Finishing screen is displayed.

3 Press **4** (Back) or **6** (Next) to move the focus to [Collate(Page order)] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "collate."

[Hole Punch] appears only if an optional puncher unit is attached to an optional finisher or booklet finisher.

[Fold] appears only if the optional paper folding unit is attached.

[Saddle Fold] appears only if the optional booklet finisher is attached.

[Offset] appears only if an optional finisher is attached.

[Rotate 90 Degrees] appears only if an optional finisher is not attached.

● **If you want holes made in your output:**

- Move the focus to [Hole Punch] and press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "hole punch."

 **NOTE**

You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

● **If you want fold made in your output:**

- Move the focus to [Fold] → press 5 (Select).

If you want to use voice recognition, press the voice Recognition button → say "fold."

- Move the focus to the desired fold type → press **5** (Select) → press **ID** (Confirm)

If you want to use voice recognition, press the Voice Recognition button → say the desired fold type → say "ok."

● If you want to offset the output:

- Move the focus to [Offset] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "offset."

NOTE

The procedure for specifying the number of copies to offset is not supported by the Voice Navigation mode.

● If you want to rotate the output:

- Move the focus to [Rotate 90 Degrees] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "rotate 90 degrees."

IMPORTANT

- [Rotate 90 Degrees] can be selected only in the following cases:
 - When LTR and LTRR/A4, A4R, B5, and B5R paper are loaded
 - The selected paper source must have Paper Drawer Auto Selection On/Off in Function Settings (from the Settings/Registration screen) set to 'On'. (See the instruction manuals that came with your machine.)
- If there is no paper that can be rotated, the output will be collated.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Grouping Copies of the Same Page Together

All copies of the same original page are grouped together. For example, if you copy a three page original and specify to make three copy sets, the first copy set that is output will contain three copies of the first page, the second copy set will contain three copies of page 2, and the third copy set will contain three copies of page 3.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

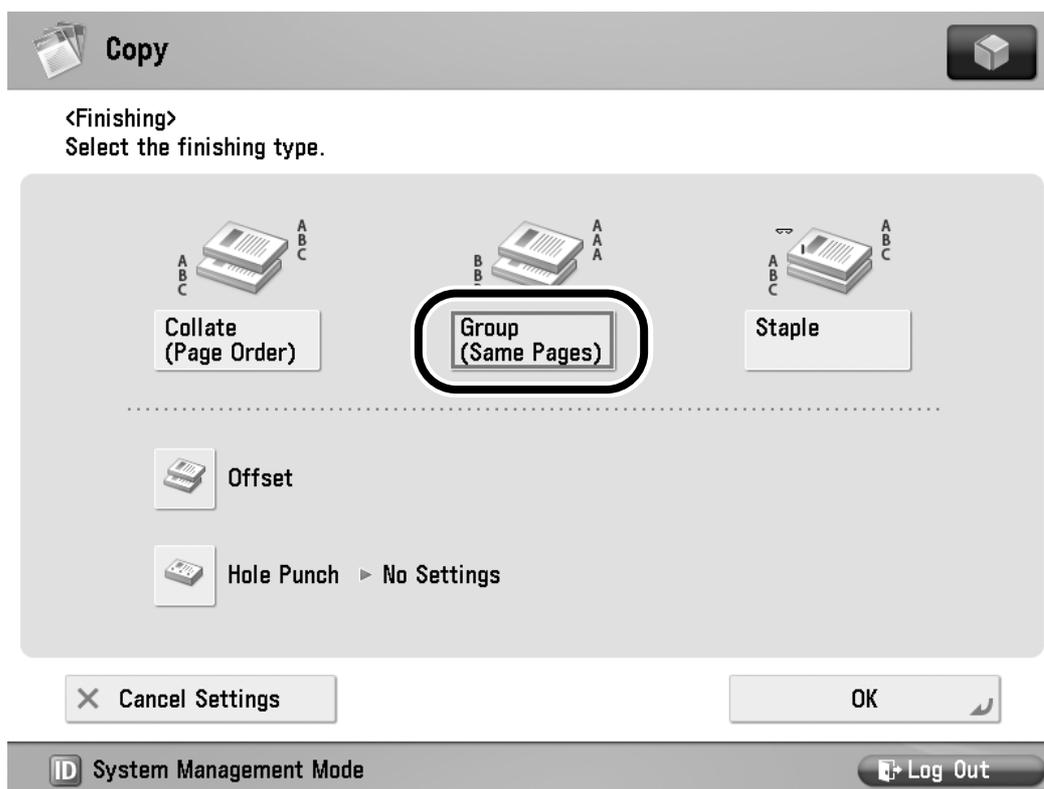
2 Press **4 (Back) or **6** (Next) to move the focus to [Finishing] → press **5** (Select).**

If you want to use voice recognition, press the Voice Recognition button → say "finishing."

If necessary, see the screen shot in step 2 of "Collating Copies into Sets in Page Order," on p. 2-85.

The voice guide announces that the Finishing screen is displayed

3 Press **4** (Back) or **6** (Next) to move the focus to [Group (Same pages)] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "group."

[Hole Punch] appears only if the optional puncher unit is attached to an optional finisher or booklet finisher.

[Fold] appears only if the optional paper folding unit is attached.

[Saddle Fold] appears only if the optional booklet finisher is attached.

[Offset] appears only if an optional finisher is attached.

[Rotate 90 Degrees] appears only if an optional finisher is not attached.

You will hear a Voice Navigation message informing you that the Group mode is selected.

● **If you want holes made in your output:**

- Move the focus to [Hole Punch] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "hole punch."

 **NOTE**

You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

● If you want fold made in your output:

- Move the focus to [Fold] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "fold."

- Move the focus to the desired fold type → press **5** (Select) → press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say the desired fold type → say "ok."

● If you want to offset the output:

- Move the focus to [Offset] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "offset."

NOTE

The procedure for specifying the number of copies to offset is not supported by the Voice Navigation mode.

● If you want to rotate the output:

- Move the focus to [Rotate 90 Degrees] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "rotate 90 degrees."

👤 IMPORTANT

- [Rotate 90 Degrees] can be selected only in the following cases:
 - When LTR and LTRR/A4, A4R, B5, and B5R paper are loaded
 - The selected paper source must have Paper Drawer Auto Selection On/Off in Function Settings (from the Settings/Registration screen) set to 'On'. (See the instruction manuals that came with your machine.)
- If there is no paper that can be rotated, the output will be collated.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Collating Pages and Stapling

Copies are automatically collated into sets arranged in page order and stapled.

The output is as follows:

■ If you select [Corner] (Top Left):

For example, if you copy a three page original and specify to make three copy sets, three copy sets are output in page order and stapled in the upper left corner.

■ If you select [Double] (Left):

For example, if you copy a three page original and specify to make three copy sets, three copy sets are output in page order and stapled in two locations on the left.

■ If you select [Saddle Stitch]:

For example, if you copy a three page original and specify to make three copy sets, three copy sets are output in page order and stapled in two locations in the middle to make a booklet.

IMPORTANT

The Saddle Stitch mode can only be set if an optional booklet finisher is attached to the machine; however, the Saddle Stitch mode is not supported by the Voice Navigation mode. Please seek assistance if you need to set this mode.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

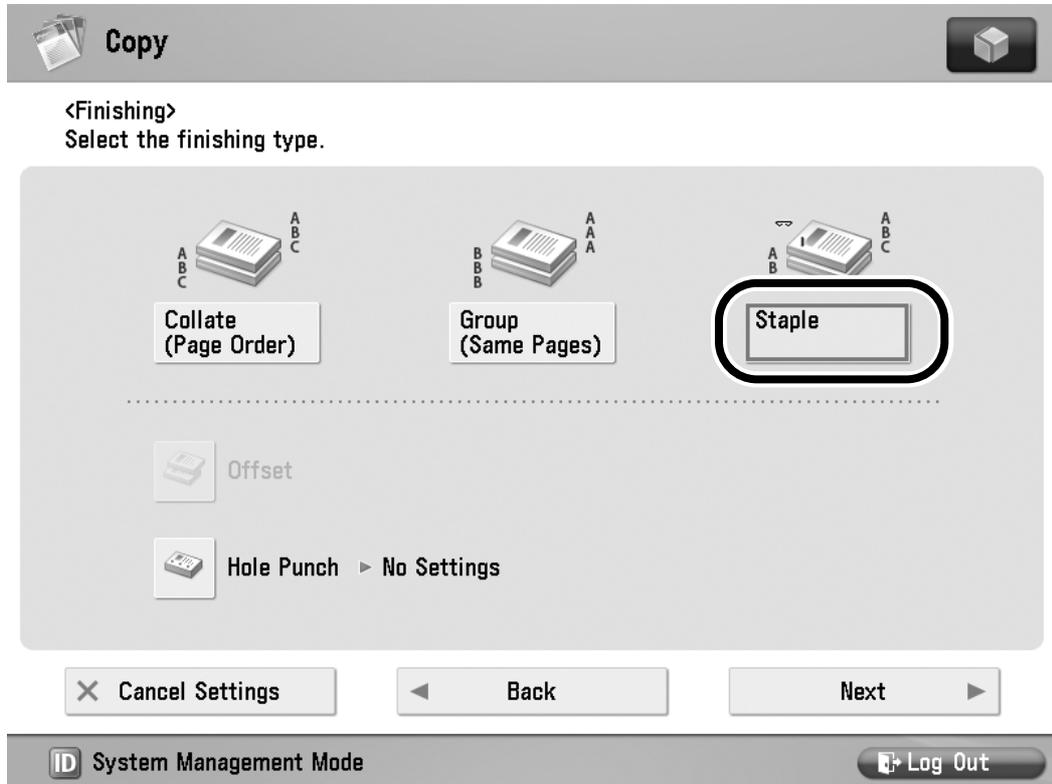
2 Press (Back) or (Next) to move the focus to [Finishing] → press (Select).

If you want to use voice recognition, press the Voice Recognition button → say "finishing."

If necessary, see the screen shot in step 2 of "Collating Copies into Sets in Page Order," on p. 2-85.

The voice guide announces that the Finishing screen is displayed.

3 Press **4** (Back) or **6** (Next) to move the focus to [Staple] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "staple."

[Hole Punch] appears only if the optional puncher unit is attached to an optional finisher or booklet finisher.

[Fold] appears only if the optional paper folding unit is attached.

You will hear a Voice Navigation message informing you that the staple mode is selected.

● If you want holes made in your output:

- Move the focus to [Hole Punch] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "hole punch."

NOTE

You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

● If you want to set the Z-Fold:

- Move the focus to [Fold] → press **5** (select).

If you want to use voice recognition, press the Voice Recognition button → say "fold."

- Move the focus to [Z-Fold] → press **5** (Select) → press **ID** (Confirm).

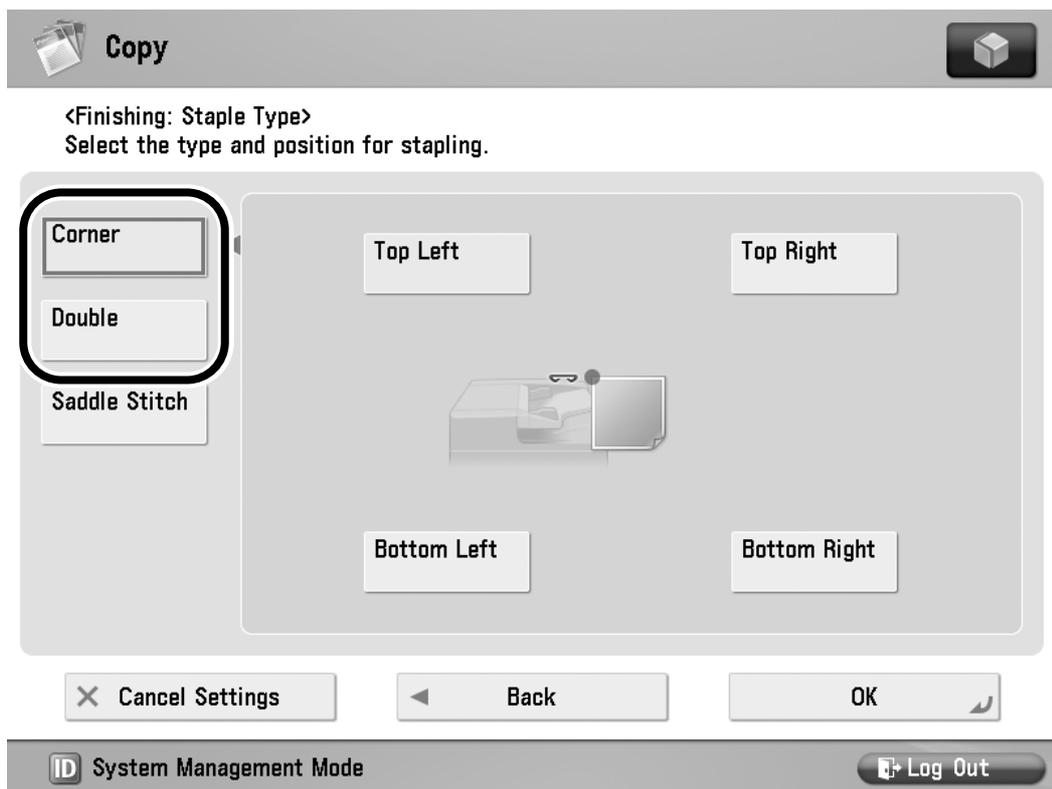
If you want to use voice recognition, press the Voice Recognition button → say "z-fold" → say "ok."

4 Press **Ⓜ** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "next."

The voice guide announces that the Staple Type screen is displayed.

5 Press **Ⓟ** (Back) or **Ⓠ** (Next) to move the focus to [Corner] or [Double] → press **Ⓜ** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "corner" or "double."

6 Press **④** (Back) or **⑥** (Next) to move the focus over the desired stapling position → press **⑤** (Select).

If you want to use voice recognition, press the Voice Recognition button → say the desired stapling position.

7 Press **Ⓜ** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "confirm."

The display returns to the Staple Type screen is displayed.

8 Press **Ⓜ** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

9 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

10 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

2-Sided Copying

This mode enables you to make 2-sided copies from 1-sided or 2-sided originals, or make 1-sided copies from 2-sided originals.

IMPORTANT

You may not be able to make 2-sided copies on some types of paper, depending on the paper.

NOTE

- If you are copying in the 2-Sided mode, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner), or with the black edge of the feeder.
- Paper used to make 2-sided copies must conform to the following specifications:
 - Paper size: 11" x 17", LGL, LTR, LTRR, STMT, or STMTR/A12"x18", 11"x17", LGL, LTR, LTRR, EXEC, or STMT305 x 457 mm, A3, B4, A4, A4R, B5, B5R, or A5R
 - Paper weight: 14 lb bond to 110 lb index (52 to 209 g/m²)
- These specifications may vary, depending on the machine model you are using.

- If the [2-Sided] shortcut key is not displayed on the Copy Basic Features screen, you cannot select it using the control panel keys. In this case, display the 2-Sided shortcut key on the Copy Basic Features screen, or use a voice command. For information on how to display the shortcut key, see the instruction manuals that came with your machine.

Making 2-Sided Copies from 1-Sided Originals

This mode enables you to make 2-sided copies from 1-sided originals.

IMPORTANT

- The 1-Sided▶2-Sided mode cannot be used with other copy modes, depending on the model of the machine you are using. When the focus moves over [1-Sided▶2-Sided], you will hear the Voice Navigation message, "cannot select this with the current settings."

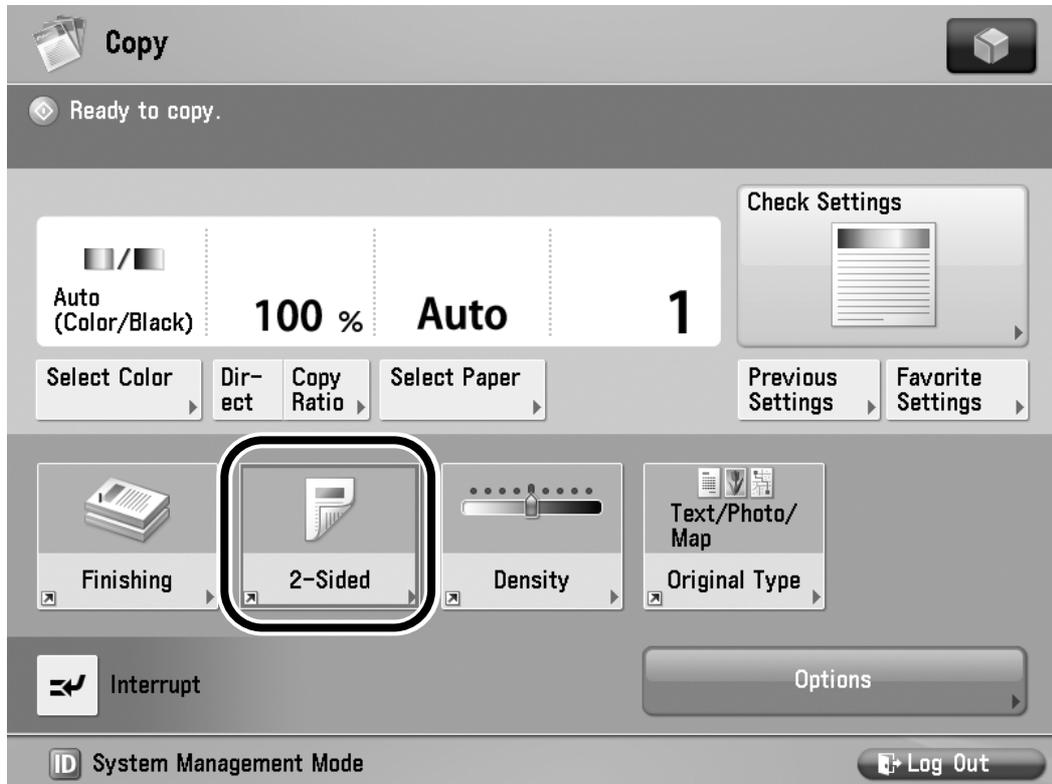
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR/A4R, B5R, and A5R, horizontally. If these originals are placed vertically, the back sides of the originals are copied upside down.
- If there are an odd number of originals, the back side of the last copy is left blank. (The machine's counter does not count the blank page as a copy.)
- If the 2-Sided mode is used with the Different Size Originals mode, the copies of different size originals will be printed as one-sided copies on paper of their respective sizes. If you want to make two-sided copies with different size originals, you must select the paper size beforehand.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

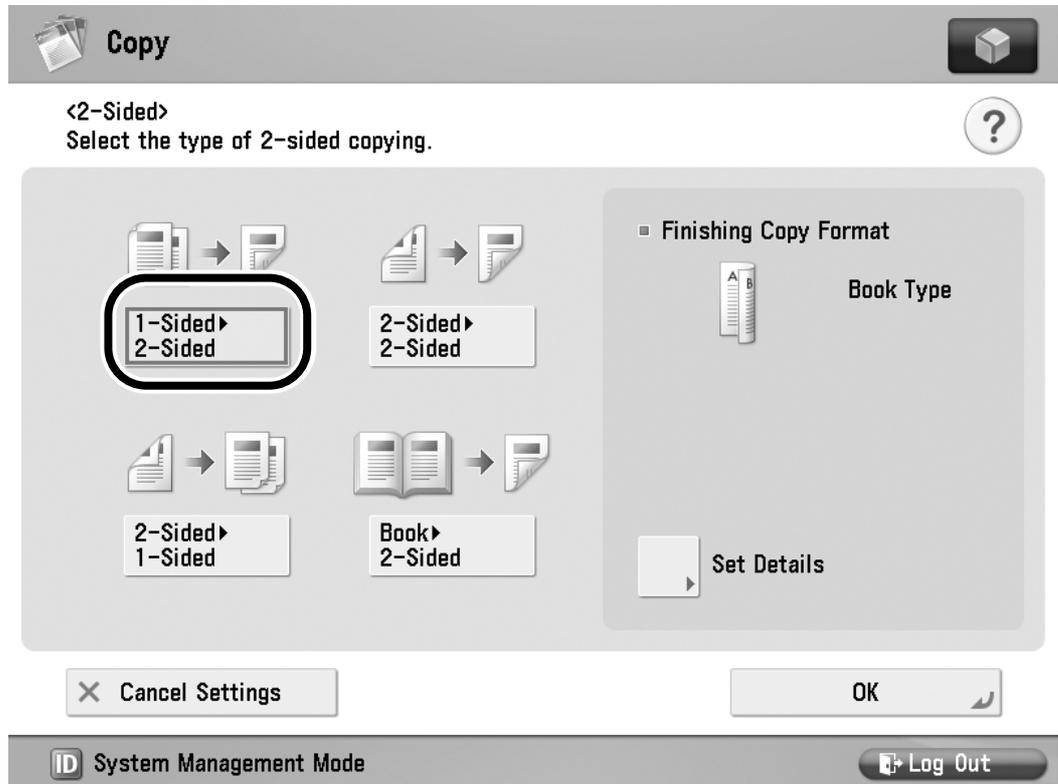
2 Press **4** (Back) or **6** (Next) to move the focus to [2-Sided] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "double-sided."

The voice guide announces that the 2-Sided setting screen is displayed.

3 Press **4** (Back) or **6** (Next) to move the focus to [1-Sided▶2-Sided] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "single-sided to double-sided."

● If you want to set the orientation of your 2-sided documents:

- Move the focus to [Set Details] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "set details."

The display switches to the advanced settings screen.

- Move the focus to [Book Type] or [Calendar Type] → press **5** (Select) → press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "book type" or "calendar type" → say "ok."

[Book Type]: The front and back sides of the copy will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Making 2-Sided Copies from 2-Sided Originals

This mode enables you to make 2-sided copies from 2-sided originals. If the originals are placed in the feeder, they are automatically turned over to make 2-sided copies.

IMPORTANT

The 2-Sided▶2-Sided mode cannot be used with other copy modes depending on the model of the machine you are using. When the focus moves over [2-Sided▶2-Sided], you will hear the Voice Navigation message, "cannot select this with the current settings."

NOTE

If you placed your originals on the platen glass, follow the instructions displayed on the screen to scan each side of the originals.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

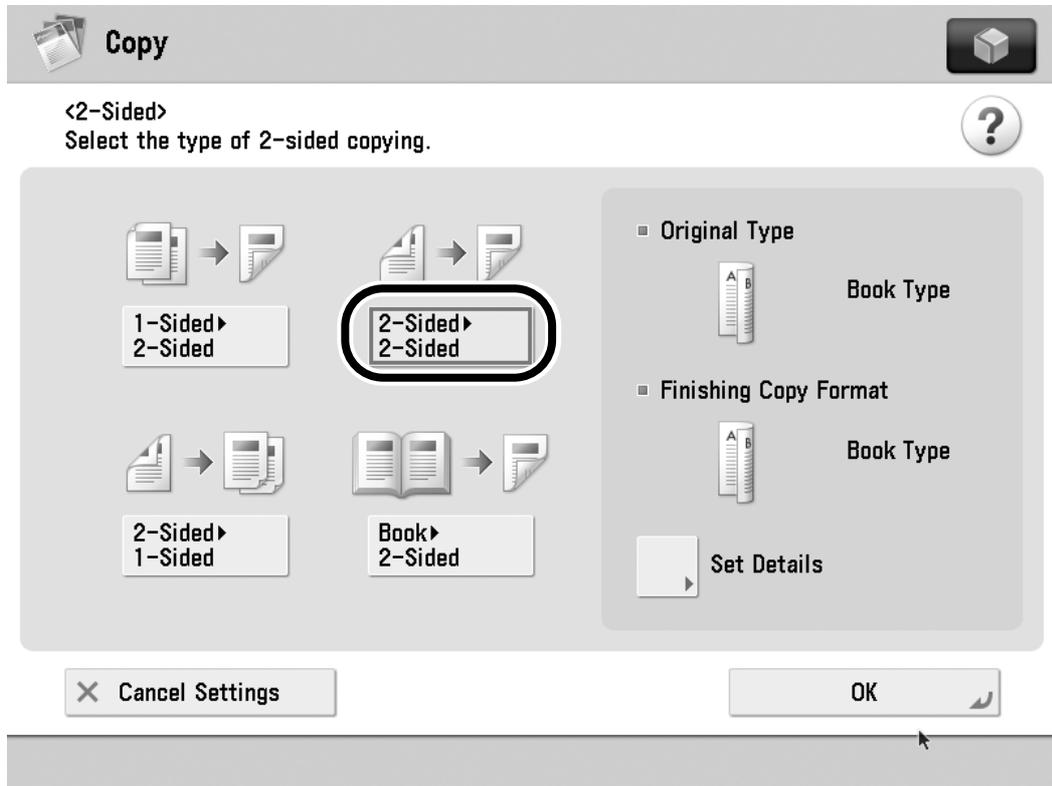
2 Press **④** (Back) or **⑥** (Next) to move the focus to [2-Sided] → press **⑤** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "double-sided."

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 2-106.

The voice guide announces that the 2-Sided setting screen is displayed.

3 Press **4** (Back) or **6** (Next) to move the focus to [2-Sided▶2-Sided] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "double-sided to double-sided."

● **If you want to set the orientation of the original and copies:**

- Move the focus [Set Details] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "set details."

The display switches to the advanced settings screen.

- Move the focus to [Book Type] or [Calendar Type] under <original> → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "original book type," or "original calendar type."

- Move the focus to [Book Type] or [Calendar Type] under <copy> → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "copy book type," or "copy calendar type."

□ Press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok"

Original

[Book Type]: The front and back sides of the original have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-to-bottom orientations.

Copy

[Book Type]: The front and back sides of the copies will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the copies will have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

4 Press  (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press  (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Making 1-Sided Copies from 2-Sided Originals

This mode automatically turns over 2-sided originals placed in the feeder to make 1-sided copies on different sheets of paper.

IMPORTANT

- The 2-Sided ► 1-Sided mode cannot be used with other copy modes, depending on the model of the machine you are using. When the focus moves over [2-Sided ► 1-Sided], you will hear the Voice Navigation message, "cannot select this with the current settings."
- Make sure to place originals with a horizontal (landscape) orientation, such as LTRR and STMTR/A4R, B5R, and A5R, horizontally. If these originals are placed vertically, the back sides of the originals are copied upside down.

NOTE

If you want to place your 2-sided originals on the platen glass, use the Job Build mode in Options to execute 2-Sided ► 1-Sided copying. However the Job Build mode is not supported by the Voice Navigation mode. Therefore, please seek assistance if you need to use this mode. For more information on the Job Build mode, see the instruction manuals that came with your machine.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

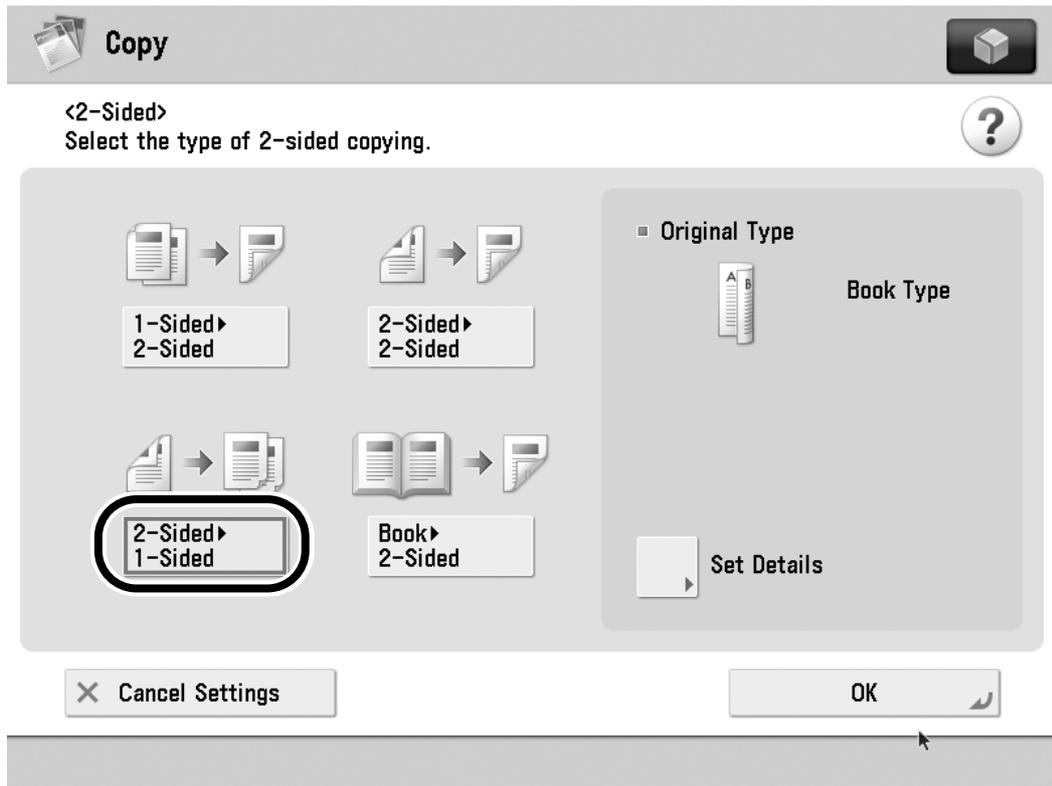
2 Press (Back) or (Next) to move the focus to [2-Sided] → press (Select).

If you want to use voice recognition, press the Voice Recognition button → say "double-sided."

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 2-106."

The voice guide announces that the 2-Sided setting screen is displayed.

3 Press **4** (Back) or **6** (Next) to move the focus to [2-Sided▶1-Sided] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "double-sided to single-sided."

● If you want to set the orientation of your 2-sided documents:

- Move the focus [Set Details] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "set details."

The display switches to the advanced settings screen.

- Move the focus to [Book Type] or [Calendar Type] → press **5** (Select) → press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "book type" or "calendar type" → say "ok."

[Book Type]: The front and back sides of the original will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the original will have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Making 2-Sided Copies from Facing Pages in a Book

This mode enables you to make 2-sided copies from facing pages, or the front and back sides of a page in bound originals, such as books and magazines.

IMPORTANT

- The Book▶2-Sided mode cannot be used with other copy modes, depending on the model of the machine you are using. When the focus moves over [Book▶2-Sided], you will hear the Voice Navigation message, "cannot select this with the current settings."
- Only LTR/A4 or B5 paper can be used for Book▶2-Sided copying.
- If you select [Front/Back 2-Sided], the front side of the first 2-sided page and the back side of the last 2-sided page are left blank. (The machine's counter does not count the blank pages as copies.)
- Place your original on the platen glass. The Book▶2-Sided mode cannot be used when the original is placed in the feeder.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press (Back) or (Next) to move the focus to [2-Sided] → press (Select).

If you want to use Voice Recognition, press the Voice Recognition button → say "double-sided."

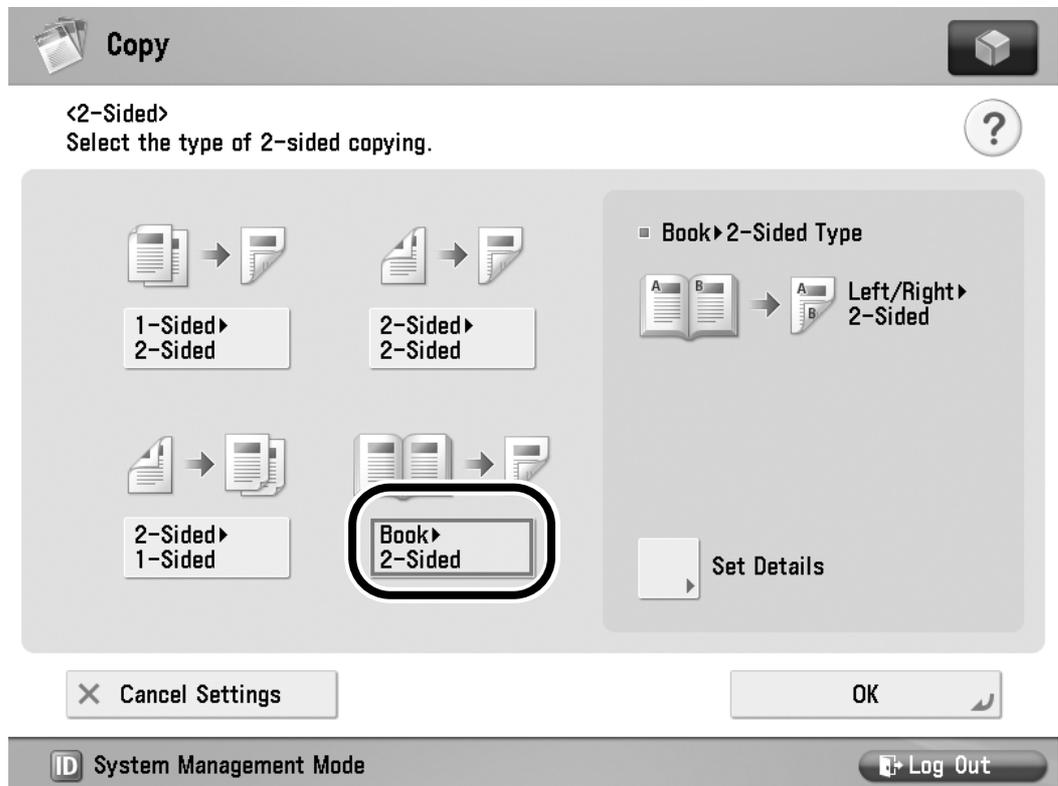
If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 2-106.

To make copies in the correct page order, begin copying from the first open page of the book or bound original.

Place your original face down, making sure that its top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

The voice guide announces that the 2-Sided setting screen is displayed.

3 Press **4** (Back) or **6** (Next) to move the focus to [Book▶2-Sided] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "book to double-sided."

● **If you want to select the desired type of 2-sided layout:**

Move the focus to [Set Details] → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "set details."

The display switches to the advanced settings screen.

- Move the focus to [Left/Right 2-Sided] or [Front/Back 2-Sided] → press **5** (Select) → press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "left right double-sided" or "front back double-sided" → say "ok."

[Left/Right 2-Sided]: The facing pages of a book or bound original are copied on the front and back sides of a single sheet of paper.

[Front/Back 2-Sided]: The front and back sides of the left page, or the front and back sides of the right page, are copied on the front and back sides of a single sheet of paper.

The display returns to the 2-Sided setting screen.

4 Press (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

If you said, "start copy," a confirmation screen is displayed.

6 If you said, "start copy," press the Voice Recognition button → say "yes."

To copy the next two facing pages, turn the page of the original → place your original on the platen glass → press  (Start).

If you want to use voice recognition, press the Voice Recognition button → say "start copy."

Scanning starts.

7 When scanning is complete, move the focus to [Start Copying] → press **5** (Select).

If you want to use the voice recognition, press the Voice Recognition button → say "start copying."

Copying starts.

 NOTE

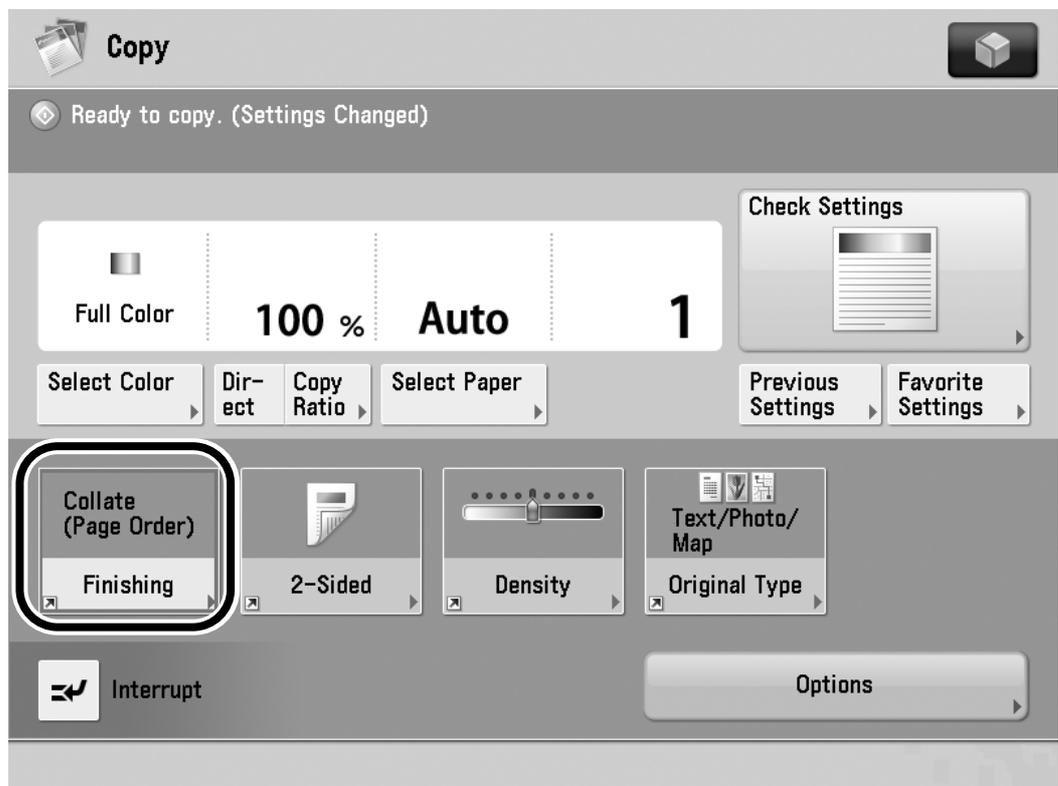
- Say "no" if you want to cancel copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Canceling a Copy Mode

This section explains how to cancel a copy mode, using the Finishing mode as an example.

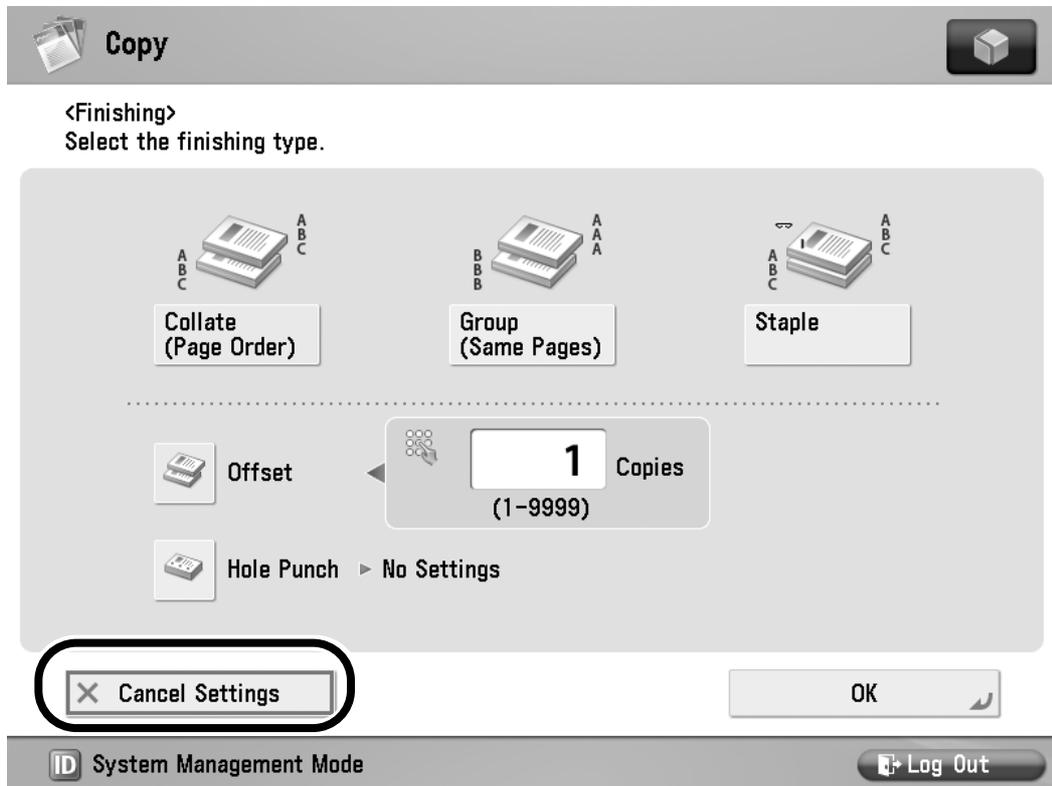
1 Display the copy mode that you want to cancel.

In this example, move the focus to [Finishing] or press the Voice Recognition button → say "Finishing."



The voice guide announces that the Finishing screen is displayed.

2 Press **4** (Back) or **6** (Next) to move the focus to [Cancel Settings] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "cancel settings."

The display returns to the Regular Copy Basic Features screen.

Making Copies in the Vocal Mode

3

CHAPTER

This chapter explains how to use the copying functions that are supported by the Vocal mode.

Basic Copying Features	3-2
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Basic Copying Features

This section explains the copy operations that are supported by the Vocal mode.

Before Making Copies

Before making copies, make sure that you are on the Regular Copy Basic Features screen.

NOTE

- If a mode other than the Vocal mode is set, stop the Voice Navigation mode, and then select the Vocal mode after restarting the Voice Navigation mode. (See "Starting and Stopping the Voice Navigation Mode," on p. 1-57.)
- If the focus does not appear on the touch panel display, start the Voice Navigation mode. (See "Starting and Stopping the Voice Navigation Mode," on p. 1-57.)

● **If the machine requires a control card to begin machine operations:**

- Insert a control card into the optional Card Reader.

The Main Menu screen is displayed.

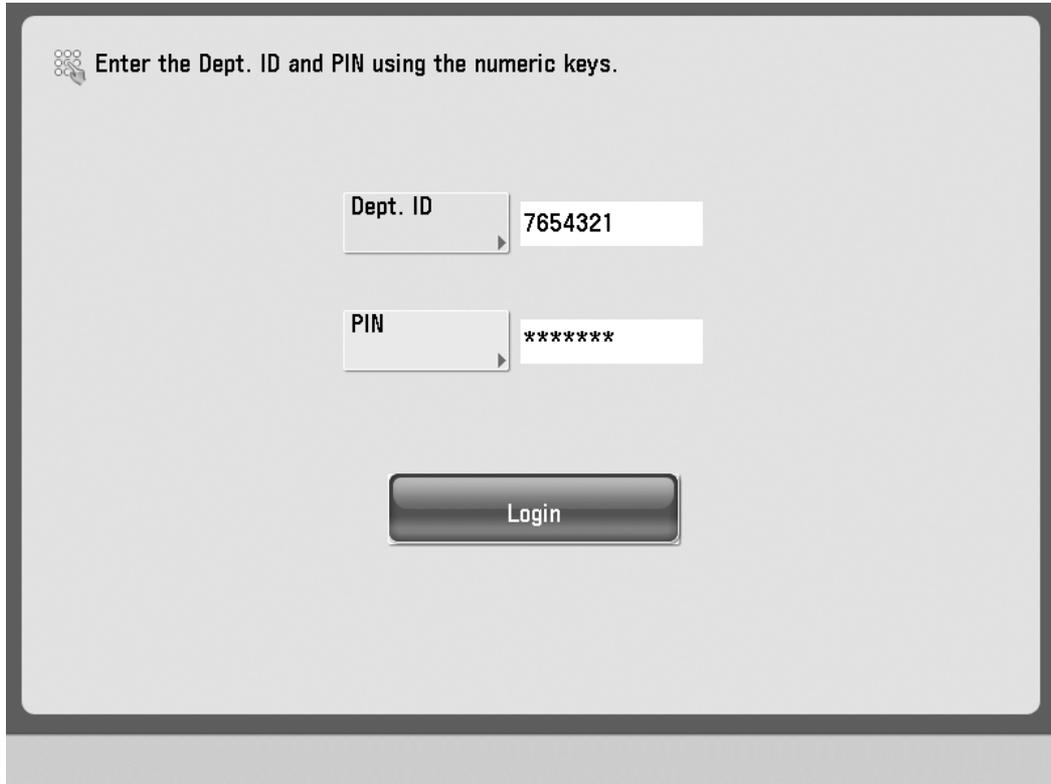
● **If Department ID Management is set:**

The message <Enter the Dept. ID and PIN using the numeric keys.> is displayed.

 **IMPORTANT**

- The Department ID and password cannot be entered using voice recognition. Please seek assistance, or use the Manual and Vocal mode. For more information, see "Flow of Copy Operations," on p. 2-10."
- You cannot start the Voice Navigation mode if the login service screen is displayed. For more information on logging in using a login service, see the instruction manuals that came with your machine.

- ❑ Press [Dept. ID] → enter your Department ID using ① - ⑨ (numeric keys).
- ❑ Press [PIN] → enter your password using ① - ⑨ (numeric keys).



The numbers you enter for the password are displayed as asterisks (*****).



NOTE

If you make a mistake when entering the Department ID or password, press

③ (Clear) → enter the correct values.

□ Press **ID** (Confirm).

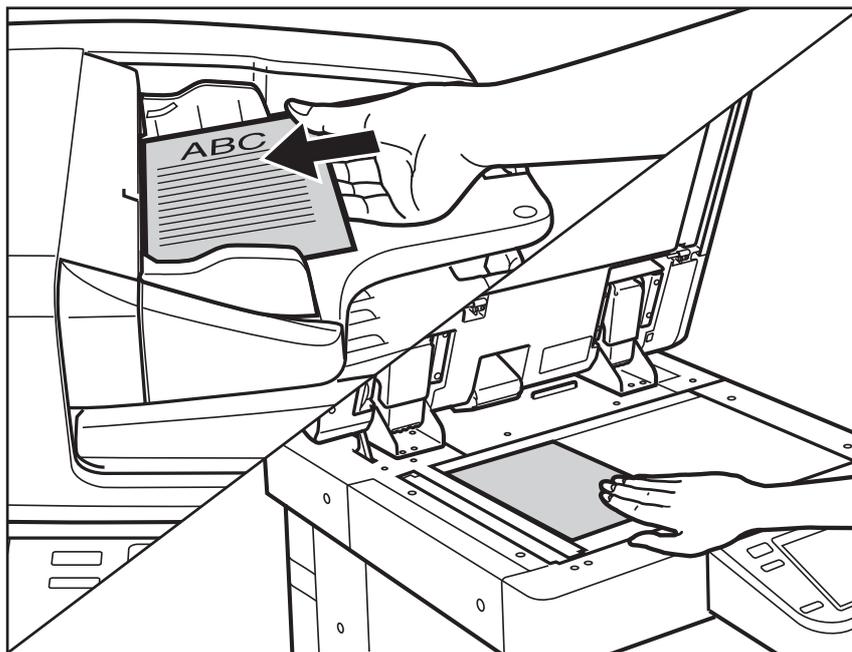
The Main Menu screen is displayed.

□ Press the Voice Recognition button → say "copy."

The Regular Copy Basic Features screen is displayed.

Flow of Copy Operations

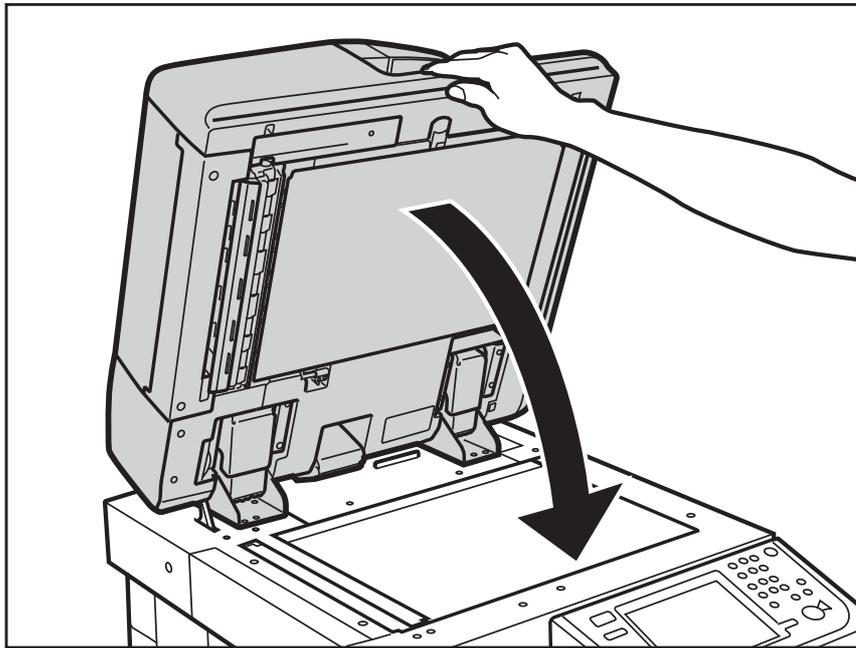
1 Place your originals.



IMPORTANT

- Place originals on the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. Place originals into the feeder when you want to copy several originals at the same time. Place your originals in the following way.
 - Platen glass: Place your original face down, align the top edge of the original with the back edge of the platen glass (by the arrow in the top left corner).
 - Feeder: Place your originals face up, and adjust the slide guides to fit the size of your originals.
- For instructions on placing originals, see "Placing Originals," on p. 2-23.

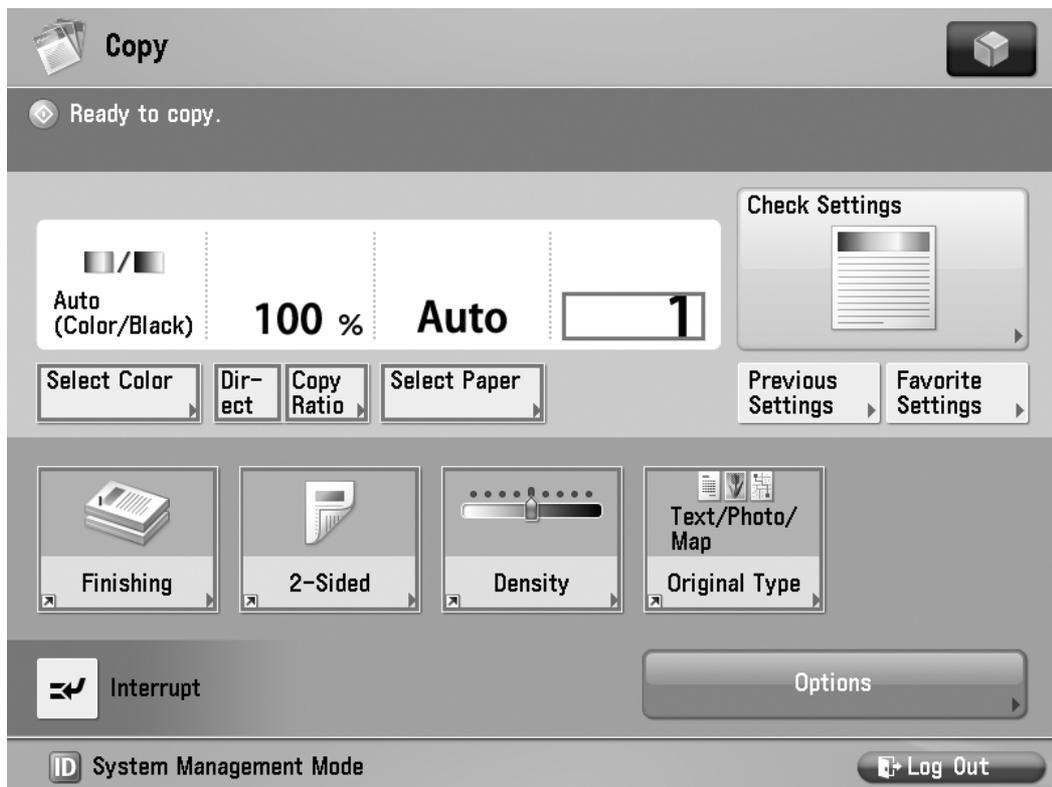
2 If you placed your originals on the platen glass, close the feeder.



The paper size is automatically detected. If the detected paper size is incorrect, say, "select paper," and then specify the desired paper source. (See "Paper Selection," on p. 3-16.)

3 Specify the desired copy modes from the Regular Copy Basic Features screen.

Items on the Regular Copy Basic Features screen that can be operated by your voice are enclosed in a red rectangle.



 **NOTE**
Depending on the model of your machine, some functions may not be available.

4 Enter the copy quantity.

NOTE

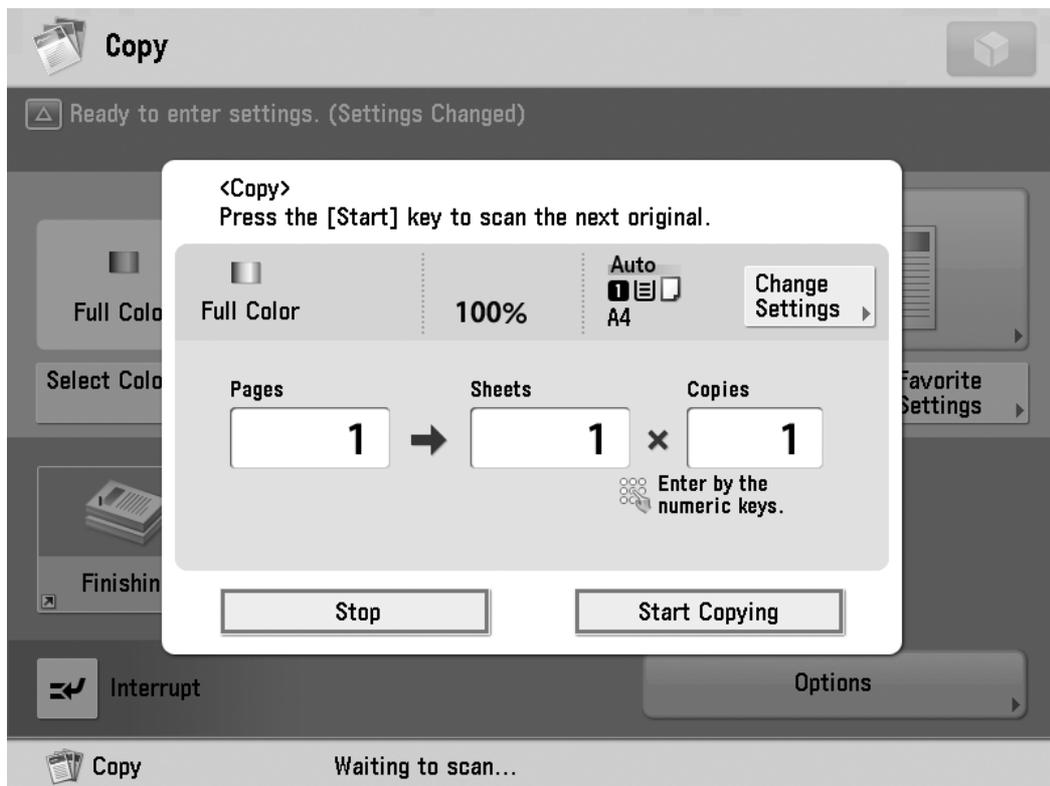
For instructions on setting the number of copies, see "Specifying the Required Number of Copies," on p. 3-11.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

If the following screen is displayed, follow the instructions on the touch panel display → press the Voice Recognition button and say "start copy" once for each original. When scanning is complete, press the Voice Recognition button → say "start copying."



Copying starts.

👤 IMPORTANT

You cannot change copy mode settings, such as the copy quantity, paper size, and copy ratio, while the machine is copying.

 **NOTE**

If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.

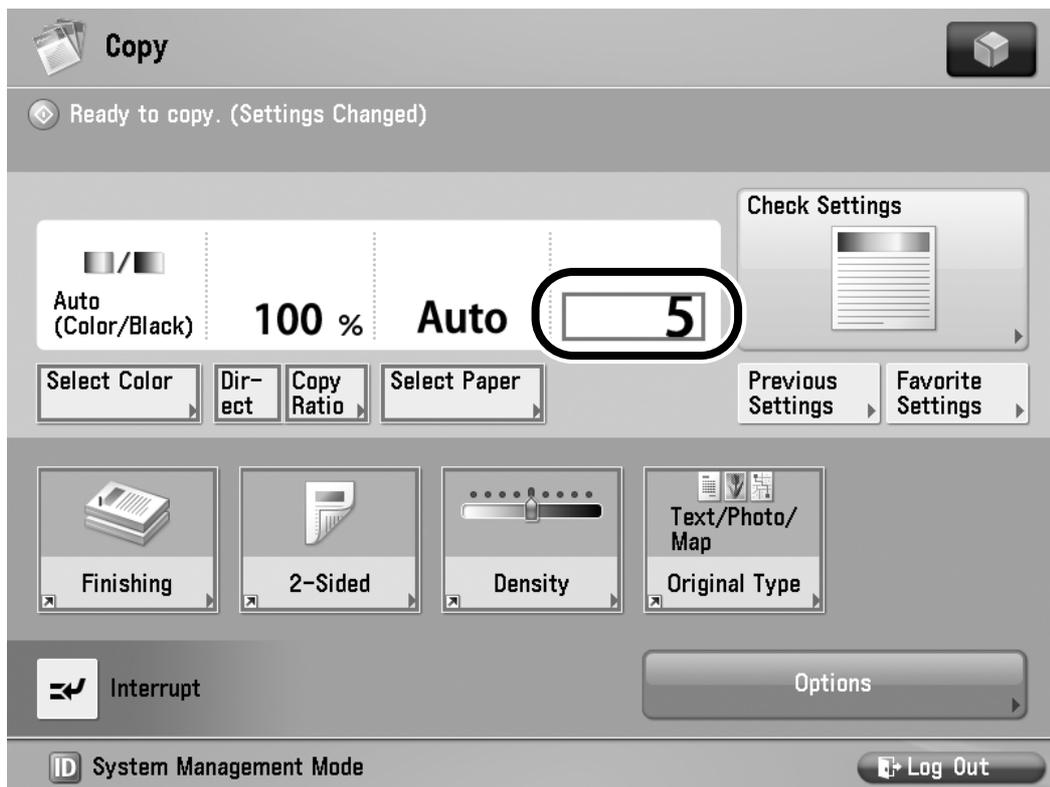
Specifying the Required Number of Copies

You can make up to 999 copies or 9,999 copies (depending on the machine model you are using) for each copy job. However, these numbers can be changed. For more information, contact your local authorized Canon dealer.

-
- 1 Confirm that the Regular Copy Basic Features screen is displayed.**

2 Press the Voice Recognition button → say the number of copies you want to make.

For example, if you want to make five copies, say, "five copies."



The number of copies is displayed.

👤 IMPORTANT

- You must add the word "copies" after you say the number. If you do not add the word "copies," the number of copies you say will not be recognized.
- You cannot change the number of copies while the machine is copying.

 NOTE

- To change the specified number of copies, press the Voice Recognition button again, and say the desired number of copies.
- You can also enter the desired number of copies using **0** - **9** (numeric keys).

3 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

4 Press the Voice Recognition button → say "yes."

Copying Starts.

 IMPORTANT

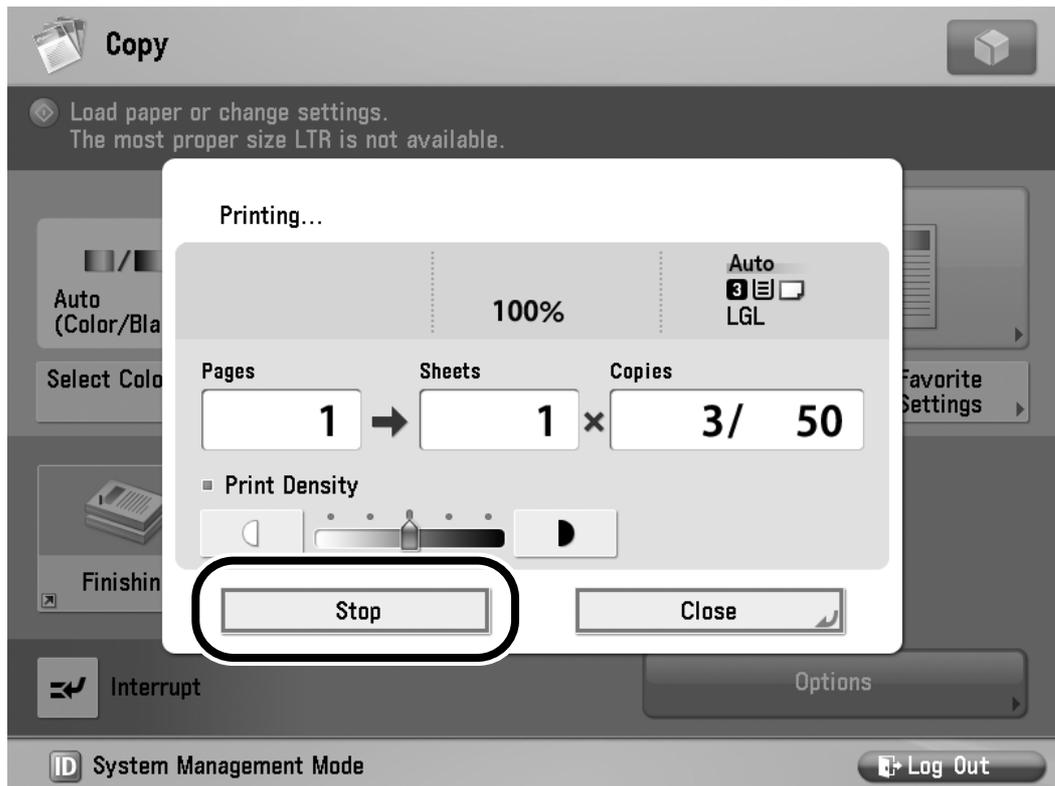
You cannot change copy mode settings, such as the copy quantity and paper size, while the machine is copying.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- If there is a current job, the machine scans the original, and waits to print it. Printing starts when the current job is complete.
- Remove your originals after you have finished copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset." If you say "reset," a confirmation screen is displayed. (See "Display a Confirmation Screen for Start/Reset," on p. 4-45.)

Canceling a Copy Job

- 1** Press the Voice Recognition button → say "stop" when the pop-up screen appears while the machine is scanning, printing, or waiting to print.



The copy job is canceled.

NOTE

If you cancel a copy job while machine is scanning, make sure to remove your originals.

Basic Copy Settings

This section explains the procedure for specifying basic copy settings, such as selecting the paper size, and setting the Original Type, Color modes, Density, Copy Ratio, 2-Sided, and Finishing modes in the Vocal mode.

Paper Selection

You can manually specify a paper size or set the machine to automatically select a paper size for you.

 **IMPORTANT**
You cannot specify the Multi-Purpose Tray or select [Change MP Tray Paper] while in the Voice Navigation mode.

 **NOTE**
The default setting is 'Auto.'

1 Place your originals.



IMPORTANT

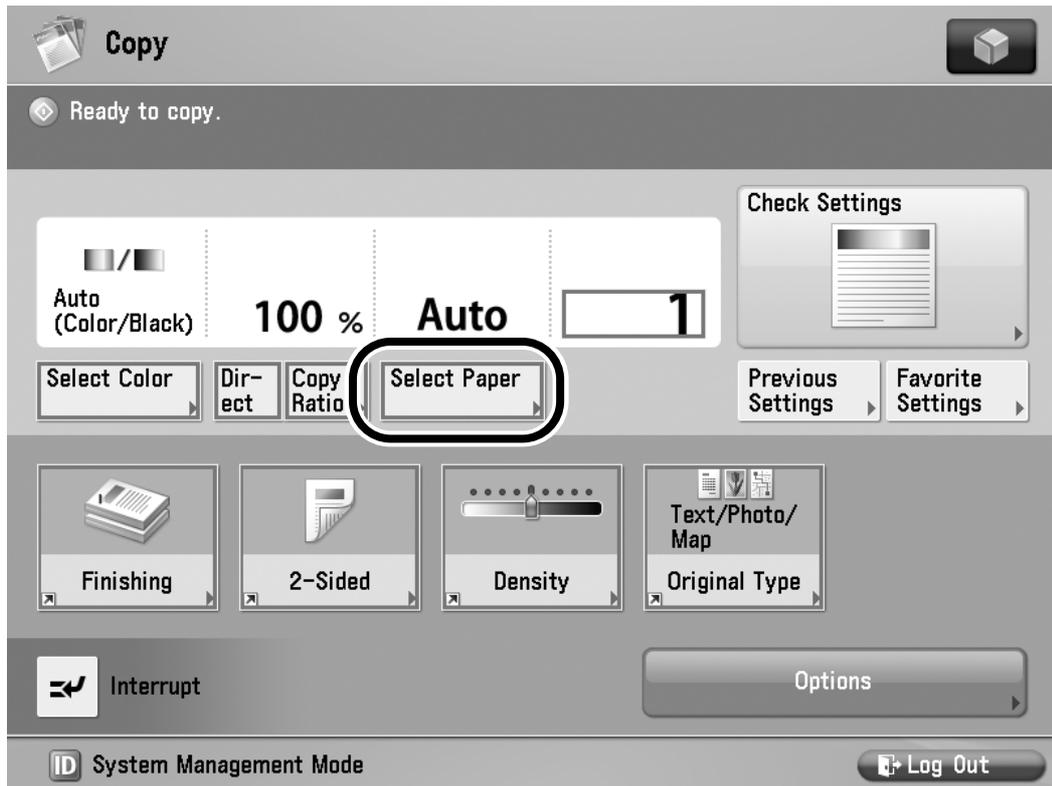
Only the paper size and paper type can be selected from the Paper Selection screen in the Voice Navigation mode. If you want to set a paper source to hold a specific paper size and type, you must change the paper loaded in the paper drawer and the size, and then set the type in [Paper Settings] in Settings/Registration. For more information on changing the paper and paper type, see the instruction manuals that came with your machine.



NOTE

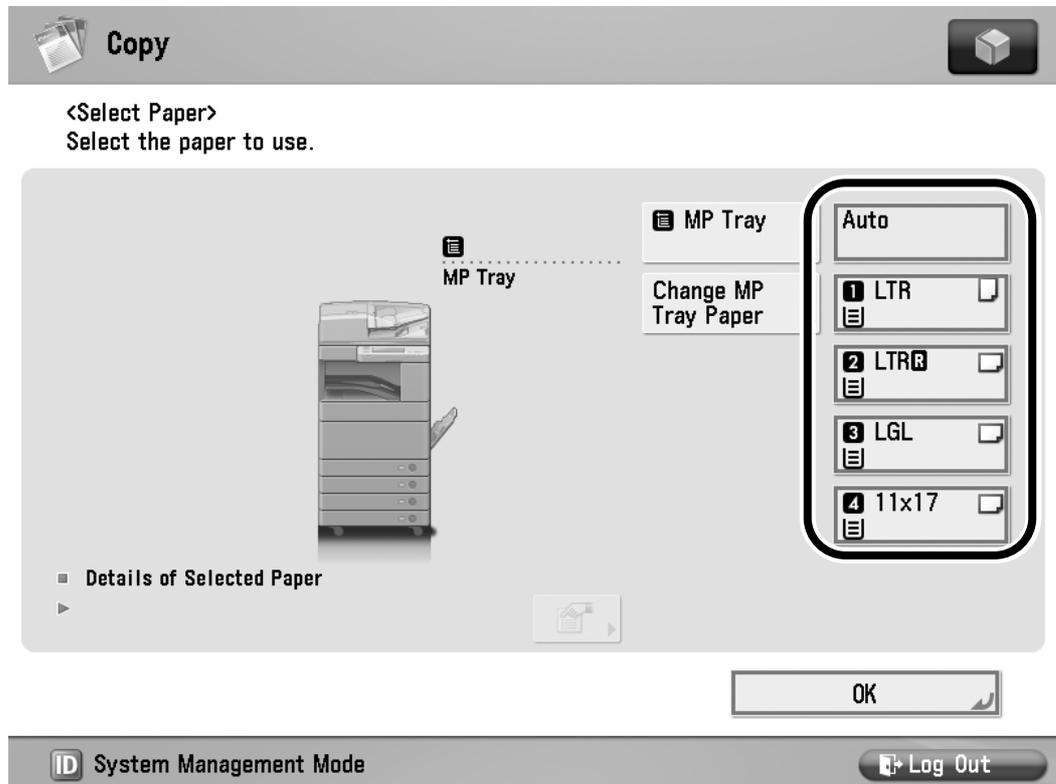
For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "select paper."



The Select Paper Setting screen is displayed.

3 Press the Voice Recognition button → say the name of the desired paper source.



For example, say "paper drawer 1" if you want to select Paper Drawer 1 as the paper source. (See "List of Recognizable Phrases," on p. 5-11.)

4 Press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying Starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Setting the Copy Ratio

You can set the machine to adjust the copy ratio automatically, or you can specify the copy ratio manually.

There are several types of copy ratio settings available, however, only the Preset Zoom, Zoom by Percentage, and Auto Zoom modes can be set in the Voice Navigation mode.



NOTE

To set the copy ratio to 100%, press the Voice Recognition button → say "direct."

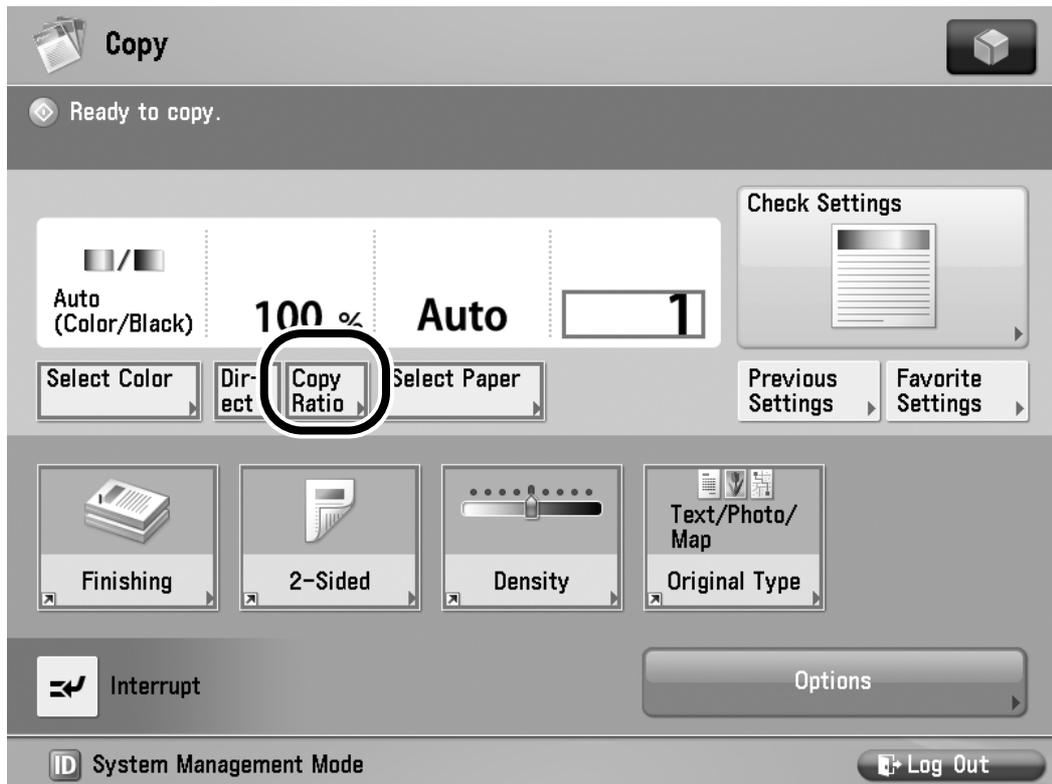
1 Place your originals.



NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "copy ratio."



The Copy Ratio setting screen is displayed.

3 Press the Voice Recognition button → say the name of the Copy Ratio mode you want to set.

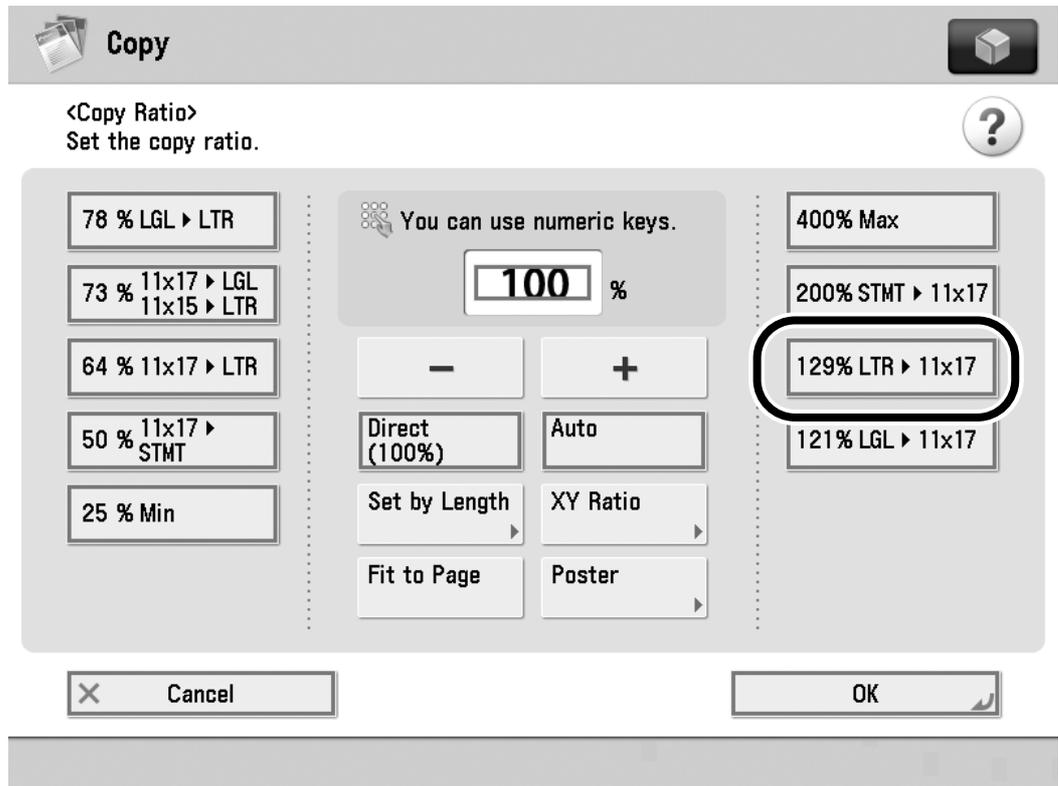
- To have the machine automatically select the appropriate copy ratio:

Press the Voice Recognition button → say "auto."

The Auto Zoom mode is set.

● **To specify a preset copy ratio:**

- Press the Voice Recognition button → say a ratio, such as "from letter to 11 by 17." (See "List of Recognizable Phrases," on p. 5-11.)



The Preset Zoom mode is set.

● **To reduce or enlarge your originals by percentage:**

- Press the Voice Recognition button → say a percentage, such as "120%."

The zoom ratio you said is set.

4 Press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Manual Exposure Adjustment

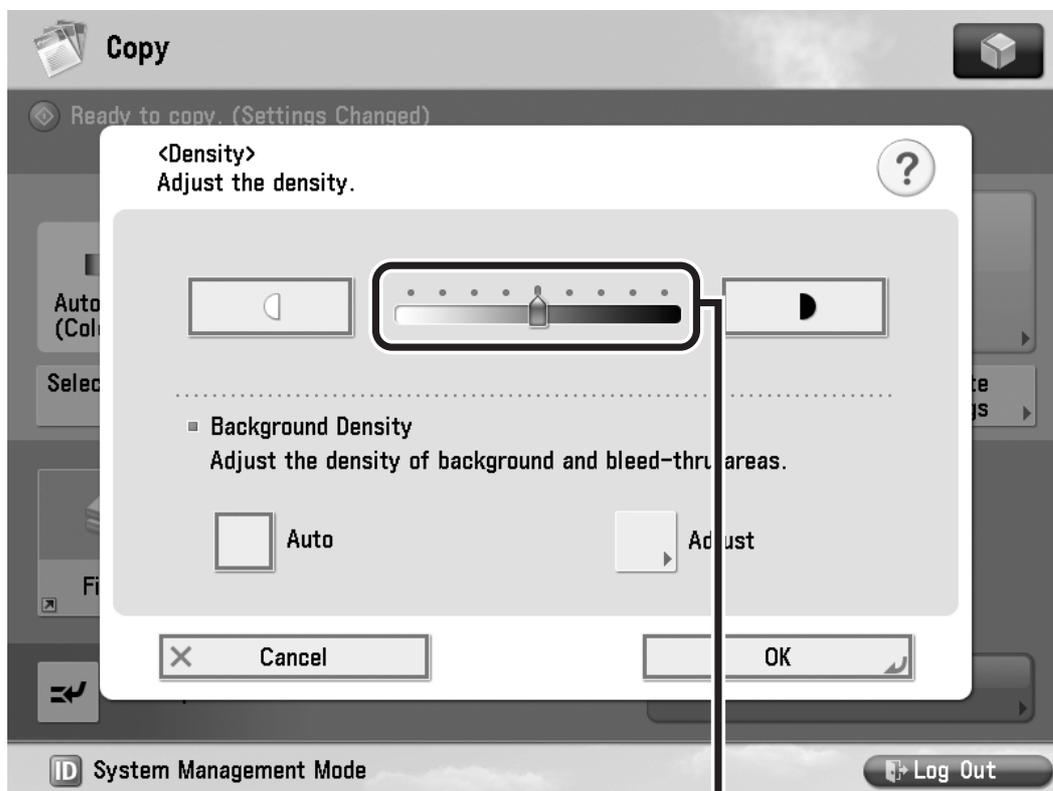
You can manually adjust the exposure to the most appropriate level for the original.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "darker density" or "lighter density."



Adjust Basic Level Indicator

The Density settings screen is displayed and then the Adjust Basic Level indicator moves automatically in the appropriate direction each time you say "darker density" or "lighter density."

● **If you want the machine to automatically adjust the background density:**

- Press the Voice Recognition button say "auto."

[Auto] is selected, and the background density is automatically adjusted to the appropriate density for the original.

3 Press the Voice Recognition button → say "ok."

The display returns to the Regular Copy Basic Features screen.

4 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

5 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy" to start copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Original Type

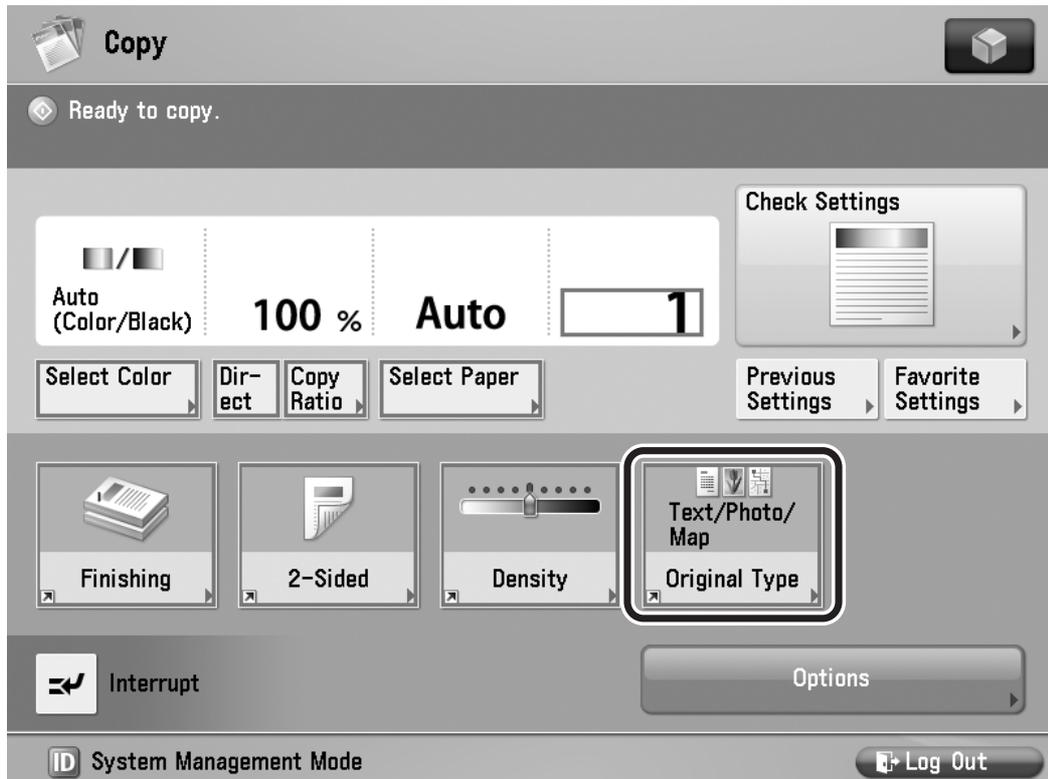
You can select the original type so that the machine reproduces copies as faithful as possible to the original. For detailed information on the original type modes, see "Original Type Selection," on p. 2-65.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "original type."



The Original Type selection screen is displayed.

3 Press the Voice Recognition button → say the name of the desired original type.

The selected mode is set.

4 Press the Voice Recognition button → say "ok".

The display returns to the Regular Copy Basic Features screen.

IMPORTANT

If the original is a transparency, select the original type → adjust the copy exposure to the most appropriate level for the original.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Changing Color Modes

This section explains the procedure for selecting a color mode.

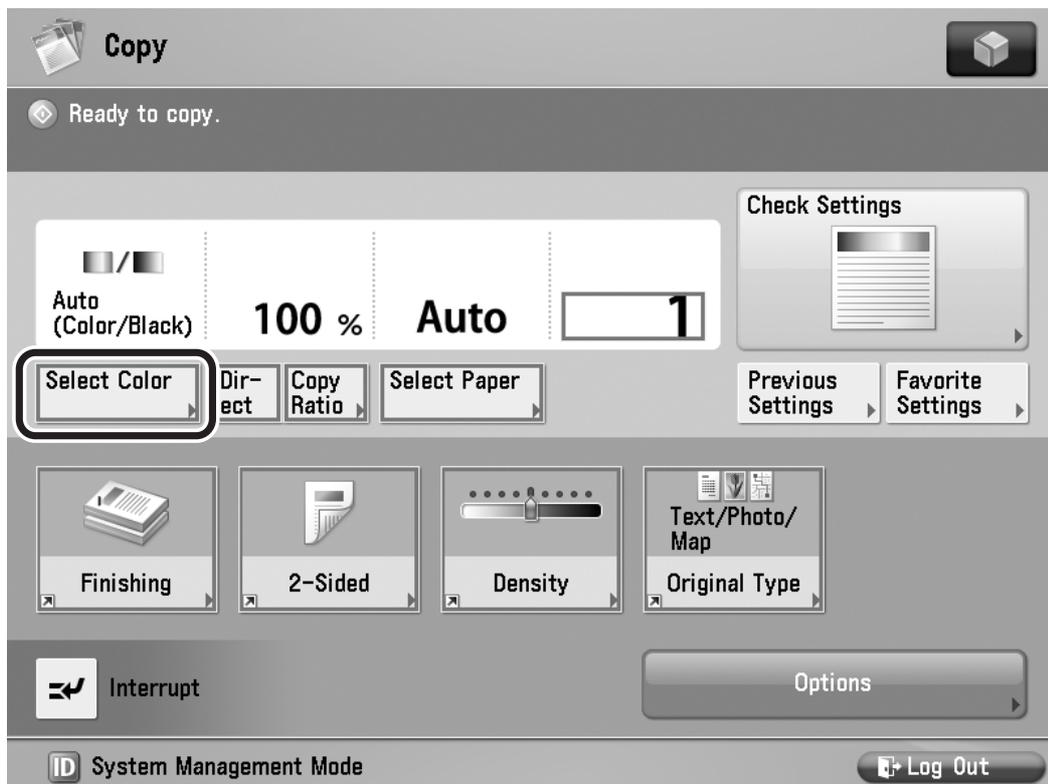
1 Place your originals.



NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "select color."



The Select Color screen is displayed.

3 Press the Voice Recognition button → say the desired Color mode.

● If you selected [Single Color] or [Two Colors]:

□ Press the Voice Recognition button → say the name of the desired color (such as "green").

 **IMPORTANT**

The colors you can select are: [Red], [Green], [Blue], [Yellow], [Magenta], or [Cyan].

4 Press the Voice Recognition button → say "ok".

The display returns to the Regular Copy Basic Features screen.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Using Favorite Settings

Favorite Settings enables you to register any possible combination of copy modes in a memory key. There are nine memory keys, and they can be named for increased convenience.

IMPORTANT

The Voice Navigation mode only supports recalling modes that have been stored in a memory key in advance. If you want to store frequently used settings in a memory key, please seek assistance, or see the instruction manuals that came with your machine.

1 Place your originals.

NOTE

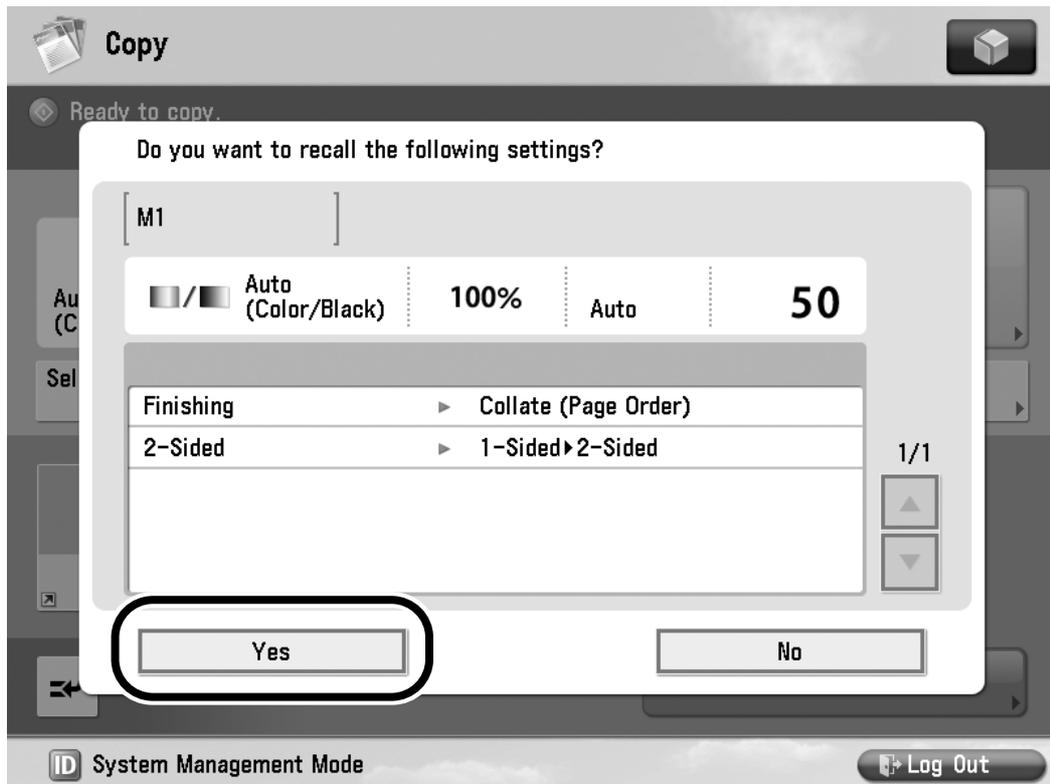
For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the voice recognition button → say the name of the memory key containing the copy settings you want to recall.

For example, if you want to recall copy settings in memory key M1, press the Voice Recognition button → say "Favorite Settings 1."

The Favorite Settings in the memory key is displayed.

3 Verify the settings → press the Voice Recognition button → say "yes."



The selected mode is set.

NOTE

- Say "no" to cancel recalling the settings.
- If you say the name of another memory key, the settings stored in that key are recalled.
- You can set not to display a confirmation screen when settings in a memory key are recalled. (See "Display a Confirmation Screen for Start/Reset," on p. 4-45)

4 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

5 Press the Voice Recognition button → say "yes."

Copying starts.

 **NOTE**

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Collating Copies

The Finishing modes can be selected to collate copies in various ways, either by pages or copy sets.

For detailed information on the Finishing modes, see "Collating Copies," on p. 2-83.

Collating Copies into Sets in Page Order

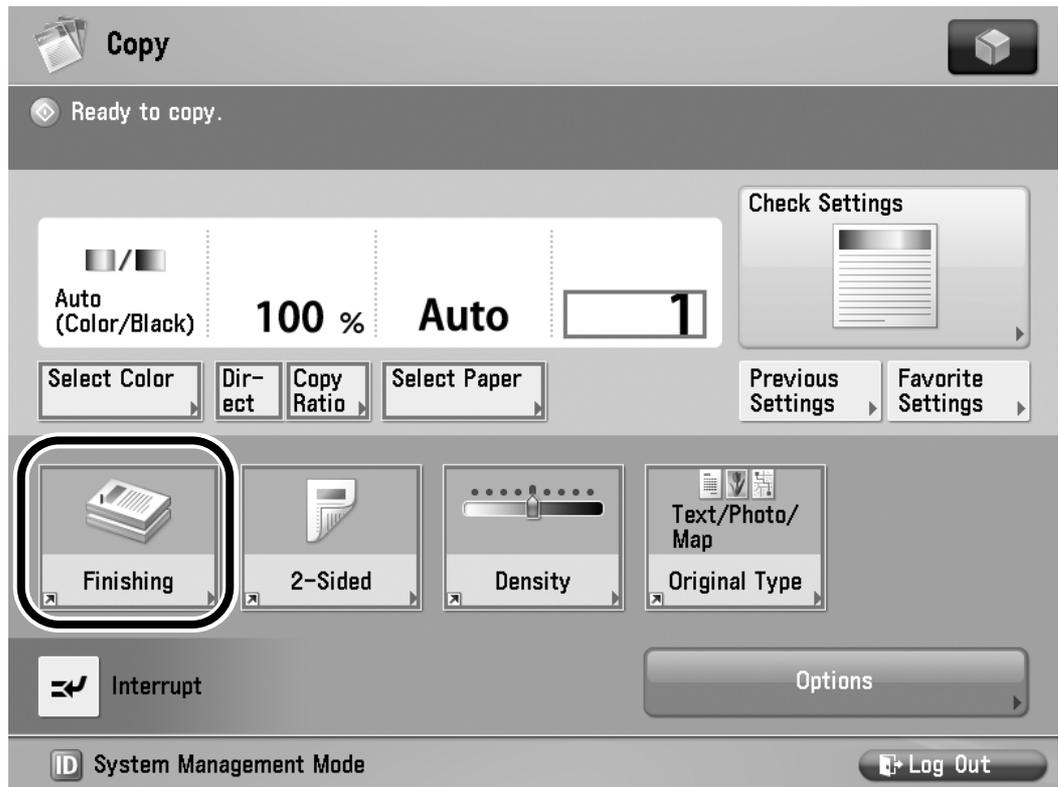
Copies are automatically collated into sets arranged in page order. For example, if you copy a three page original, and specify to make three copy sets, three copy sets are output in page order from page 1 to page 3.

1 Place your originals.

NOTE

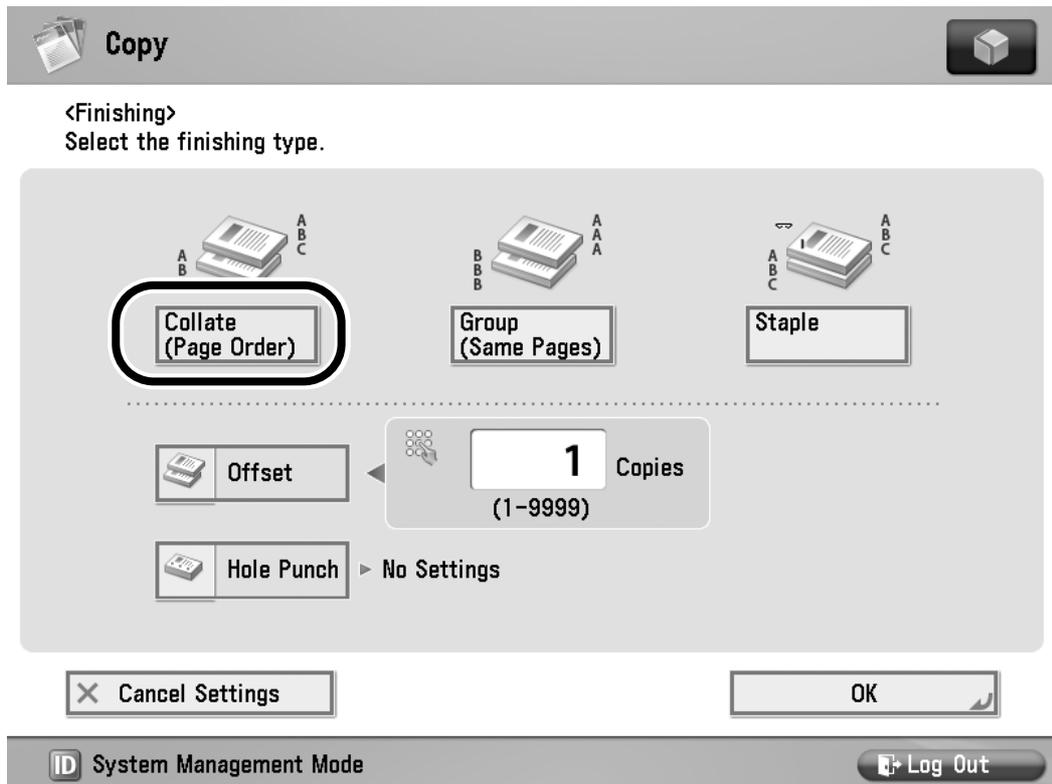
For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "finishing."



The Finishing screen is displayed

3 Press the Voice Recognition button → say "collate."



[Hole Punch] appears only if an optional puncher unit is attached to an optional finisher or booklet finisher.

[Fold] appears only if the optional paper folding unit is attached.

[Saddle Fold] appears only if the optional booklet finisher is attached.

[Offset] appears only if an optional finisher is attached.

[Rotate 90 Degrees] appears only if an optional finisher is not attached.

● **If you want holes made in your output:**

- Press the Voice Recognition button → say "hole punch."

 **NOTE**

You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

● **If you want fold made in your output:**

- Press the Voice Recognition button → say "fold."
- Press the Voice Recognition button → say the desired fold type → say "ok."

● **If you want to offset the output:**

- Press the Voice Recognition button → say "offset."

 **NOTE**

The procedure for specifying the number of copies to offset is not supported by the Voice Navigation mode.

● **If you want to rotate the output:**

- Press the Voice Recognition button → say "rotate 90 degrees."

👤 **IMPORTANT**

- [Rotate 90 Degrees] can be selected only in the following cases:
 - When LTR and LTRR/A4, A4R, B5, and B5R paper are loaded
 - The selected paper source must have Paper Drawer Auto Selection On/Off in Function Settings (from the Settings/Registration screen) set to 'On'. (See the instruction manuals that came with your machine.)
- If there is no paper that can be rotated, the output will be collated.

4 Press the Voice Recognition button → say "OK."

The Regular Copy Basic Features screen is displayed.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Grouping Copies of the Same Page Together

All copies of the same original page are grouped together. For example, if you copy a three page original and specify to make three copy sets, the first copy set that is output will contain three copies of the first page, the second copy set will contain three copies of page 2, and the third copy set will contain three copies of page 3.

1 Place your originals.

NOTE

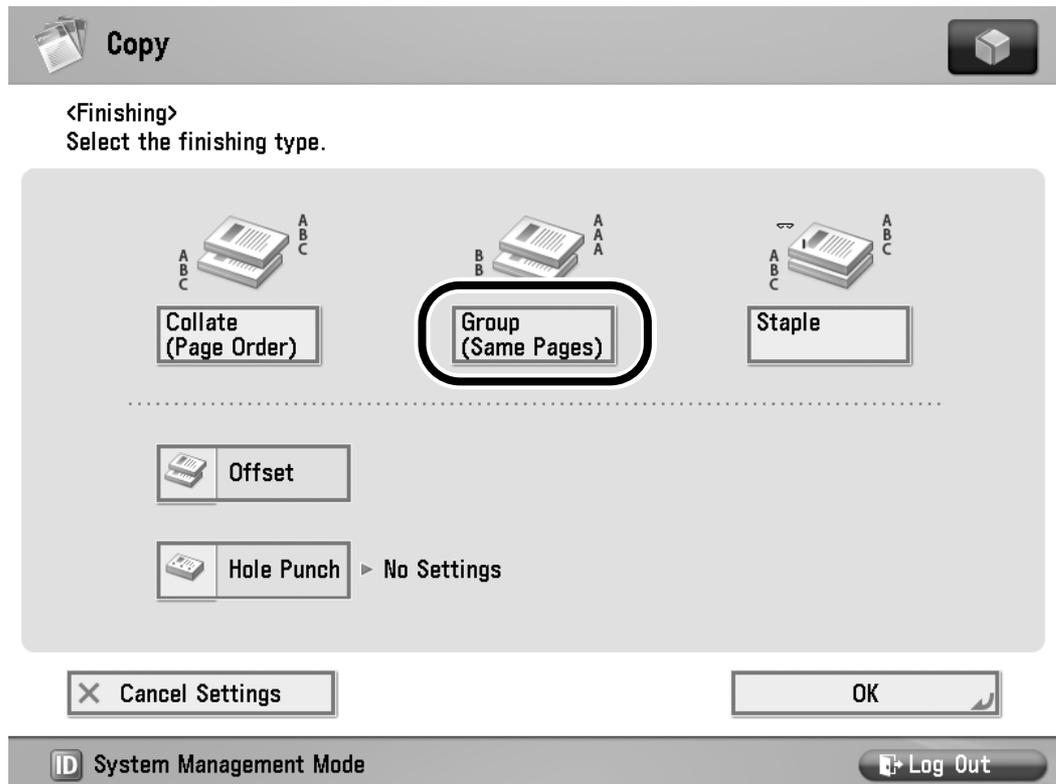
For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "finishing."

If necessary, see the screen shot in step 2 of "Collating Copies into Sets in Page Order," on p. 3-36.

The Finishing screen is displayed.

3 Press the Voice Recognition button → say "group."



[Hole Punch] appears only if an optional puncher unit is attached to an optional finisher or booklet finisher.

[Fold] appears only if the optional paper folding unit is attached.

[Saddle Fold] appears only if the optional booklet finisher is attached.

[Offset] appears only if an optional finisher is attached.

[Rotate 90 Degrees] appears only if an optional finisher is not attached.

● **If you want holes made in your output:**

- Press the Voice Recognition button → say "hole punch."

 **NOTE**

You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

● **If you want fold made in your output:**

- Press the voice Recognition button → say "fold."
- Press the Voice Recognition button → say the desired fold type → say "ok."

● **If you want to offset the output:**

- Press the Voice Recognition button → say "offset."

 **NOTE**

The procedure for specifying the number of copies to offset is not supported by the Voice Navigation mode.

● If you want to rotate the output:

- Press the Voice Recognition button → say "rotate 90 degrees."

👤 IMPORTANT

- [Rotate 90 Degrees] can be selected only in the following cases:
 - When LTR and LTRR/A4, A4R, B5, and B5R paper are loaded
 - The selected paper source must have Paper Drawer Auto Selection On/Off in Function Settings (from the Settings/Registration screen) set to 'On'. (See the instruction manuals that came with your machine.)
- If there is no paper that can be rotated, the output will be collated.

4 Press the Voice Recognition button → say "OK."

The display returns to the Regular Copy Basic Features screen.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Collating Pages and Stapling

Copies are automatically collated into sets arranged in page order and stapled.

For detailed information on the Staple modes or stapling positions, see "Collating Pages and Stapling," on p. 2-98.

1 Place your originals.

NOTE

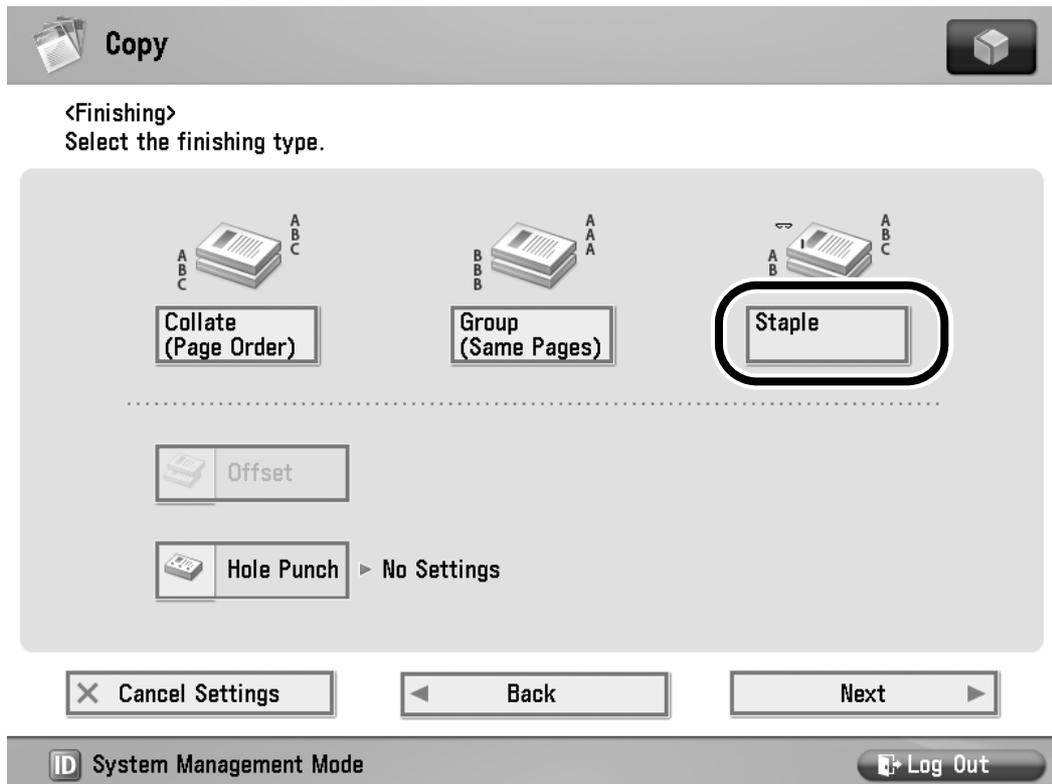
For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "finishing."

If necessary, see the screen shot in step 2 of "Collating Copies into Sets in Page Order," on p. 3-36.

The Finishing screen is displayed.

3 Press the Voice Recognition button → say "staple."



[Hole Punch] appears only if the optional puncher unit is attached to an optional finisher or booklet finisher.

[Fold] appears only if the optional paper folding unit is attached.

● **If you want holes made in your output:**

- Press the Voice Recognition button → say "hole punch."

 **NOTE**

You may be able to select the type of holes to punch, depending on your location or the optional equipment attached to the machine.

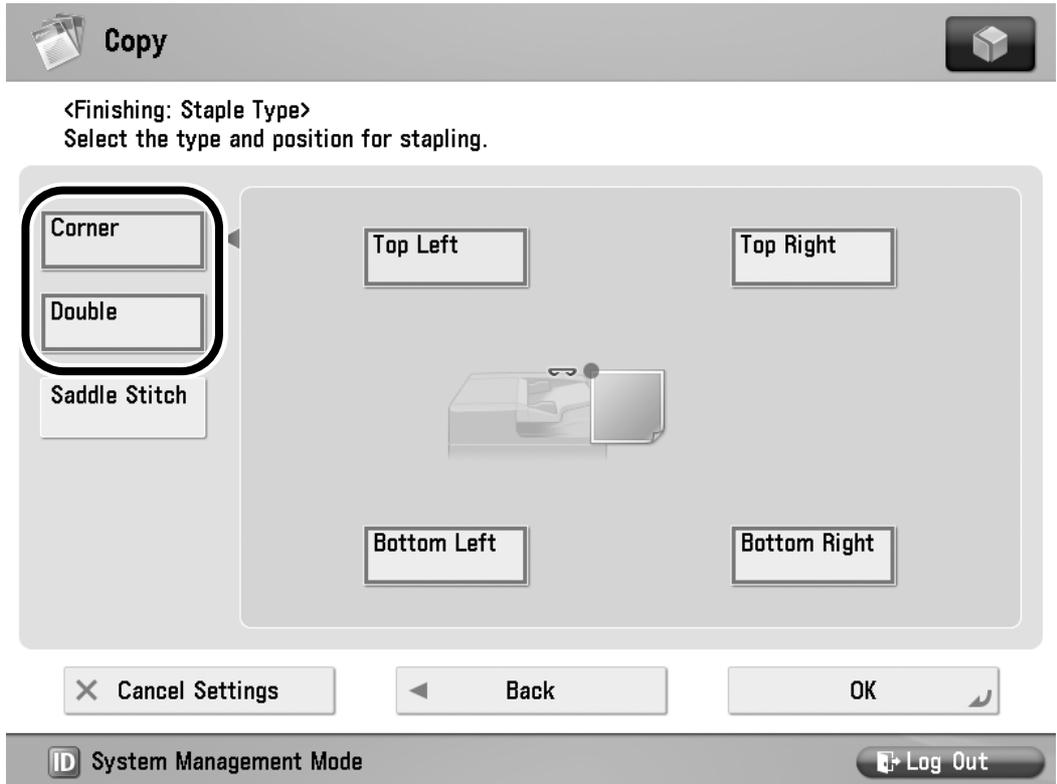
● **If you want to set the Z-Fold:**

- Press the Voice Recognition button → say " fold."
- Press the Voice Recognition button → say "z-fold" → say "ok."

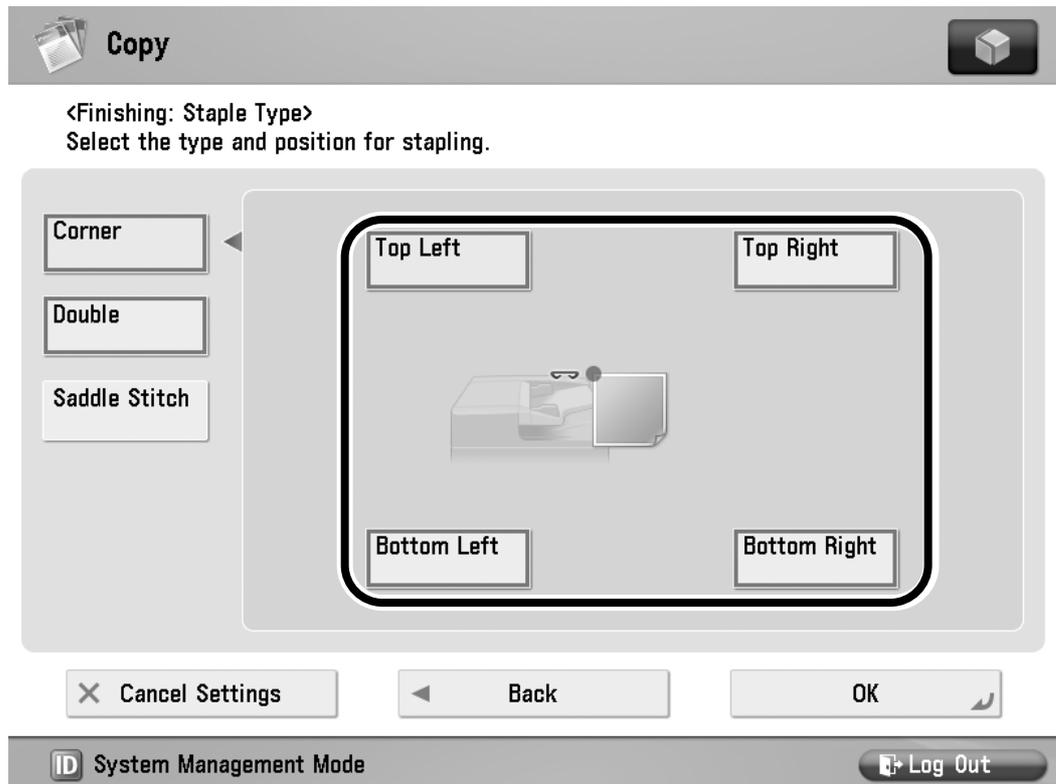
4 Press the Voice Recognition button → say "next."

The Staple Type screen is displayed.

5 Press the Voice Recognition button → say "corner" or "double."



6 Press the Voice Recognition button → say the desired staple position.



7 Press the Voice Recognition button → say "OK."

The display returns to the Regular Copy Basic Features screen.

8 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

9 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

2-Sided Copying

This mode enables you to make 2-sided copies from 1-sided or 2-sided originals, or make 1-sided copies from 2-sided originals.

For detailed information on the 2-Sided mode, see "2-Sided Copying," on p. 2-105.

Making 2-Sided Copies from 1-Sided Originals

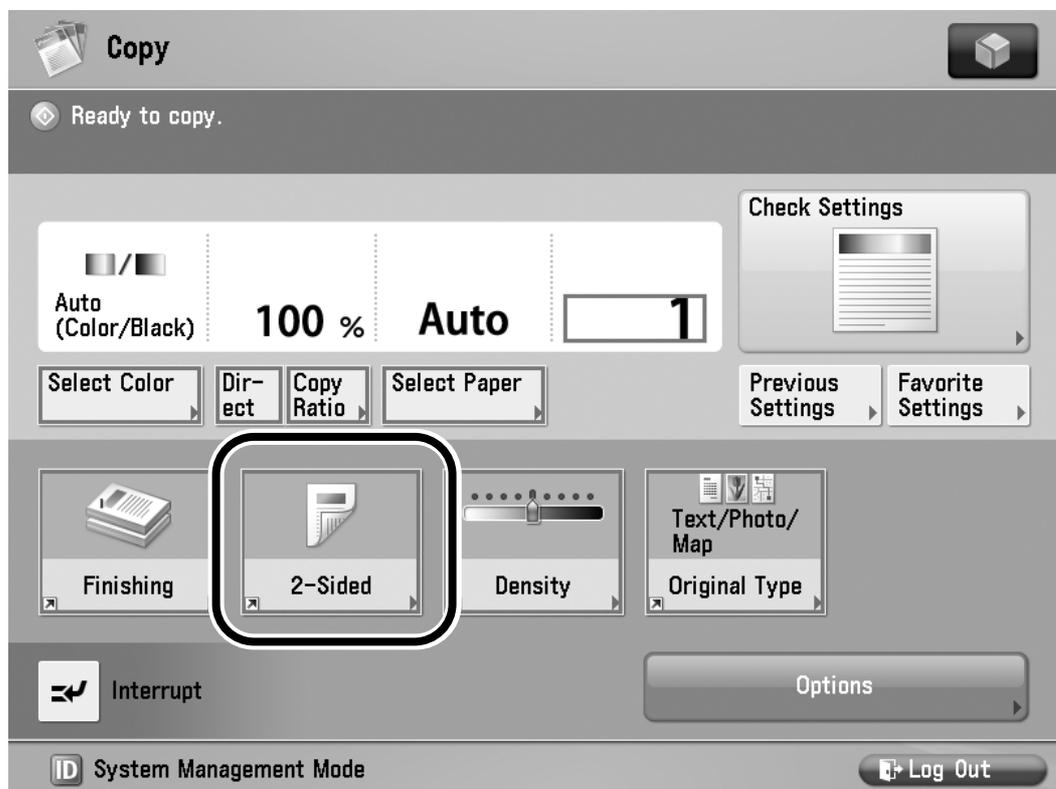
This mode enables you to make 2-sided copies from 1-sided originals.

1 Place your originals.

NOTE

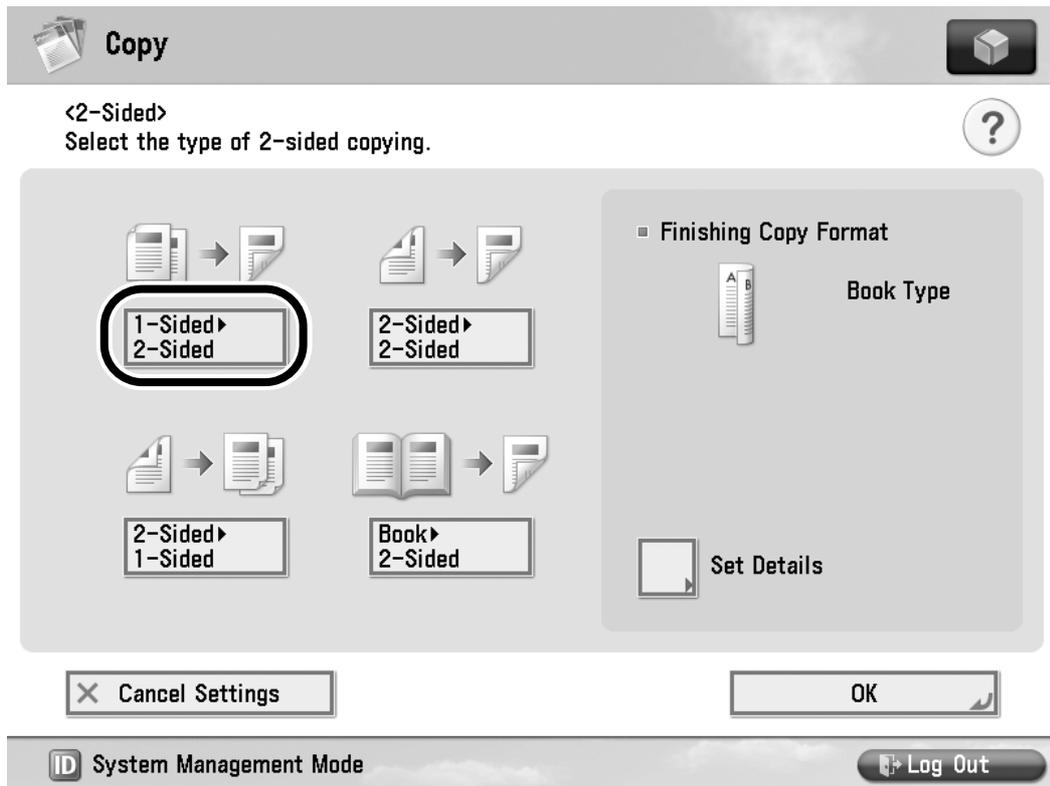
For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "double-sided."



The 2-Sided setting screen is displayed.

3 Press the Voice Recognition button → say "single-sided to double-sided."



● If you want to set the orientation of your 2-sided documents:

- Press the Voice Recognition button → say "set details."

The Advanced setting screen is displayed.

- Press the Voice Recognition button → say "book type" or "calendar type" → say "ok."

[Book Type]: The front and back sides of the copy will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the copy will have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

- 4** Press the Voice Recognition button → say "OK."

The display returns to the Regular Copy Basic Features screen.

- 5** Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Making 2-Sided Copies from 2-Sided Originals

This mode enables you to make 2-sided copies from 2-sided originals. If the originals are placed in the feeder, they are automatically turned over to make 2-sided copies.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "double-sided."

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 3-53.

The 2-Sided setting screen is displayed.

3 Press the Voice Recognition button → say "double-sided to double-sided."

● If you want to set the orientation of the originals and the copies:

- Press the Voice Recognition button → say "set details."

The Advanced setting screen is displayed.

- ❑ Press the Voice Recognition button → say "original book type" or "original calendar type."
- ❑ Press the Voice Recognition button → say "copy book type" or "copy calendar type."

Original

[Book Type]: The front and back sides of the original have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-to-bottom orientations.

Copy

[Book Type]: The front and back sides of the copies will have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the copies will have opposite top-to-bottom orientations.

- Press the Voice Recognition button → say "OK."

The display returns to the 2-Sided setting screen.

4 Press the Voice Recognition button → say "OK."

The display returns to the Regular Copy Basic Features screen.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

Copying starts.

6 Press the Voice Recognition button → say "yes."

Copying starts.

NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy" to start copying.
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Making 1-Sided Copies from 2-Sided Originals

This mode automatically turns over 2-sided originals placed in the feeder to make 1-sided copies on different sheets of paper.

1 Place your originals.



NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "double-sided."

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 3-53.

The 2-Sided setting screen is displayed.

3 Press the Voice Recognition button → say "double-sided to single-sided."

● **If you want to set the orientation of the originals and the copies:**

Press the Voice Recognition button and say "set details."

The Advanced setting screen is displayed.

Press the Voice Recognition button → say "book type" or "calendar type" → say "ok."

[Book Type]: The front and back sides of the original have the same top-to-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-to-bottom orientations.

The display returns to the 2-Sided setting screen.

4 Press the Voice Recognition button → say "OK."

The display returns to the Regular Copy Basic Features screen.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

Copying starts.

 NOTE

- Say "no" if you want to cancel copying.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "reset."

Making 2-Sided Copies from Facing Pages in a Book

This mode enables you to make 2-sided copies from facing pages, or the front and back sides of a page in bound originals, such as books and magazines.

1 Place your originals.

NOTE

For instructions on placing originals, see "Placing Originals," on p. 2-23.

2 Press the Voice Recognition button → say "double-sided."

If necessary, see the screen shot in step 2 of "Making 2-Sided Copies from 1-Sided Originals," on p. 3-53.

The 2-Sided setting screen is displayed.

3 Press the Voice Recognition button → say "book to double-sided."

If you want to select the type of 2-sided layout, proceed to step 4.

● **If you want to select the desired type of 2-sided layout:**

- Press the Voice Recognition button → say "set details."

The Advanced setting screen is displayed.

- Press the Voice Recognition button → say "left right double-sided" or "front back double-sided" → say "ok."

[Left/Right 2-Sided]: The facing pages of a book or bound original are copied on the front and back sides of a single sheet of paper.

[Front/Back 2-Sided]: The front and back sides of the left page, or the front and back sides of the right page, are copied on the front and back sides of a single sheet of paper.

The display returns to the 2-Sided setting screen.

4 Press the Voice Recognition button → say "OK."

The display returns to the Regular Copy Basic Features screen.

5 Press the Voice Recognition button → say "start copy."

A confirmation screen is displayed.

6 Press the Voice Recognition button → say "yes."

To copy the next two facing pages, turn the page of the original → place your original on the platen glass → press the Voice Recognition button → say "yes."

Scanning starts.

When scanning is complete, press the Voice Recognition button → say "start copying."

Copying starts.

 NOTE

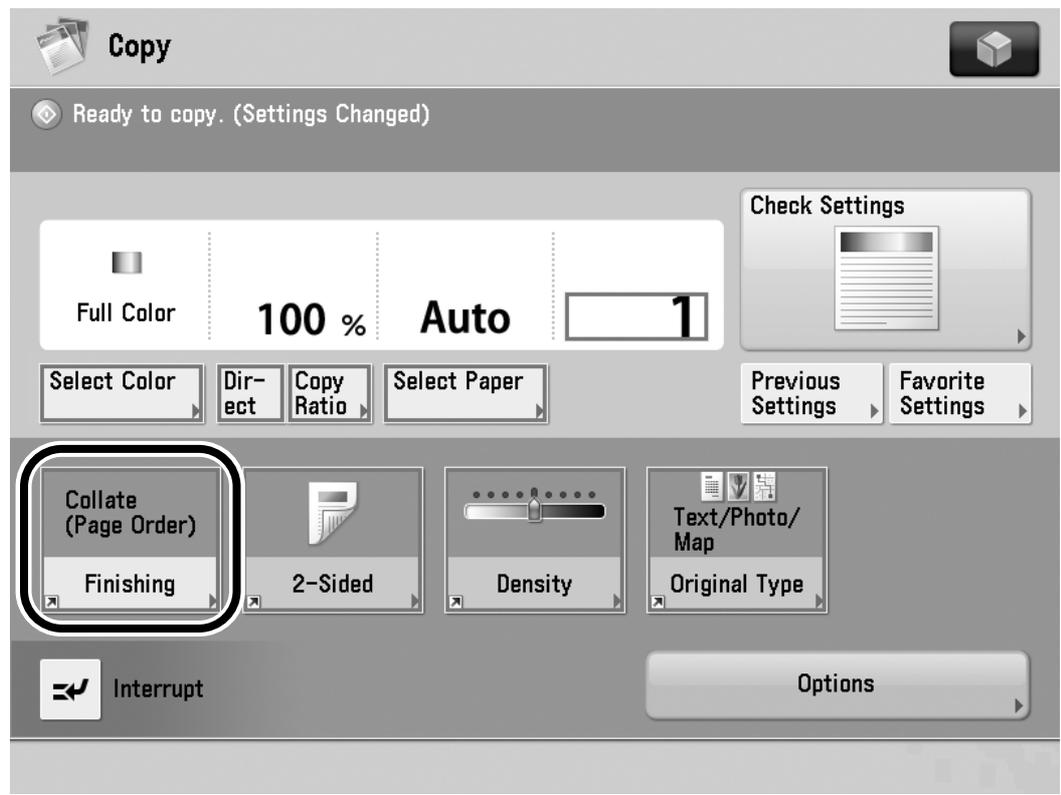
- Say "no" if you want to cancel scanning.
- You can also press  (Start) instead of saying "start copy."
- To cancel all settings, press  (Reset), or press the Voice Recognition button → say "Reset."

Canceling a Copy Mode

This section explains how to cancel a copy mode, using the Finishing mode as an example.

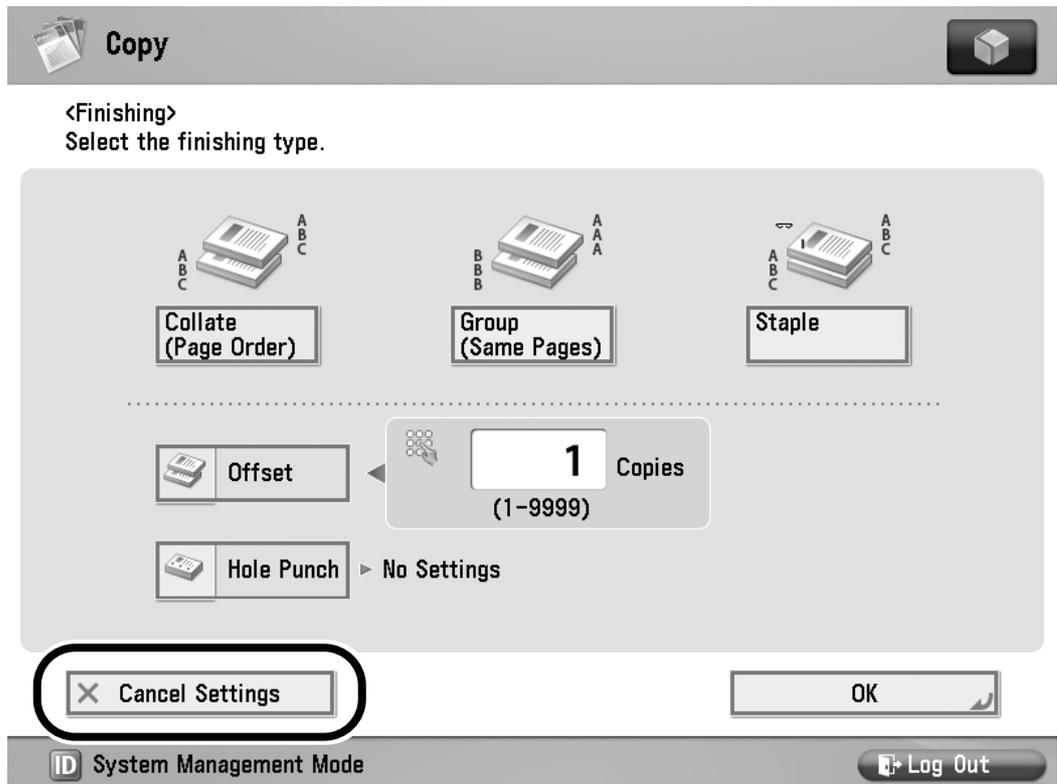
1 Display the copy mode that you want to cancel.

In this example, press the Voice Recognition button → say "finishing" to select a finishing mode.



The Finishing screen is displayed.

2 Press the Voice Recognition button → say "cancel settings."



The display returns to the Regular Copy Basic Features screen.



Customizing Settings

4

CHAPTER

This chapter explains how to change the default settings of the Voice Navigation mode, and customize them to suit your needs.

Setting the Voice Navigation Mode	4-2
Setting the Maximum Volume of the Voice Guidance	4-6
Tuning the Microphone	4-9
Setting the Default Voice Navigation Mode	4-15
Setting the Auto Reset Mode	4-20
Voice Type Settings	4-25
Volume and Voice Speed Settings	4-30
Setting the Voice Recognition Timeout Period	4-39
Display a Confirmation Screen for Start/Reset	4-45

Setting the Voice Navigation Mode

You can set whether to use the Voice Navigation mode when operating the machine.

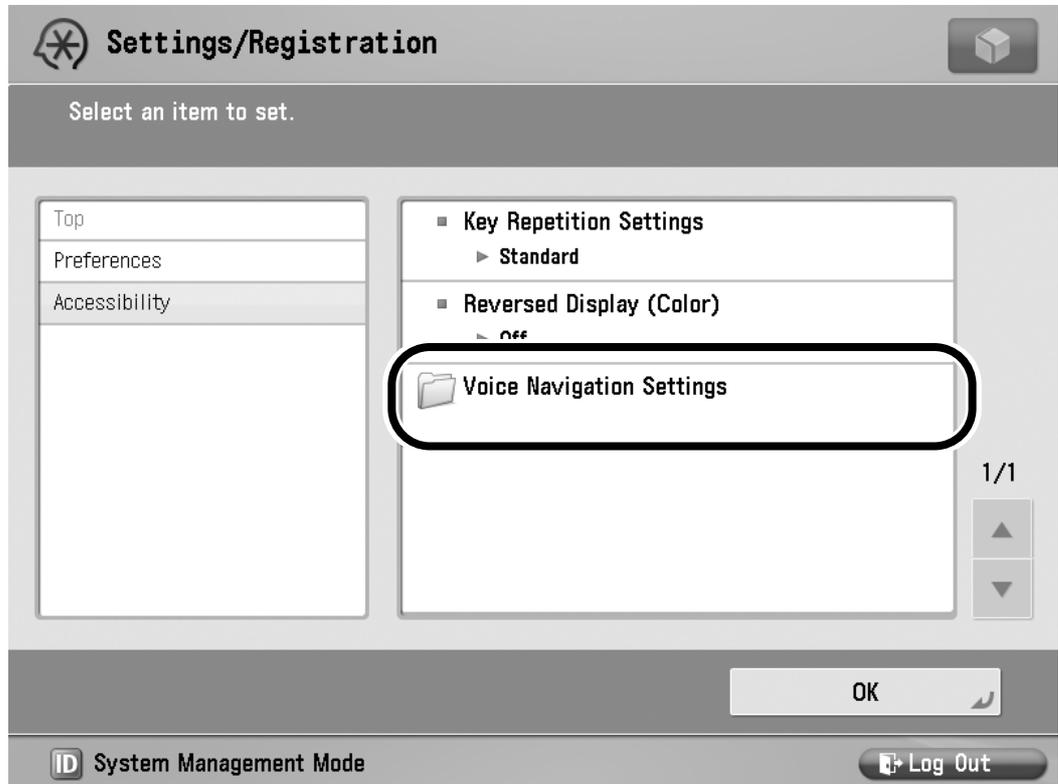
IMPORTANT

When the Voice Navigation mode is disabled, the Voice Navigation mode will not start even if you press and hold  (Reset) for more than five seconds.

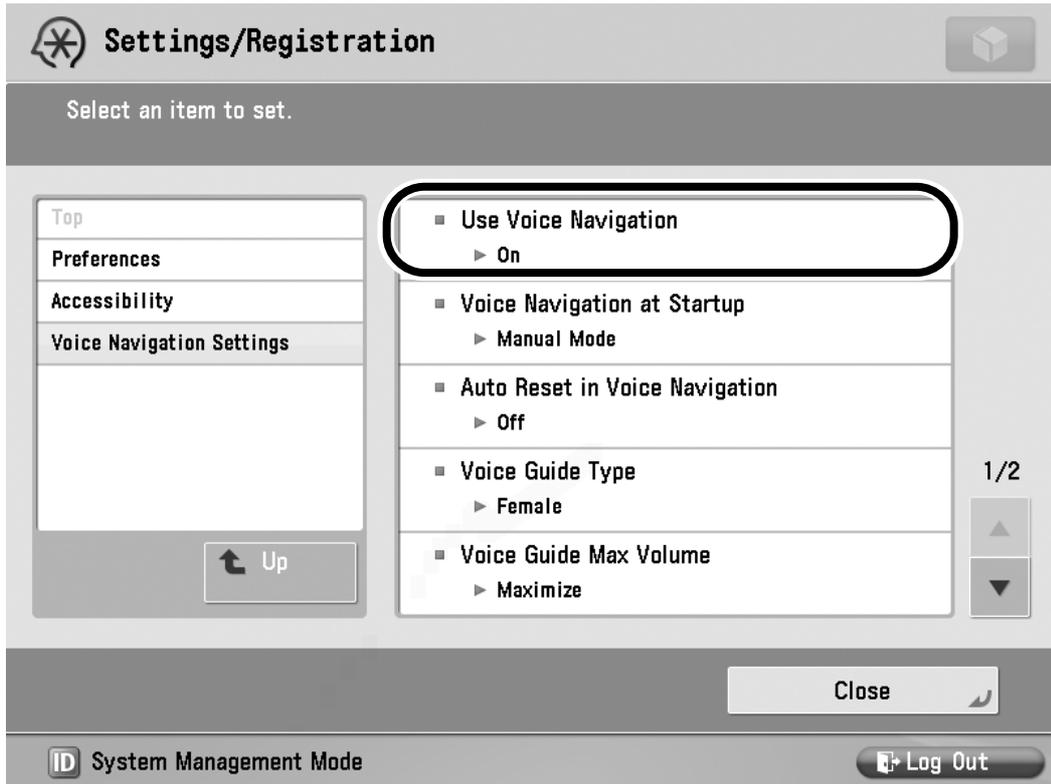
NOTE

- The default setting is 'On'.
- There is no Voice Navigation message available to guide you to Voice Navigation Settings screen in Accessibility (from Settings/Registration screen). This setting must be specified by pressing keys on the touch panel display only. Therefore, please seek assistance from the administrator, if necessary.
- This setting can only be specified by the administrator.
- Even if you change this setting, the Voice Navigation Settings will not return to their default values.

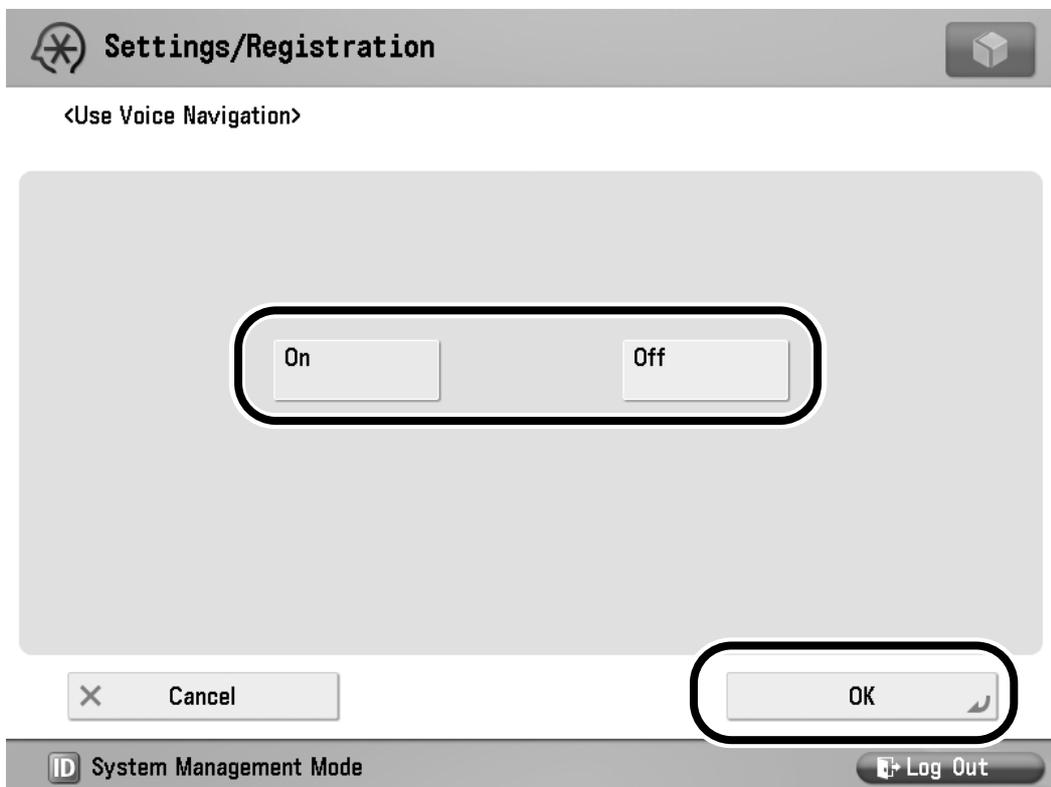
1 Press  (Settings/Registration) → [Preferences] → [▼] → [Accessibility] → [Voice Navigation Settings].



2 Press [Use Voice Navigation].



3 Select [On] or [Off] → press [OK].



The selected mode is set.

4 Press [Close] repeatedly until the Regular Copy Basic Features screen appears.

 **NOTE**

The Voice Navigation mode will not start until you press  (Reset) or the Voice Recognition button for more than five seconds.

Setting the Maximum Volume of the Voice Guidance

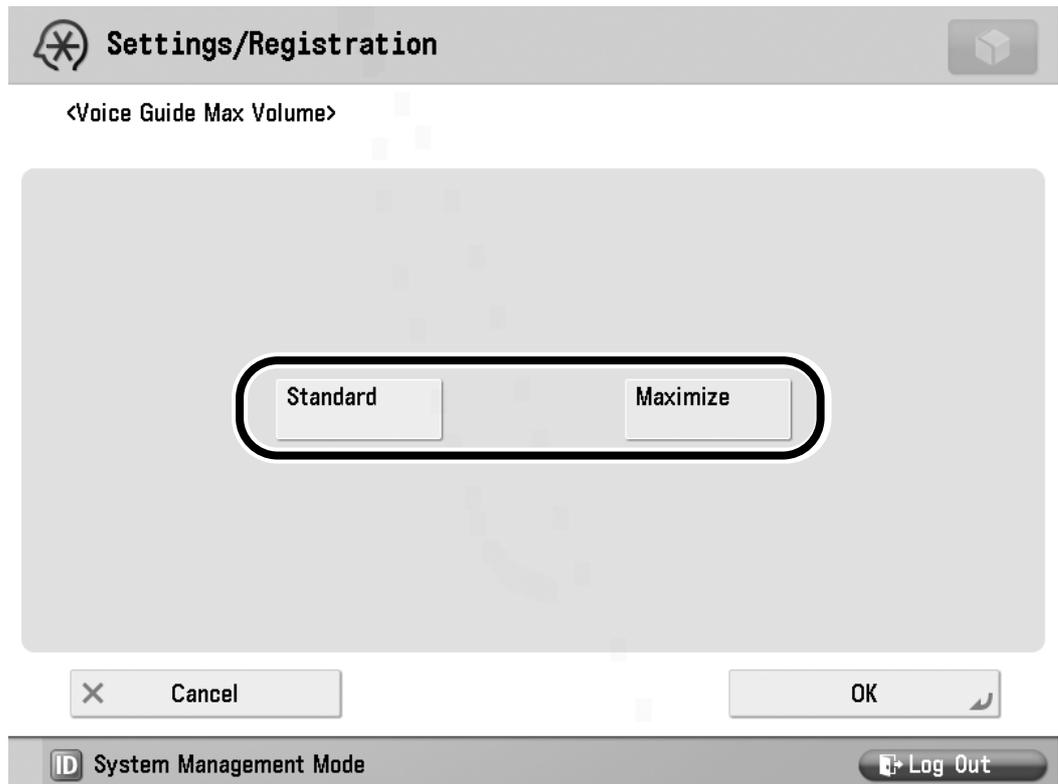
You can set the maximum volume of the Voice Guidance. If you are having difficulties hearing the Voice Guidance, set "Maximize."

NOTE

- This item is not supported with the Voice Navigation mode.
- This setting can only be specified by the administrator.

1 Press  (Settings/Registration) → [Preferences] → [▼] → [Accessibility] → [Voice Navigation Settings] → [Voice Guide Max Volume].

2 Select [Standard] or [Maximize] → press [OK].



The specified volume is set.

Standard: The volume is set to a standard volume.

Maximize: The volume is set to a higher volume than a standard volume.

 NOTE

- Even if you change the settings, the volume setting for the Voice Navigation will not be reset.
- If you specify [Maximize], the people in your vicinity may consider the sound to be too loud, depending on your environment.

3 Press [Close] repeatedly until the Main Menu screen appears.

Tuning the Microphone

You can set the microphone sensitivity for hearing your voice.

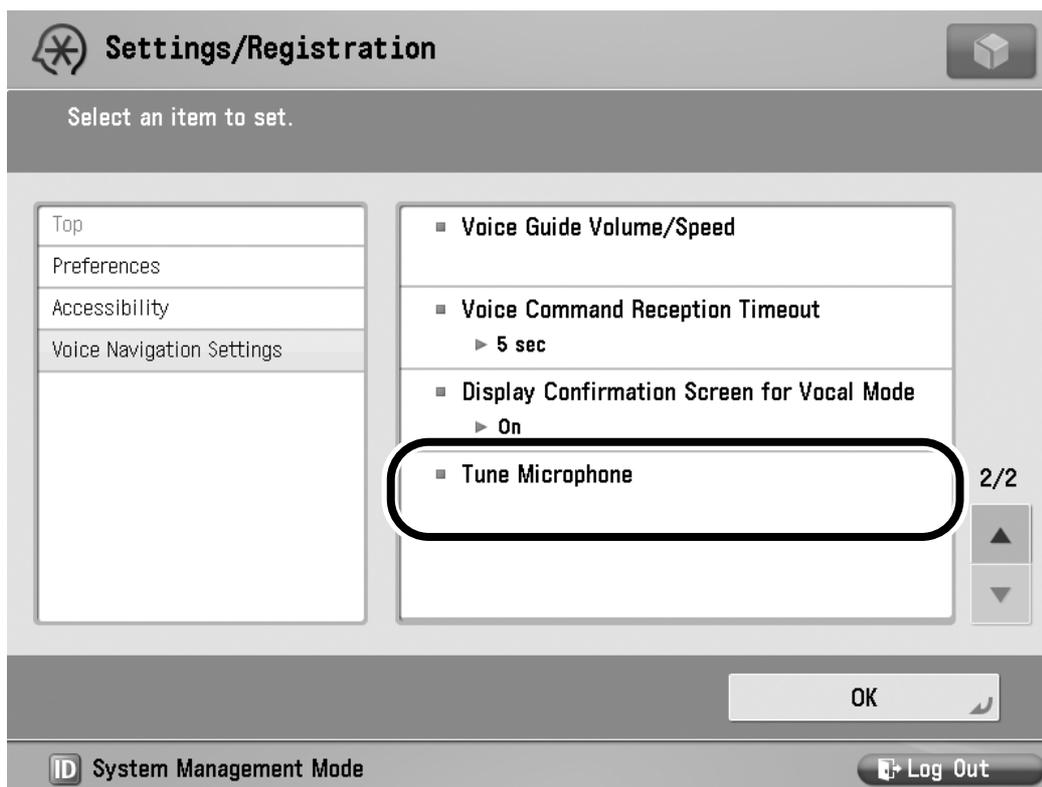
 NOTE

- This item is not supported with the Voice Navigation mode.
 - This setting can only be specified by the administrator.
-

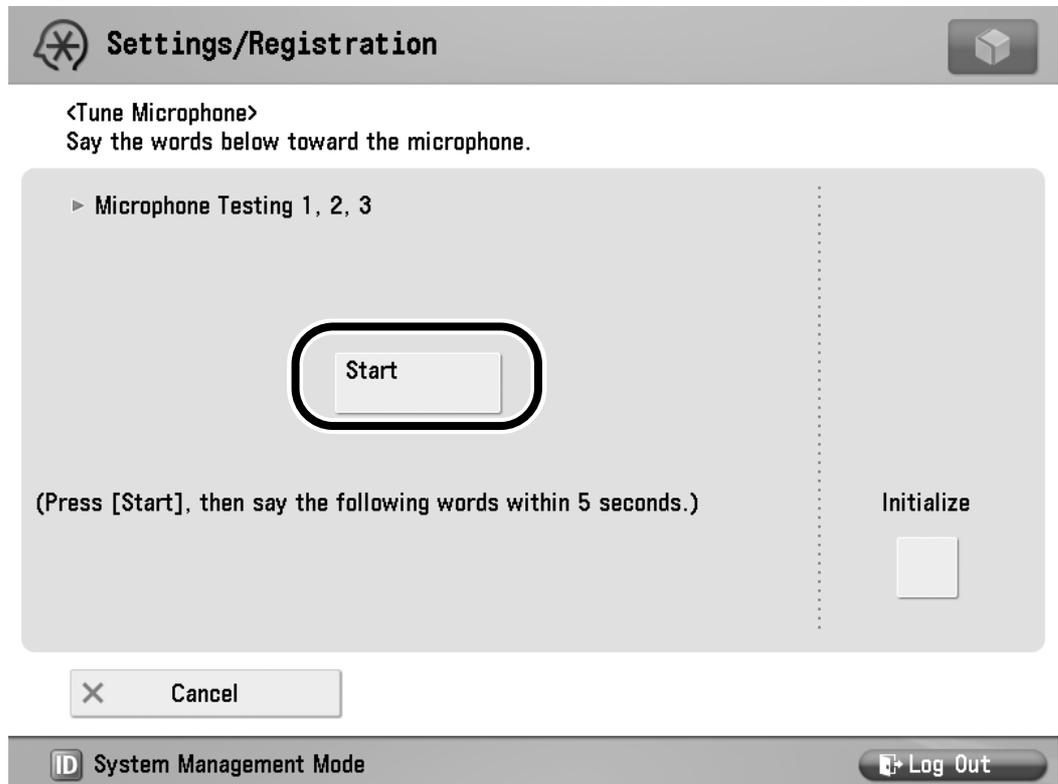
1 Press  (Settings/Registration) → [Preferences] → [▼] → [Accessibility] → [Voice Navigation Settings].

If necessary, see the screen shot in step 1 of "Setting the Voice Navigation Mode," on p. 4-2."

2 Press [▼] → [Tune Microphone].



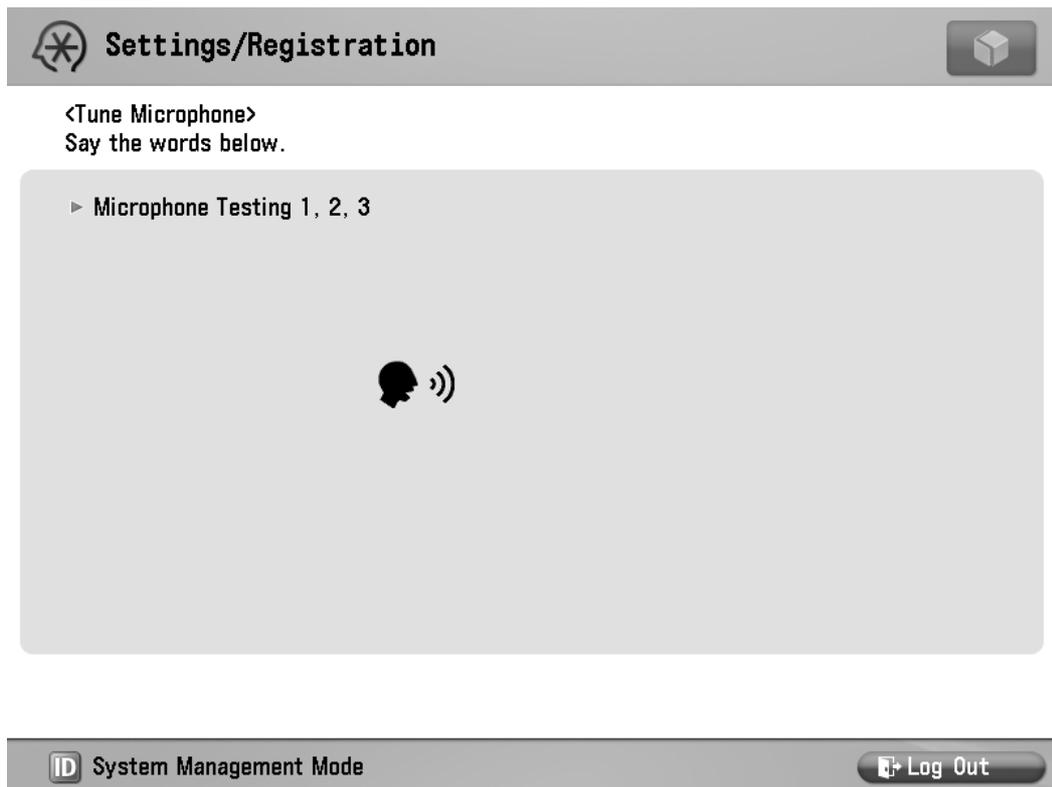
3 Press [Start] → say "microphone testing 1, 2, 3" on the screen within five seconds.



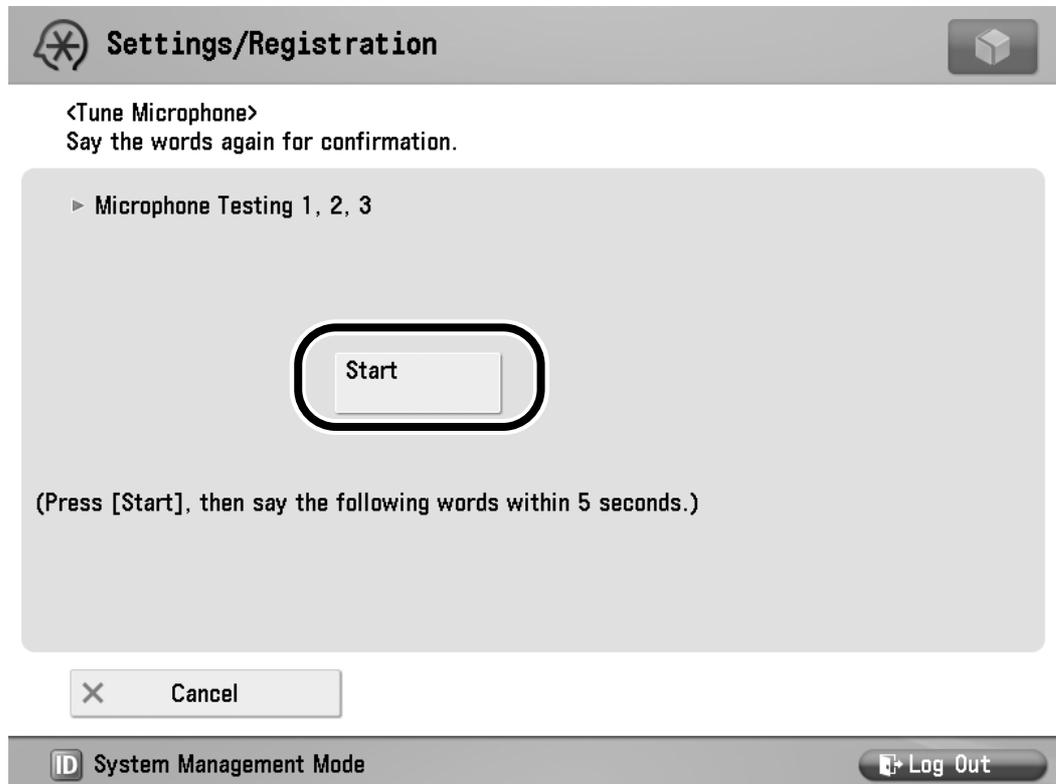
Tuning starts.

NOTE

- Press [Cancel] to stop tuning.
- If you want to initialize the microphone sensitivity, press [Initialize] → [Yes].
- The following screen is displayed when the machine is receiving a voice command.



4 Press [Start] and say "microphone testing 1, 2, 3" into the microphone again for confirmation.



The machine automatically sets the appropriate microphone sensitivity based on your voice.

NOTE

- Press [Cancel] to stop tuning.
- If tuning fails because of an error, a screen indicating so is displayed. In this case, press [OK] → repeat the procedure from step 3.

5 Press [Close] repeatedly until the Regular Copy Basic Features screen appears.

Setting the Default Voice Navigation Mode

You can select the most frequently used Voice Navigation mode to start when the Voice Navigation mode starts up. You can also display the Voice Navigation Selection Screen to select the function you want to use.

NOTE

- The default setting is 'Select Mode at Startup.'
- The Voice Navigation is available for this mode.

1 Press (Settings/Registration).

If you want to use voice recognition, press the Voice Recognition button → say "settings registration."

The Settings/Registration screen is displayed.

2 Press **④** (Back) or **⑥** (Next) to move the focus to [Voice Navigation Settings] → press **⑤** (Select).

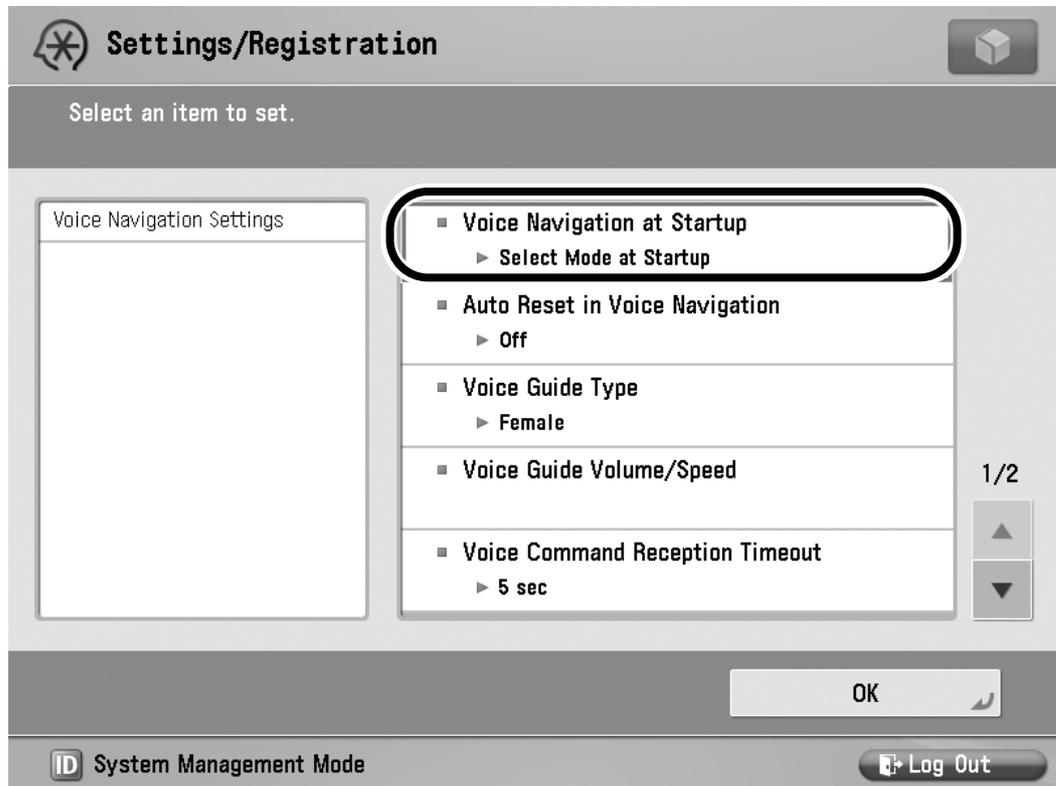
If you want to use voice recognition, press the Voice Recognition button → say "voice navigation settings."

The Voice Navigation Settings screen is displayed.

 **NOTE**

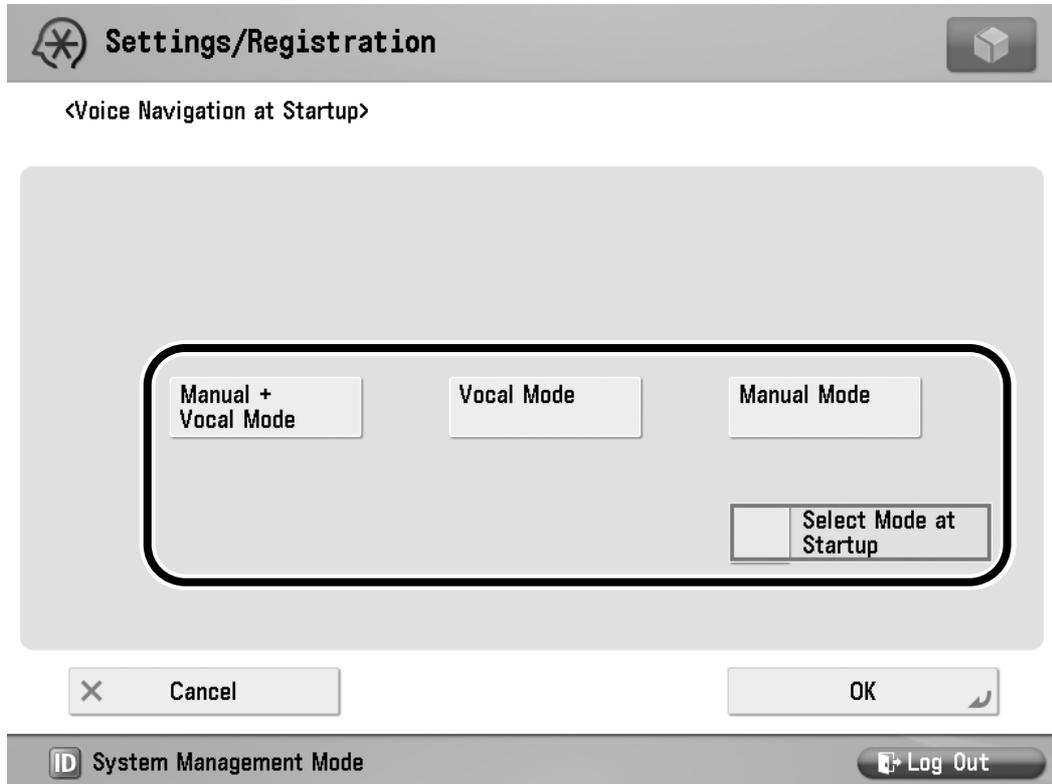
If the focus does not move over [Voice Navigation Settings], move the focus over [Voice Navigation Settings] → press **⑤** (Select).

3 Press **4** (Back) or **6** (Next) to move the focus to [Voice Navigation at Startup] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "voice navigation at startup."

4 Press **4** (Back) or **6** (Next) to move the focus over the desired mode → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say the desired mode.

[Manual + Vocal Mode]:

Automatically sets the Manual and Vocal mode when the Voice Navigation mode is started.

[Vocal Mode]:

Automatically sets the Vocal mode when the Voice Navigation mode is started.

[Manual Mode]:

Automatically sets the Manual mode when the Voice Navigation mode is started.

[Select Mode at Startup]:

Displays the Voice Navigation Selection screen when the Voice Navigation mode is started.

 **NOTE**

For information on operating the machine when the Manual mode is set, see the *Voice Guidance Kit User's Guide*.

5 Press  (Confirm), or press the Voice Recognition button → say "confirm" or "close" repeatedly until the Regular Copy Basic Features screen appears.

Setting the Auto Reset Mode

You can set whether the machine initiates the Auto Reset mode to return to the Regular Copy Basic Features screen when the Voice Navigation mode is set.

 NOTE

- The default setting is 'Off'.
- The Auto Reset mode activates, and the specified modes are reset when you return to the Basic Features screen.
- The Voice Navigation is available for this mode.

1 Press  (Settings/Registration).

If you want to use voice recognition, press the Voice Recognition button → say "settings registration."

The Settings/Registration screen is displayed.

2 Press **④** (Back) or **⑥** (Next) to move the focus to [Voice Navigation Settings] → press **⑤** (Select).

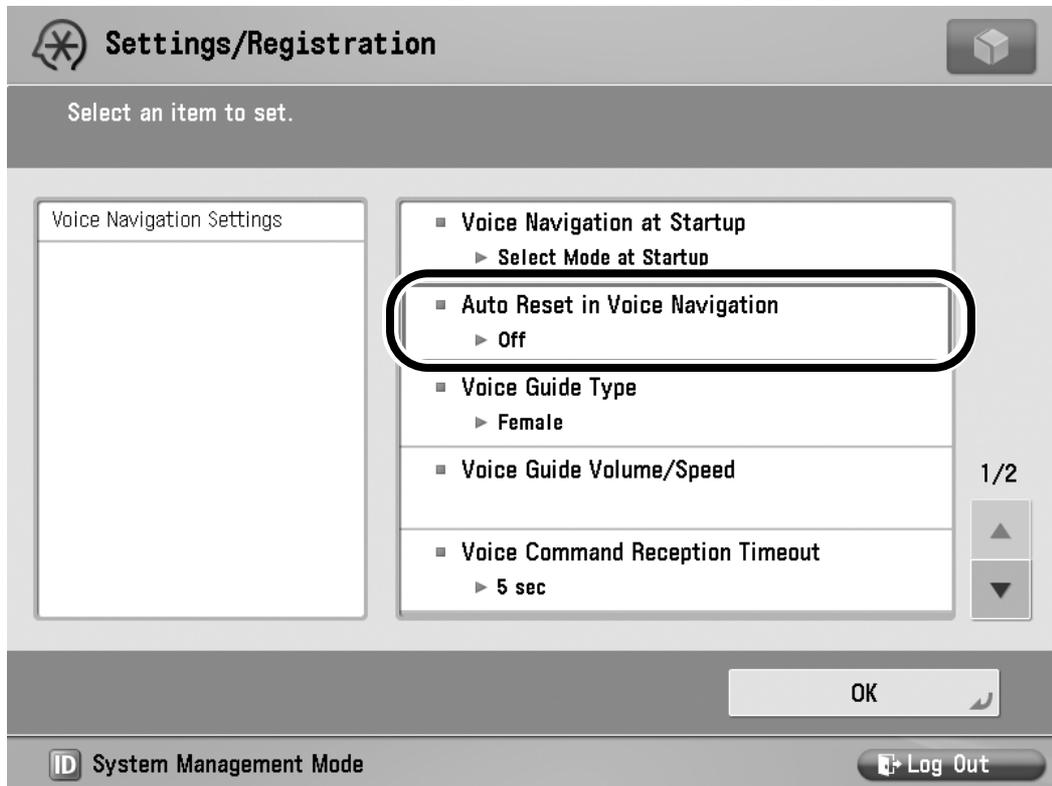
If you want to use voice recognition, press the Voice Recognition button → say "voice navigation settings."

The Voice Navigation Settings screen is displayed.

 **NOTE**

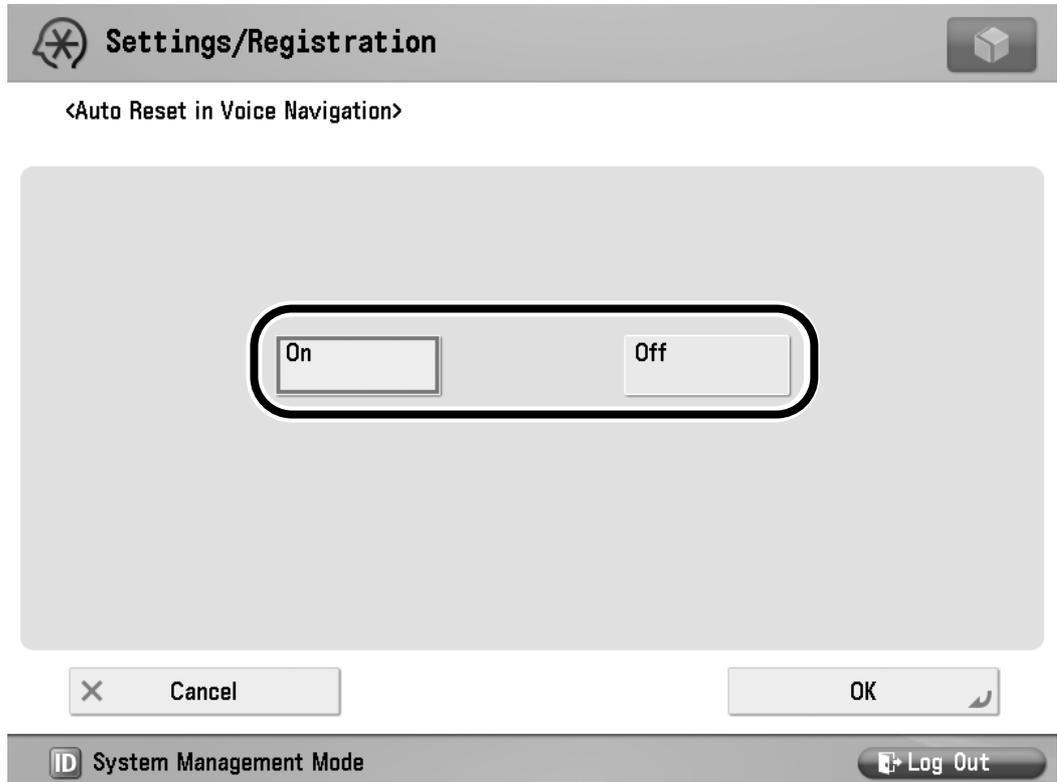
If the focus does not move over [Voice Navigation Settings], move the focus over [Voice Navigation Settings] → press **⑤** (Select).

3 Press **4** (Back) or **6** (Next) to move the focus to [Auto Reset in Voice Navigation] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "auto reset in voice navigation."

4 Press **4** (Back) or **6** (Next) to move the focus to [On] or [Off] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "on" or "off."

[On]: The Auto Reset mode is enabled in the Voice Navigation mode.

[Off]: The Auto Reset mode is not enabled in the Voice Navigation mode.

The selected mode is set.

5 Press **Ⓜ** (Confirm), or press the Voice Recognition button → say "confirm" or "close" repeatedly until the Regular Copy Basic Features screen appears.

Voice Type Settings

You can set the Voice Navigation mode to use either a male or female voice.

 NOTE

- The default setting is 'Female'.
 - Voice Navigation is available for this mode.
-

1 Press (Settings/Registration).

If you want to use voice recognition, press the Voice Recognition button → say "settings registration."

The Settings/Registration screen is displayed.

2 Press **④** (Back) or **⑥** (Next) to move the focus to [Voice Navigation Settings] → press **⑤** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "voice navigation settings."

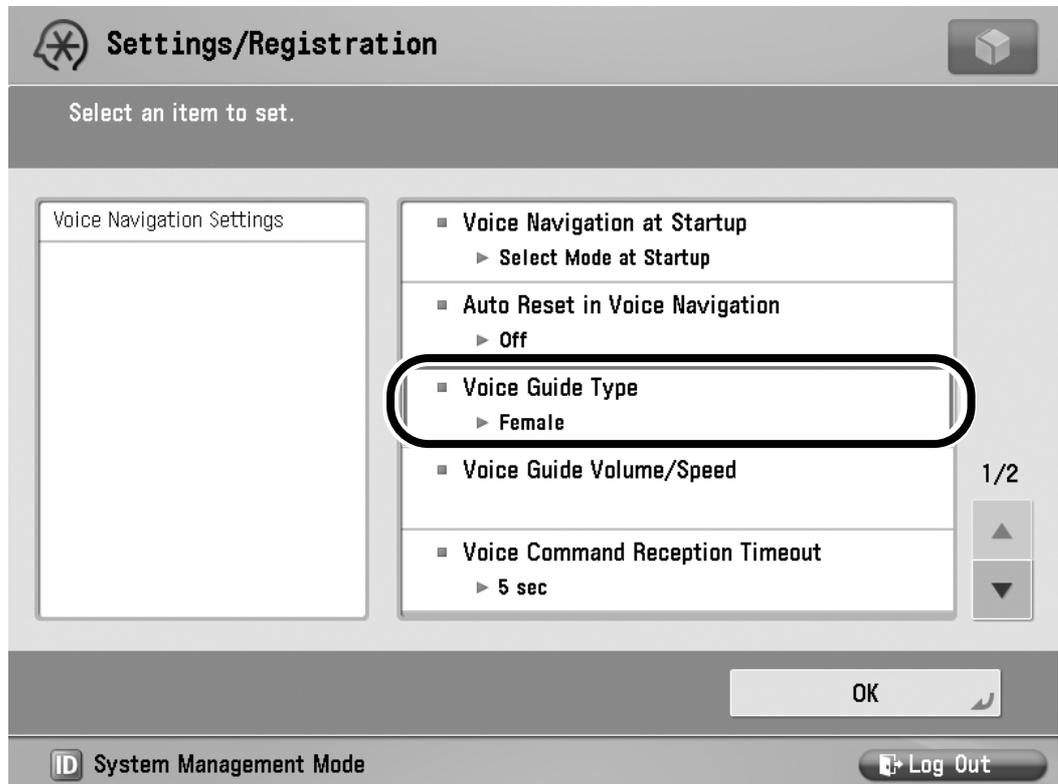
The Voice Navigation Settings screen is displayed.



NOTE

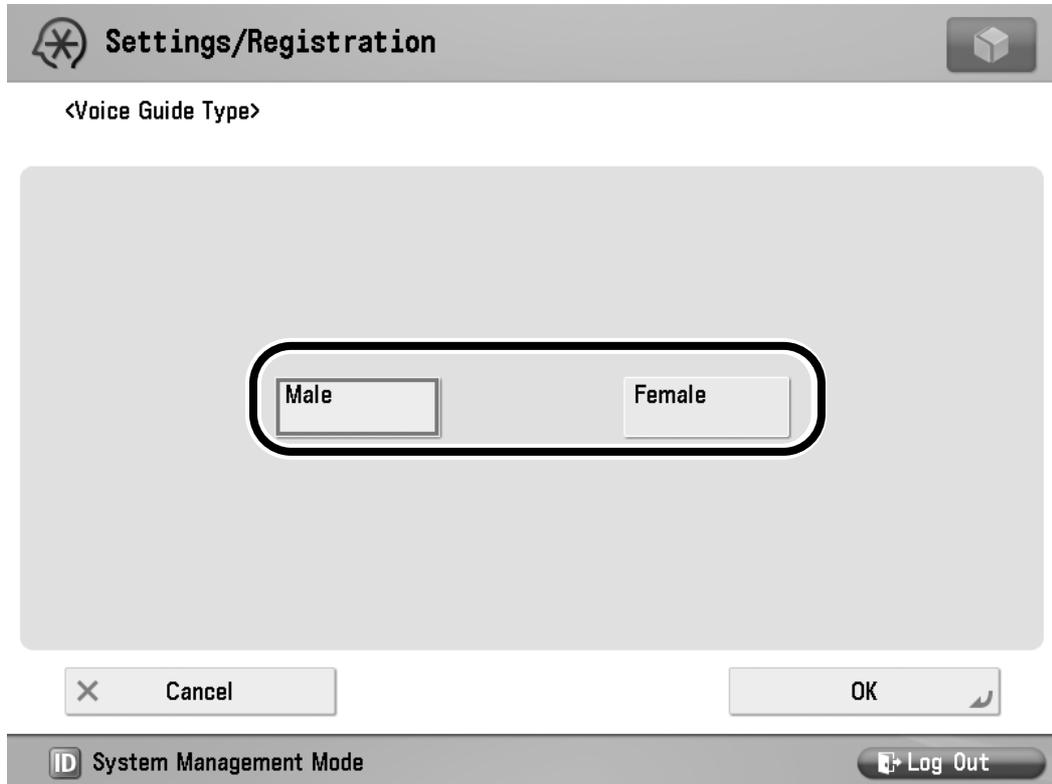
If the focus does not move over [Voice Navigation Settings], move the focus over [Voice Navigation Settings] → press **⑤** (Select).

3 Press **4** (Back) or **6** (Next) to move the focus to [Voice Guide Type] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "voice guide type."

4 Press **4** (Back) or **6** (Next) to move the focus to [Male] or [Female] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "male" or "female."

[Male]: Voice Navigation messages are heard in a male voice.

[Female]: Voice Navigation messages are heard in a female voice.

The selected mode is set.

5 Press **Ⓜ** (Confirm), or press the **Voice Recognition** button → say "confirm" or "close" repeatedly until the **Regular Copy Basic Features** screen appears.

The voice type automatically changes based on your selection in step 4.

Volume and Voice Speed Settings

You can set the volume and speed of Voice Navigation messages.

IMPORTANT

- The volume/speed you settings you specify are not enabled until you return to the Voice Navigation Settings screen.
- Voice navigation is available for this mode.

NOTE

The default settings for the voice volume and speed are '0 (Standard)'.

1 Press (Settings/Registration).

If you want to use voice recognition, press the Voice Recognition button → say "settings registration."

The Settings/Registration screen is displayed.

2 Press **④** (Back) or **⑥** (Next) to move the focus to [Voice Navigation Settings] → press **⑤** (Select).

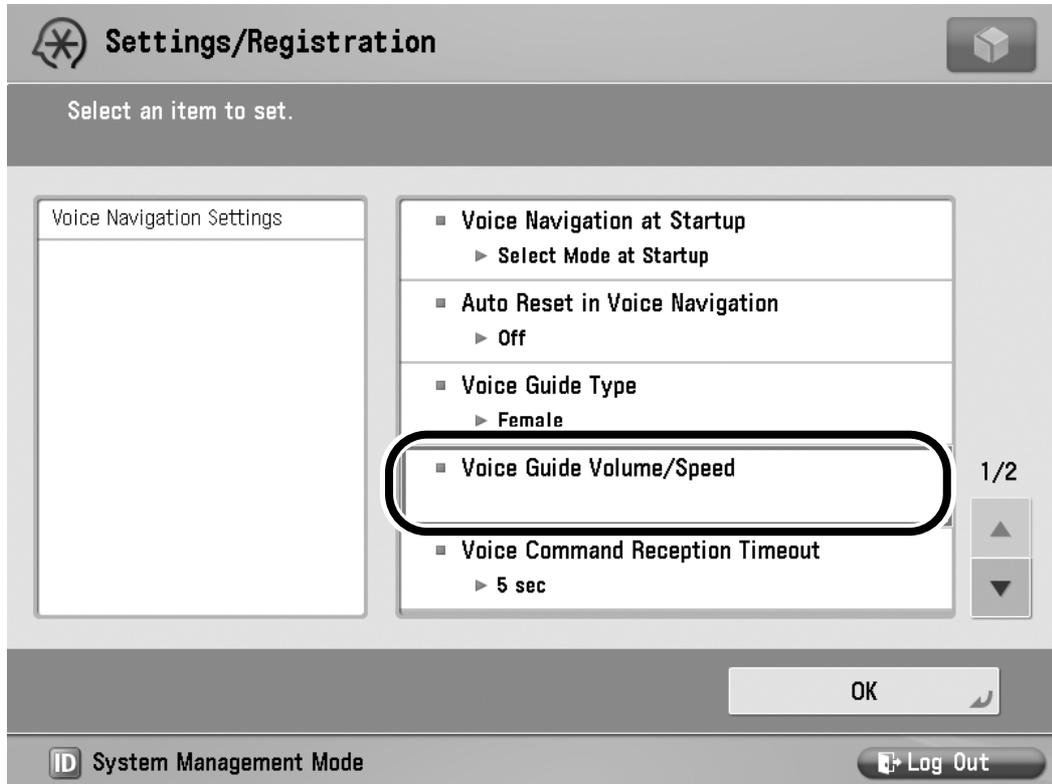
If you want to use voice recognition, press the Voice Recognition button → say "voice navigation settings."

The Voice Navigation Settings screen is displayed.

 **NOTE**

If the focus does not move over [Voice Navigation Settings], move the focus over [Voice Navigation Settings] → press **⑤** (Select).

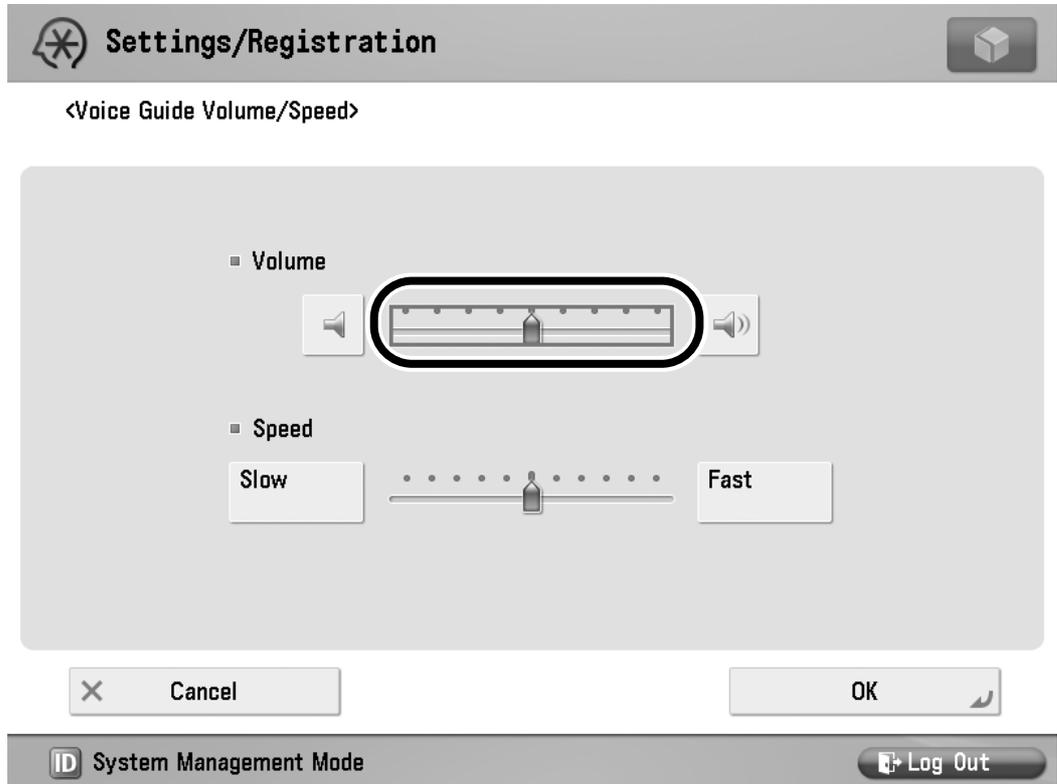
3 Press **4** (Back) or **6** (Next) to move the focus to [Voice Guide Volume/Speed] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "voice guide volume and speed."

If the Vocal mode is set, proceed to step 5.

4 Press ④ (Back) or ⑥ (Next) to move the focus to the Volume indicator.



If you want to use voice recognition, press the Voice Recognition button → say "volume."

5 Adjust the volume.

● If the Manual and Vocal mode is set:

- ❑ Press **4** (Back) to move the indicator to the left to decrease the volume, or press **6** (Next) to move the indicator to the right to increase the volume → press **5** (Select).

If you want to use voice recognition, press the Voice Recognition button → say "plus 1" to increase the volume, or say "minus 1" to decrease the volume.

- ❑ Press **ID** (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "confirm."

● If the Vocal mode is set:

- Press the Voice Recognition button → say "increase" or "decrease" continuously to adjust the volume one level at a time.

There are nine volume levels. As the indicator moves to the left, the volume decreases from -1 to -4. Negative 1 is slightly lower than the standard volume setting, and -4 is the lowest setting. As the indicator moves to the right, the volume increases from +1 to +4.

NOTE

- If the Manual and Vocal mode is set, you can say "standard" to set the volume to '0'.
- You can also use the volume adjustment switches on the voice unit, or  and  keys on the control panel to adjust the volume.

If the Vocal mode is set, proceed to step 7.

6 Press **④** (Back) or **⑥** (Next) to to move the focus to the Speed indicator → press **⑤** (Select).

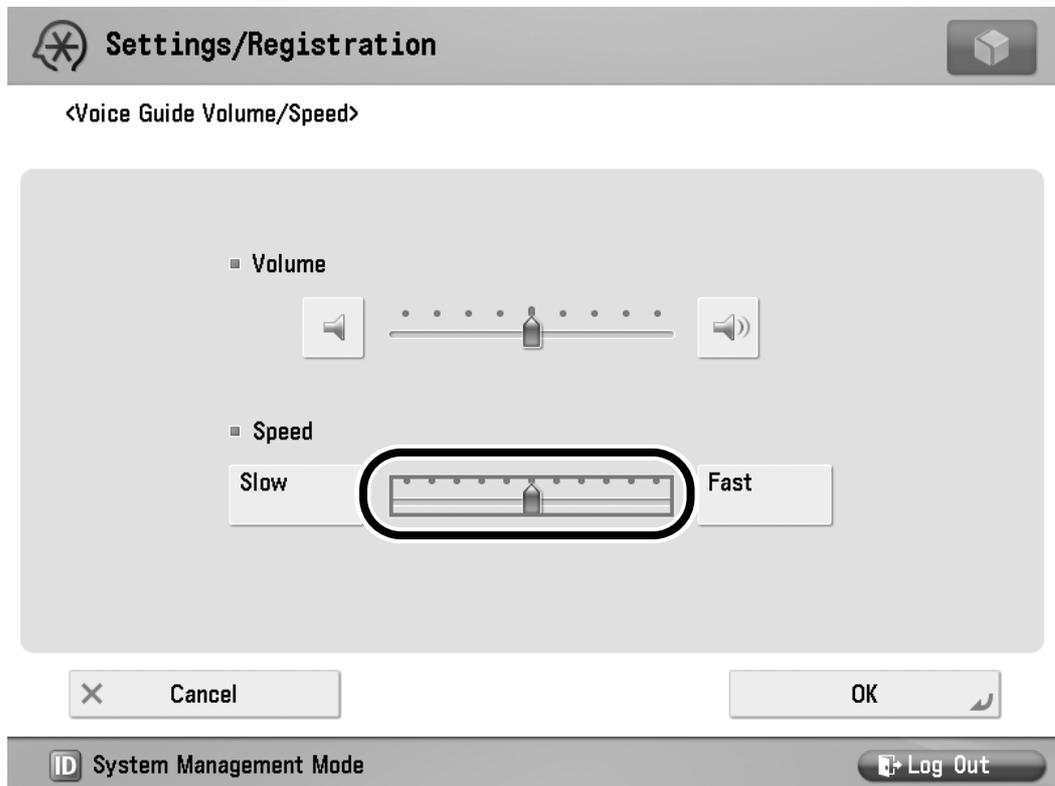
If you want to use voice recognition, press the Voice Recognition button → say "speed."

The focus moves to the Speed indicator.

7 Adjust the voice guide's reading speed.

● If the Manual and Vocal mode is set:

- Press **④** (Back) to move the indicator to decrease the voice guide's reading speed, or press **⑥** (Next) to increase the voice guide's reading speed → press **⑤** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "plus 1" to increase the voice guide's reading speed, or say "minus 1" to decrease the voice guide's reading speed.

Press **ID** (Confirm).

The selected mode is set.

● If the Vocal mode is set:

- Press the Voice Recognition button → say "faster" or "slower" continuously to adjust the speed one level at a time.

There are 11 speed levels (from -5 to +5). As the indicator moves to the left, the speed decreases. As the indicator moves to the right, the speed increases.

The selected mode is set.

NOTE

If the Manual and Vocal mode is set, you can say "standard" to set the speed to '0'.

- 8** Press  (Confirm), or press the Voice Recognition button → say "confirm" or "close" repeatedly until the Regular Copy Basic Features screen appears.

Setting the Voice Recognition Timeout Period

You can set how long the machine waits to hear a voice recognition command after the Voice Recognition button is pressed before voice recognition is canceled.

NOTE

- The default setting is '5' seconds.
- Voice recognition is canceled if you press the touch panel display or a numeric key while the machine is waiting for a voice command.
- The Voice navigation is available for this mode.

1 Press (Settings/Registration).

If you want to use voice recognition, press the Voice Recognition button → say "settings registration."

The Settings/Registration screen is displayed.

2 Press **④** (Back) or **⑥** (Next) to move the focus to [Voice Navigation Settings] → press **⑤** (Select).

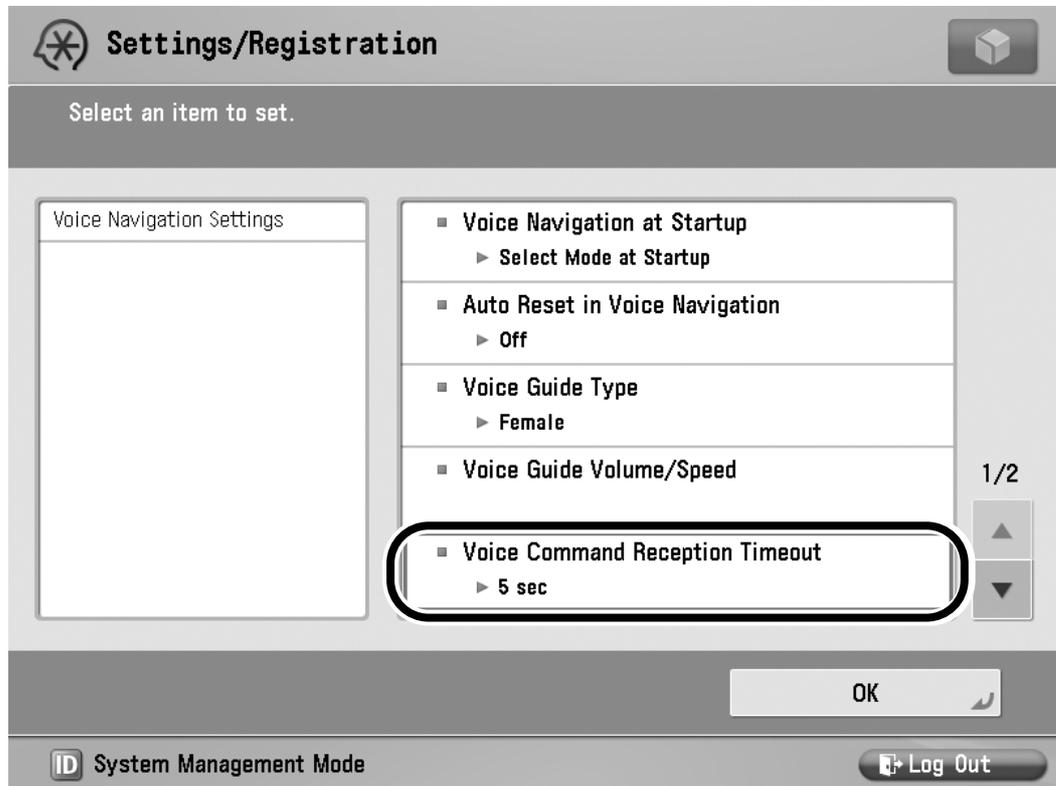
If you want to use voice recognition, press the Voice Recognition button → say "voice navigation settings."

The Voice Navigation Settings screen is displayed.

 **NOTE**

If the focus does not move over [Voice Navigation Settings], move the focus over [Voice Navigation Settings] → press **⑤** (Select).

3 Press **4** (Back) or **6** (Next) to move the focus to [Voice Command Reception Timeout] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "voice command reception timeout."

4 Set the number of seconds for the timeout period.

● If the Manual and Vocal mode is set:

- Move the focus over the Time out limit → press **5** (Select).

You can also press the Voice Recognition button and say "time out limit" to enter the mode for entering the number of seconds for the timeout period, instead of pressing **5** (Select).

The machine enters the mode for entering the number of seconds for the timeout period.

- Enter the time using **0** - **9** (numeric keys).

If you want to use voice recognition, press the Voice Recognition button → say the desired timeout time in seconds.

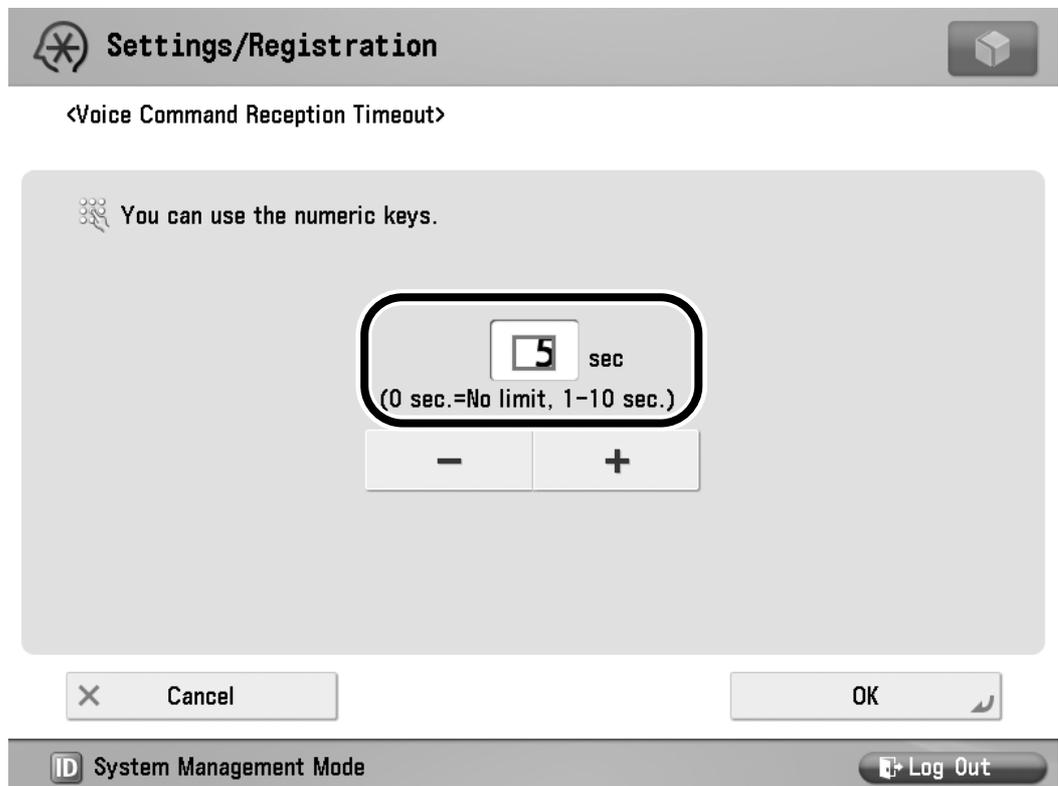
For example, to set the timeout time period to '5' seconds, say, "five seconds."

● If the Vocal mode is set:

- Press the Voice Recognition button → say the desired timeout time in seconds.

You can also press [-] or [+] on the touch panel display to set the Command Reception Timeout time.

If the Vocal mode is set, proceed to step 7.



 NOTE

- The timeout period can be set from 0 to 10 seconds in one second increments.
- If the timeout period is set to '0', the timeout period is not set.
- If the Manual and Vocal mode is set, voice recognition cannot be started by pressing  when the machine is in the mode for entering numeric values.

5 Press  (Confirm).

If you want to use voice recognition, press the Voice Recognition button → say "confirm" to set the number of seconds for the timeout period.

6 Press  (Confirm), or press the Voice Recognition button → say "confirm" or "close" repeatedly until the Regular Copy Basic Features screen appears.

Display a Confirmation Screen for Start/Reset

You can set whether to display a confirmation screen when a Start or Reset voice command is recognized, or a memory key is recalled.

IMPORTANT

Set Confirmation Screen Display to 'On', to avoid incorrect settings being made, due to incorrect voice recognition.

NOTE

- The default setting is 'On'.
- A confirmation screen is not displayed if the Manual mode is set.
- The Voice navigation is available for this mode.

1 Press (Settings/Registration).

If you want to use voice recognition, press the Voice Recognition button → say "settings registration."

The Settings/Registration screen is displayed.

2 Press **④** (Back) or **⑥** (Next) to move the focus to [Voice Navigation Settings] → **⑤** (Select).

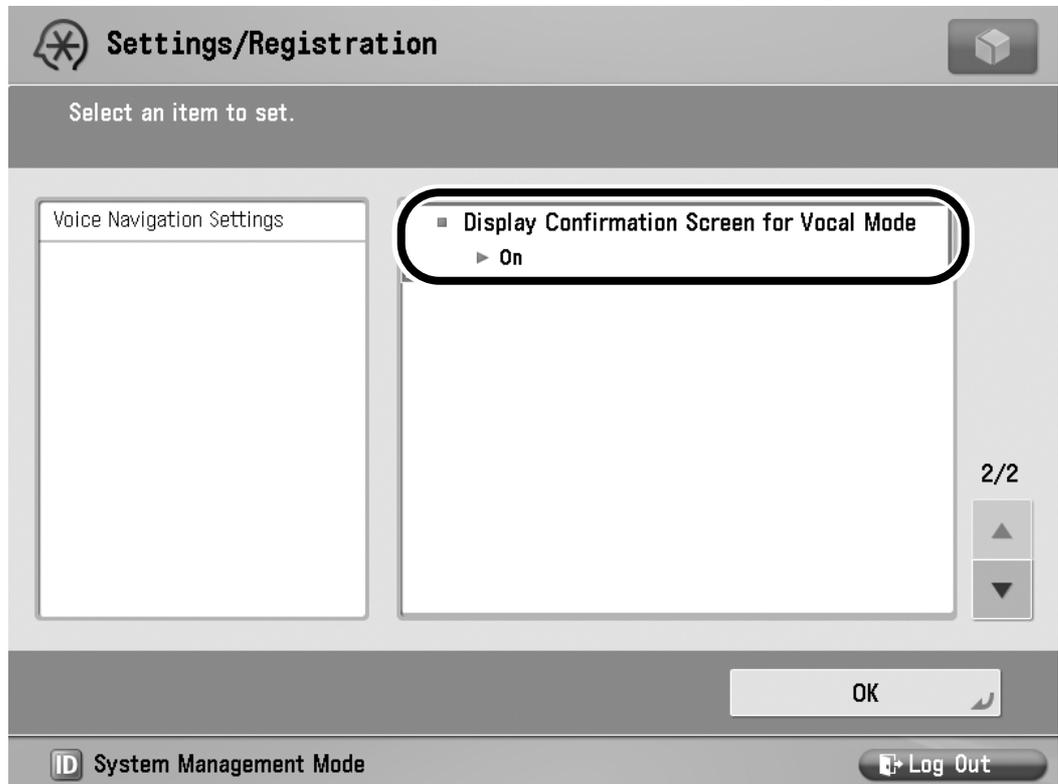
If you want to use voice recognition, press the Voice Recognition button → say "voice navigation settings."

The Voice Navigation Settings screen is displayed.

 **NOTE**

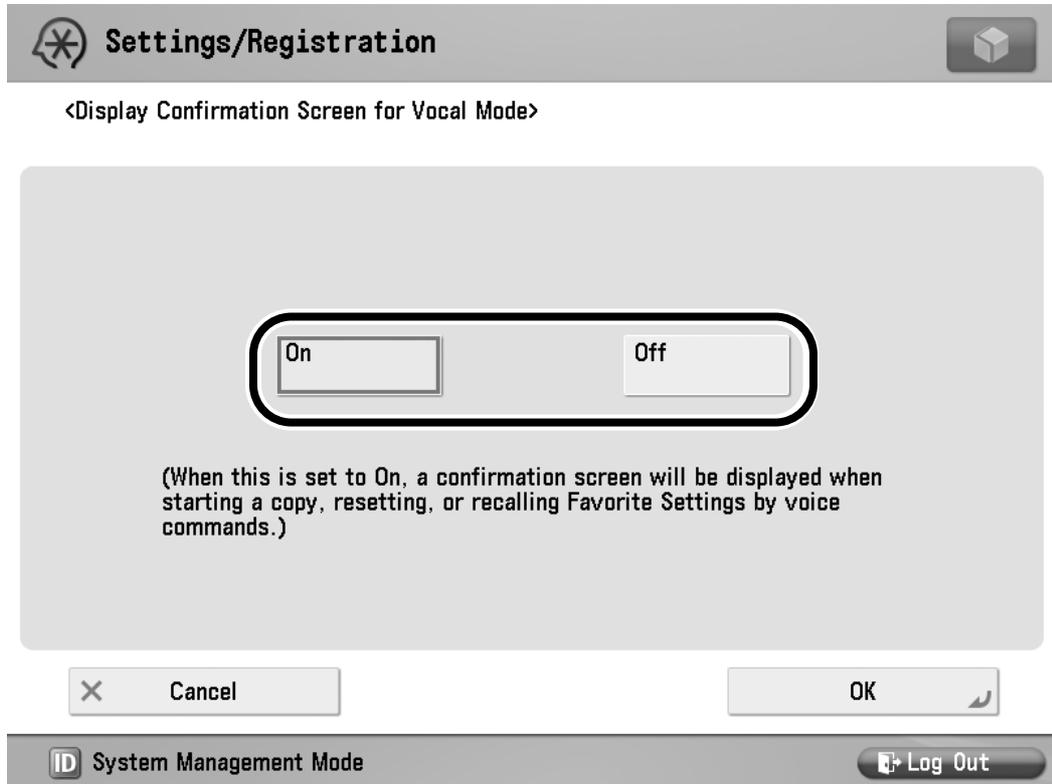
If the focus does not move over [Voice Navigation Settings], move the focus over [Voice Navigation Settings] → press **⑤** (Select).

3 Press **4** (Back) or **6** (Next) to move the focus to [Display Confirmation Screen for Vocal Mode] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "display confirmation screen for vocal mode."

4 Press **4** (Back) or **6** (Next) to move the focus to [On] or [Off] → press **5** (Select).



If you want to use voice recognition, press the Voice Recognition button → say "on" or "off."

[On]: A confirmation screen is displayed when you say "copy start" or "reset," or when settings in a memory key are recalled.

[Off]: A confirmation screen is not displayed when you say "copy start" or "reset," or when settings in a memory key are recalled.

5 Press **Ⓜ** (Confirm), or press the Voice Recognition button → say "confirm" or "close" repeatedly until the Regular Copy Basic Features screen appears.

Appendix

5

CHAPTER

This chapter explains the functions that are supported by the Voice Navigation mode, and includes a list of recognizable phrases.

Copy Mode Summary	5-2
List of Recognizable Phrases	5-11

Copy Mode Summary

The following is an explanation of the copying modes that can be used with the Voice Navigation mode. For more information, see the instruction manuals that came with your machine.

NOTE

- Some functions may not be available, depending on the model of your machine.
- Some of these functions may require optional equipment.

Mode Name	Summary
Copies	Set how many copies to make (from 1 to 999 or 9,999, depending on the model of the machine.)

Mode Name		Summary
Copy Ratio		Specify the zoom ratio for the copies. You can set the machine to adjust the zoom ratio automatically, or you can specify the zoom ratio manually.
	Preset Zoom	Offers you a variety of preset copy ratios to reduce or enlarge standard size originals to another standard paper size.
	Auto Zoom	You can set the machine to automatically select the appropriate zoom ratio based on the size of the original and the selected copy paper size.
	Direct or [1:1]	Sets the copy ratio to 100%.
	Zoom by Percentage	Enables you to specify a copy ratio in 1% increments.

Mode Name	Summary
Paper Select	Select the paper size and paper source containing the desired paper size.
Automatic Paper Selection	The machine automatically selects the copy paper size based on the size of your original.

Mode Name		Summary
Finishing* ¹	Collate (Page order)	The copies are automatically collated into sets arranged in page order.
	Group (Same pages)	All copies of the same original page are grouped together.
	Staple* ²	The copies are automatically collated into sets arranged in page order and stapled.
	Offset	The copies are shifted alternately to the front and back of the tray, in a vertical (portrait) orientation, or a horizontal (landscape) orientation, depending on the orientation of your originals.

*1 The Staple and Offset finishing modes can be set only if an optional finisher is attached.

*2 The Saddle Stitch mode is not supported by the Voice Navigation mode, and is only available if an optional booklet finisher is attached to the machine.

Mode Name		Summary
Finishing* ¹	Z-Fold* ³	The machine automatically Z-folds 11" x 17"/A3 copies into LTR/A4 copies, respectively.
	Accordion Z-Fold* ³	The machine folds LTRR/A4R copies into accordion Z-fold.
	C-Fold* ³	The machine C-folds LTRR/A4R copies into three-fold copies.
	Half Fold* ³	The machine half-folds LTRR/A4R copies into STMT/A5 copies.
	Double Parallel Fold* ³	The machine folds A4R copies into double parallel fold.
	Saddle Fold* ⁴	The machine saddle-folds multiple sheets in 2-folds.

*1 The Staple and Offset finishing modes can be set only if an optional finisher is attached.

*3 This mode can be set only if an optional paper folding unit is attached to an optional finisher or booklet finisher.

*4 The Saddle Fold mode can be set only if the optional booklet finisher is attached.

Mode Name		Summary
Finishing* ¹	Hole Punch* ⁵	The machine punches two or three holes (depending on the paper size) into the copies.
	Rotate 90 Degrees* ⁶	The copies are automatically collated into sets arranged in page order, and are output in alternating directions.
	Face Up/ Face Down	Specify whether the printed sheets are output as face up or face down.

- *1 The Staple and Offset finishing modes can be set only if an optional finisher is attached.
- *5 The Hole Punch mode can be set only if an optional puncher unit is attached to an optional finisher or booklet finisher.
- *6 [Rotate 90 Degrees] can only be selected if the machine is not equipped with an optional finisher.

Mode Name		Summary
2-Sided	1-Sided▶ 2-Sided	Enables you to make 2-sided copies from 1-sided originals.
	2-Sided▶ 2-Sided	Enables you to make 2-sided copies from 2-sided originals. If the originals are placed in the feeder, they are automatically turned over to make 2-sided copies.
	2-Sided▶ 1-Sided	Automatically turns over 2-sided originals placed in the feeder to make 1-sided copies on different sheets of paper.
	Book▶ 2-Sided	Enables you to make 2-sided copies from facing pages, or from the front and back sides of a page in bound originals, such as books and magazines.

Mode Name		Summary
Density		Enables you to manually adjust the copy exposure to the most appropriate level for the original.
	Background Density	Enables you to make copies by erasing the background color of the original.
Original Type	Text/Photo/Map Mode	This mode is best suited for making copies of originals that contain both text and photos, or originals, such as maps that contain fine text and diagrams.
	Photo Printout Mode	This mode is best suited for making copies of photos printed on photographic paper.
	Printed Image Mode	This mode is best suited for making copies of images printed with halftone dots.
	Text Mode	This mode is best suited for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.

Mode Name		Summary
Color Selection	Auto (Color/Black)	Detects whether the original is color or black-and-white, and then selects the appropriate Color mode.
	Full Color	Copies the original in the Full Color mode, regardless of whether it is a color or black-and-white original.
	Black	Copies the original in the Black-and-White mode, regardless of whether it is a color or black-and-white original.
	Single Color	Enables you to copy in a single color.
	Two Colors	Enables you to copy in a single color and black.
Favorite Settings		Enables you to register any possible combination of copy modes in a memory key.

List of Recognizable Phrases

The following phrases can be recognized when spoken into the microphone that is attached to the voice unit.

These phrases can be said when you are in the Manual and Vocal mode or Vocal mode.

NOTE

- Multiple phrases may be recognizable, depending on the selected operation (key/function).
- Some phrases may not be recognizable, depending on the model of your machine.
- You can say "voice recognition list" to display the Voice Command List screen, and confirm the words that can be recognized on each screen and how to pronounce them. (See "Using the Voice CommandList," on p. 1-51.)
- For information on paper sizes not mentioned here, contact your local authorized Canon dealer.

**■ Phrases recognizable on the Voice Navigation mode selection screen
(See, "Starting and Stopping the Voice Navigation Mode," on p. 1-57.)**

Operation (Key name/function)	Recognizable Phrase
Selecting the Manual and Vocal mode	Manual and vocal mode
	Key operations and voice operations
	Voice guide and recognition
	Voice guide and recognition mode
Selecting the Vocal mode	Vocal mode
	Voice operations
	Voice recognition
	Recognition only
Selecting the Manual mode	Manual mode
	key operations
	Voice guide only
	Voice guide

■ Phrases Relating to Function Switching

Operation (Key name/function)	Recognizable Phrase
Changing the Function	Main menu
	Select function
Switching to the Copy Screen	Copy

■ Phrases relating to the Voice Recognition list (See "Using the Voice Command List," on p. 1-51.)

Operation (Key name/function)	Recognizable Phrase
Displaying the Voice Command List	Voice command list
	Voice recognition list
	Command list
	Word recognition list
Selecting the Voice Command List	Voice command list
Selecting a List Number* ¹	List number 1
	List number 2
	List number 3
	List number 4
	List number 5
	List number 6
	List number 7
	List number 8
	List number 9

*1 Can only be used in the Vocal mode.

■ Help Operations

Operation (Key name/function)	Recognizable Phrase
Displaying Voice Mode Help	Voice mode help
	Voice recognition help
	Voice help
	Recognition help
	Help

■ Stopping the Vocal Mode

Operation (Key name/function)	Recognizable Phrase
Stopping the Voice Recognition Mode	Stop voice recognition
	Cancel voice recognition

■ Copy Function Phrases

Operation (Key name/function)	Recognizable Phrase
Starting Copying	Start copy
Canceling Copying	Stop
Scanning the Next Original	Scan next original
	Next original
Finishing Scanning Originals	Start copying
	Done
Canceling the Scanning of Originals	Stop
Resuming Copying	Resume copying
Confirming Settings ^{*1}	Check settings
	Setting confirmation
Canceling All Settings	Reset

*1 Can only be used in the Vocal mode.

■ Modes set from Regular Copy Basic Features screen (See "Basic Copy Settings," on p. 3-16.)

Operation (Key name/function)	Recognizable Phrase
Setting the Number of Copies	1copy, 2copies, 3copies* ²
	Number of copies* ¹
Selecting the Color Mode	Select color
	Color setting
	Color selection
	Color mode
Setting the Direct Zoom Ratio* ³	Direct
	100% direct
Setting the Zoom Ratio* ⁴	Copy ratio
Paper Selection* ⁴	Select paper
	Paper select
Setting the Finishing Mode* ⁴	Finishing
Setting 2-Sided Copying* ⁴	Double-sided
Setting the Copy Exposure* ⁴	Density* ³
Selecting the Original Type* ⁴	Original type
	Original type selection

- *1 Can only be used in the Vocal mode.
- *2 The maximum number of the copies you can set either 999 or 9,999, depending on the model of your machine.
- *3 Can only be used in the Manual and Vocal mode.
- *4 You can specify the settings directly from the Copy Basic Features Screen.

■ Phrases common to each screen

Operation (Key name/function)	Recognizable Phrase
Confirming Settings: Confirm	Confirm* ¹
Confirming Settings: Yes	Yes
Confirming Settings: OK	OK
Canceling Settings: No	No
Canceling Settings: Cancel	Cancel
Canceling Settings: Cancel Settings	Cancel settings
	Cancel
Moving To the Next Screen	Next
	Next step
Moving to the Previous Screen	Back
Closing a Screen	Close
▲ (Previous Page)	Previous page
	Previous
▼ (Next Page)	Next page
	Next

*3 Can only be used in the Manual and Vocal mode.

■ Settings on the Copy Ratio screen
(See "Setting the Copy Ratio," on p. 2-45 or p. 3-21)

Operation (Key name/function)	Recognizable Phrase
Setting the Direct Zoom Ratio	Direct
	100% direct
Automatically Setting the Zoom Ratio ^{*4}	Auto ratio
	Auto zoom
Manually Setting the Zoom Ratio	Custom copy ratio ^{*3}
	99%, 100%, 101% ^{*5}
400% MAX.	Maximum
	Maximum copy ratio
200% A5 ► A3	From A5 to A3
200% STMT ► 11x17	From Statement to 11 by 17
141% A4 ► A3 B5 ► B4	From A4 to A3
	From B5 to A3
141% A4 ► A3	From A4 to A3
141% A4/LTR ► A3 B5 ► B4	From A4 to A3
	From Letter to A3
	From B5 to A3
129% LTR ► 11x17	From Letter to 11 by 17
122% A4 ► B4 A5 ► B5	From A4 to B4
	From A5 to B5

Operation (Key name/function)		Recognizable Phrase
122%	A4/LTR ▶ B4 A5 ▶ B5	From A4 to B4
		From Letter to B4
		From A5 to B5
121%	LGL ▶ 11x17	From Legal to 11 by 17
115%	B4 ▶ A3 B5 ▶ A4	From B4 to A3
		From B5 to A4
115%	B4 ▶ A3 B5 ▶ A4/LTR	From B4 to A3
		From B5 to A4
		From B5 to Letter
86%	A3 ▶ B4 A4 ▶ B5	From A3 to B4
		From A4 to B5
86%	A3 ▶ B4 A4/LTR ▶ B5	From A3 to B4
		From A4 to B5
		From Letter to B5
81%	B4 ▶ A4 B5 ▶ A5	From B4 to A4
		From B5 to A5
81%	B4 ▶ A4/LTR B5 ▶ A5	From B4 to A4
		From B4 to Letter
		From B5 to A5
78%	LGL ▶ LTR	From Legal to Letter
73%	11x17 ▶ LGL 11x15 ▶ LTR	From 11 by 17 to Legal
		From 11 by 15 to Letter

Operation (Key name/function)		Recognizable Phrase
70%	A3 ► A4	From A3 to A4
	B4 ► B5	From B4 to B5
70%	A3 ► A4	From A3 to A4
70%	A3 ► A4/LTR B4 ► B5	From A3 to A4
		From A3 to Letter
		From B4 to B5
64%	11x17 ► LTR	From 11 by 17 to Letter
61%	A3 ► B5	From A3 to B5
50%	A3 ► A5	From A3 to A5
50%	11x17 ► STMT	From 11 by 17 to Statement
25%	MIN.	Minimum
		Minimum copy ratio

*3 Can only be used in the Manual and Vocal mode.

*4 You can specify the settings directly from the Copy Basic Features Screen.

*5 You can set the zoom ratio to a number between 25% and 400%.

■ Settings on the Paper Select Screen

Operation (Key name/function)	Recognizable Phrase
Auto	Auto
	Auto select paper
	Auto paper selection
Paper drawer 1	Drawer 1
	Paper drawer 1
Paper drawer 2	Drawer 2
	Paper drawer 2
Paper drawer 3	Drawer 3
	Paper drawer 3
Paper drawer 4	Drawer 4
	Paper drawer 4
Paper drawer 5	Drawer 5
	Paper drawer 5
Paper drawer 6	Drawer 6
	Paper drawer 6
Paper drawer 7	Drawer 7
	Paper drawer 7

■ Screen for Selecting the Original Size

Operation (Key name/function)	Recognizable Phrase
A3	A3
B4	B4
A4	A4
A4R	A4R
B5	B5
B5R	B5R
A5	A5
A5R	A5R
A6R	A6R
11x17	11 by 17
LGL	Legal
LTR	Letter
LTRR	Letter R
STMT	Statement
STMTR	Statement R
16K	16K
8K	8K

■ Finishing Settings (See "Collating Copies," on p. 2-83 or p. 3-36)

Operation (Key name/function)	Recognizable Phrase
Selecting the Type of Finishing Mode	
Collate (Page order) ^{*4}	Collate
Group (Same Pages) ^{*4}	Group
Staple ^{*4}	Staple
Hole punch ^{*4}	Hole punch
Fold (including Saddle Fold ^{*6})	Fold
Offset ^{*4}	Offset
Rotate 90 Degrees ^{*4}	Rotate 90 degrees
	Rotate
FaceUp/Face Down	Face up or face down
Setting the Stapling Position	
Corner	Corner
Double	Double
Corner	
Top left	Top left
Top right	Top right
Bottom left	Bottom left
Bottom right	Bottom right

Operation (Key name/function)	Recognizable Phrase
Double	
Left	Left
Right	Right
Face Up/Face Down	
Auto	Auto
Face Down (Normal)	Down
	Face down
	Face down and in normal output order
Face Up (Reverse)	Up
	Face up
	Face up and in reserve output order
Fold Type	
Z-Fold ^{*4}	Z-fold
Half Fold ^{*4}	Half fold
Saddle Fold (Max 5) ^{*4}	Saddle fold
C-Fold ^{*4}	C-fold
Accordion Z-Fold ^{*4}	Accordion Z-fold
Double Parallel Fold ^{*4}	Double parallel fold

Operation (Key name/function)	Recognizable Phrase
Hole Punch Type	
Fin. Puncher (2 hole)	Finisher puncher 2 hole
Fin. Puncher (4 hole)	Finisher puncher 4 hole
Finisher Puncher	Finisher puncher
Puncher Unit	Puncher unit

- *4 You can specify the settings directly from the Copy Basic Features Screen.
- *6 When only saddle folding is available, if you say "fold," Saddle fold is specified.

■2-Sided Mode Settings (See "2-Sided Copying," on p. 2-105 or p. 3-52.)

Operation (Key name/function)	Recognizable Phrase
Selecting the Type of Two-Sided Copying	
1-Sided ► 2-Sided* ⁴	Single-sided to double-sided
	One-sided to two-sided
2-Sided ► 2-Sided* ⁴	Double-sided to double-sided
	Two-sided to two-sided
2-Sided ► 1-Sided* ⁴	Double-sided to single-sided
	Two-sided to one-sided
Book ► 2-Sided* ⁴	Book to double-sided
	Book to two-sided
Set Details	Set details
	Details
Detailed Settings (for the 1-Sided ► 2-Sided and 2-Sided ► 1-Sided modes)	
Book Type	Book type
Calendar Type	Calendar type

Operation (Key name/function)	Recognizable Phrase
Detailed Settings (for the 2-Sided ▶ 2-Sided mode)	
Original Book Type	Original book type
	Book type original
Original Calendar Type	Original calendar type
	Calendar type original
Copy Book Type	Copy book type
	Book type copy
Copy Calendar Type	Copy calendar type
	Calendar type copy
Book ▶ 2-Sided Mode Settings	
Left/Right 2-Sided	Left right double-sided
	Left right two-sided
Front/Back 2-Sided	Front back double-sided
	Front back two-sided
Left Opening Book	Left opening book
	Left opening original
Right Opening Book	Right opening book
	Right opening original

*4 You can specify the settings directly from the Copy Basic Features Screen.

■ Exposure Settings (See "Manual Exposure Adjustment," on p. 2-59 or p. 3-25.)

Operation (Key name/function)	Recognizable Phrase
Basic Density Adjustment (Only for the Manual and Vocal mode)	Adjust basic level
	Density
Standard	Standard
	Standard density
Darker	Darker density ^{*1*4}
	Plus ^{*1*4}
	Plus 1 ^{*3}
	Plus 2 ^{*3}
	Plus 3 ^{*3}
	Plus 4 ^{*3}
	Maximum ^{*3}
	Maximum density ^{*3}

Operation (Key name/function)	Recognizable Phrase
Lighter	Lighter density ^{*1*4}
	Minus ^{*1*4}
	Minus 1 ^{*3}
	Minus 2 ^{*3}
	Minus 3 ^{*3}
	Minus 4 ^{*3}
	Minimum ^{*3}
	Minimum density ^{*3}
Auto	Auto
	Adjust background density automatically

*1 Can only be used in the Vocal mode.

*3 Can only be used in the Manual and Vocal mode.

*4 You can specify the settings directly from the Copy Basic Features Screen.

■ **Original Type Settings (See "Original Type Selection," on p. 2-65 or p. 3-27.)**

Operation (Key name/function)	Recognizable Phrase
Text/Photo/Map ^{*4}	Text photo map
Printed Image ^{*4}	Printed image
Photo Printout ^{*4}	Photo printout
Text ^{*4}	Text

^{*4} You can specify the settings directly from the Copy Basic Features Screen.

■ Color Selection (See "Changing Color Modes," on p. 2-70 or p. 3-30.)

Operation (Key name/function)	Recognizable Phrase
Auto (Color/Black) ^{*4}	Auto color select
	Auto
Full Color ^{*4}	Full color
Black ^{*4}	Black and white
	Black
Single Color ^{*4}	Single color
Two Colors ^{*4}	Two colors
Common to the Single Color/ Two Colors Mode	
Red	Red
Green	Green
Blue	Blue
Yellow	Yellow
Magenta	Magenta
Cyan	Cyan

^{*4} You can specify the settings directly from the Copy Basic Features Screen.

■ Recalling Favorite Settings (See "Using Favorite Settings," on p. 2-79 or p. 3-32.)*7

Operation (Key name/function)	Recognizable Phrase
Favorite Settings 1 to 9	Favorite Settings 1
	Mode memory 1
	Favorite Settings 2
	Mode memory 2
	Favorite Settings 3
	Mode memory 3
	Favorite Settings 4
	Mode memory 4
	Favorite Settings 5
	Mode memory 5
	Favorite Settings 6
	Mode memory 6
	Favorite Settings 7
	Mode memory 7
	Favorite Settings 8
	Mode memory 8
	Favorite Settings 9
	Mode memory 9

Operation (Key name/function)	Recognizable Phrase
Confirm Favorite Settings	Check settings
	Confirm the favorite settings
	Confirm mode memory settings

*7 Settings must be stored in Favorite Settings in advance before you can use them in the Voice Navigation mode. For more information on Favorite Settings, see the instruction manuals that came with your machine.

■ Phrases Recallable From the Regular Copy Basic Features Screen

Operation (Key name/function)	Recognizable Phrase
Auto Zoom	Auto ratio
	Auto zoom
Red (Single Color)	Red single color
Green (Single Color)	Green single color
Blue (Single Color)	Blue single color
Yellow (Single Color)	Yellow single color
Magenta (Single Color)	Magenta single color
Cyan (Single Color)	Cyan single color

Operation (Key name/function)	Recognizable Phrase
Red (Two Colors)	Red two colors
Green (Two Colors)	Green two colors
Blue (Two Colors)	Blue two colors
Yellow (Two Colors)	Yellow two colors
Magenta (Two Colors)	Magenta two colors
Cyan (Two Colors)	Cyan two colors
Rotate 90 Degrees+ Collate	Rotate and collate
Offset+Collate	Offset and collate
Offset + Group	Offset and group
Rotate 90 Degrees+ Group	Rotate and group
Punch+Collate	Punch and collate
Punch+Group	Punch and group
Punch+Offset+Collate	Punch, offset, and collate
Punch+Offset+Group	Punch, offset, and group
Punch+Staple	Punch and staple
Z-Fold+Collate	Z-fold and collate
Z-Fold+Group	Z-fold and group
Z-Fold+Staple	Z-fold and staple
Z-Fold+Offset+Collate	Z-fold, offset, and collate

Operation (Key name/function)	Recognizable Phrase
Z-Fold+Offset+Group	Z-fold, offset, and group
Z-Fold+Punch	Z-fold and punch
Z-Fold+Punch+Collate	Z-fold, punch, and collate
Z-Fold+Punch+Group	Z-fold, punch, and group
Z-Fold+Punch+Staple	Z-fold, punch, and staple
Z-Fold+Punch+Offset+Collate	Z-fold, punch, offset and collate
Z-Fold+Punch+Offset+Group	Z-fold, punch, offset, and group
Half Fold+Collate	Half fold and collate
Half Fold+Group	Half fold and group
C-Fold+Collate	C-fold and collate
C-Fold+Group	C-fold and group
Accordion Z-Fold+Collate	Accordion z-fold and collate
Accordion Z-Fold+Group	Accordion z-fold and group
Double Parallel Fold+Collate	Double parallel fold and collate
Double Parallel Fold+Group	Double parallel fold and group

**■ Phrases Relating to the Settings/
Registration Screen (See Chapter4
"Customizing Settings.")**

Operation (Key name/function)	Recognizable Phrase
Switching to the Settings Registration Screen	Settings registration
	Additional functions
Voice Navigation Settings	
Switching to the Voice Navigation Settings	Voice navigation settings
Voice Navigation at Startup	Voice navigation at start up
Auto Reset in Voice Navigation	Auto reset in voice navigation
Voice Guide Type	Voice guide type
Voice Guide Volume/ Speed	Voice guide volume and speed
Voice Command Reception Timeout	Voice command reception timeout
	Command reception time out
Display Confirmation Screen in Vocal Mode	Display confirmation screen in vocal mode

Operation (Key name/function)	Recognizable Phrase
Voice Navigation at Startup	
Manual + Vocal Mode	Manual and vocal mode
	Key operations and voice operations
	Voice guide and recognition
	Voice guide and recognition mode
Vocal Mode	Vocal mode
	Voice operations
	Voice recognition
	Recognition only
Manual Mode	Manual mode
	Key operations
	Voice guide
	Voice guide only
Select Mode at Startup	Select mode at startup
Auto Reset in Voice Navigation	
ON	On
OFF	Off
Voice Guide Type	
Male	Male
Female	Female

Operation (Key name/function)	Recognizable Phrase
Voice Guide Volume/Speed	
Volume	Volume ^{*3}
Speed	Speed ^{*3}
Voice Volume/Speed	Decrease ^{*1}
	Increase ^{*1}
	Slower ^{*1}
	Faster ^{*1}
	Plus 1 ^{*3}
	Plus 2 ^{*3}
	Plus 3 ^{*3}
	Plus 4 ^{*3}
	Plus 5 ^{*3*8}
	Minus 1 ^{*3}
	Minus 2 ^{*3}
	Minus 3 ^{*3}
	Minus 4 ^{*3}
	Minus 5 ^{*3*8}
	Standard ^{*3}
	Maximum ^{*3}
Max ^{*3}	
Minimum ^{*3}	
Min ^{*3}	

Operation (Key name/function)	Recognizable Phrase
Voice Command Reception Timeout	
Time Limit	Time out limit* ³
Recognition Time	0 Seconds
	1 Seconds
	2 Seconds
	3 Seconds
	4 Seconds
	5 Seconds
	6 Seconds
	7 Seconds
	8 Seconds
	9 Seconds
10 Seconds	
Display Confirmation Screen for Vocal Mode	
ON	On
OFF	Off

*1 Can only be used in the Vocal mode.

*3 Can only be used in the Manual and Vocal mode.

*8 When setting the speed.



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