bizhub 25e

Plain-paper digital Fax/Copier/Printer/Scanner

Copier Guide

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How to read this manual

Symbols

In this manual, the following symbols are used with the items where important operational and safety information must be observed.

Symbol	Meaning
⚠WARNING	Describes warnings to protect yourself and others from serious or potentially fatal injury if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
⚠CAUTION	Notes a caution to protect yourself and others from personal injury or damage to properties if you handle the machine incorrectly. For safe operation, please follow instructions carefully.
IMPORTANT	Describes important conditions or restrictions you should carefully observe to avoid problems caused by incorrect operations.
NOTE	Describes reference information and additional notes for operation.

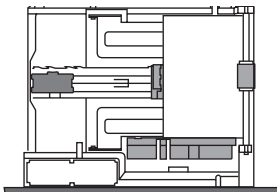
Key descriptions

In this manual, the operating keys are described as follows:

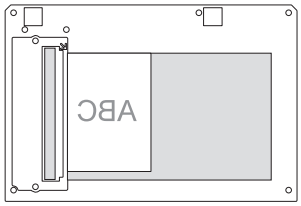
< > : Keys on the control panel
For example, the start key → <Start>
[ ] : Buttons on the display and computer
For example, the “Setting” button → [Setting]

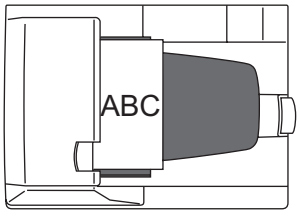
Descriptions for paper and documents

symbol : This shows that paper should be set with the shorter side positioned at the top.



symbol : This shows that the document should be set with the shorter side positioned at the top.





Screens

This manual uses the screens of the bizhub 25e standard model, unless otherwise stated. The screens you see may differ, depending on the options installed.

Chapter 1

Basic copy functions

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Precaution

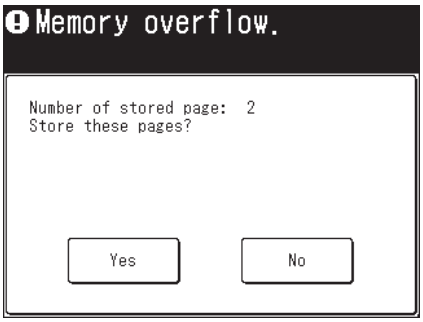
Prohibited items for copy

You cannot copy everything with the machine.
There are items that are prohibited copying by laws even if the copies are not used.
Please note the following:

- Do not copy items that are prohibited by laws
- Do not copy items that are protected by copyright
- Be careful to copy items that are listed on your regional guidelines

In case the machine runs out of memory

In case the machine runs out of memory while scanning documents, the following message will be displayed:



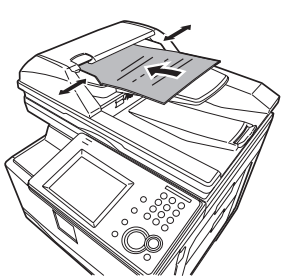
- Press [Yes] to copy the scanned document.
- Press [No] to cancel copying. Change the settings, or wait until the machine has enough memory free.
- When the automatic reset time (three minutes at default) passes while neither of the button is pressed, the copy job will be canceled. You can change the automatic reset time of the machine. For details, see chapter 1, “Specifying default settings” in the Administrator’s Guide.

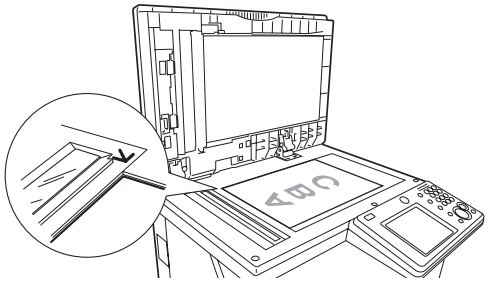
Basic copying

Making copies

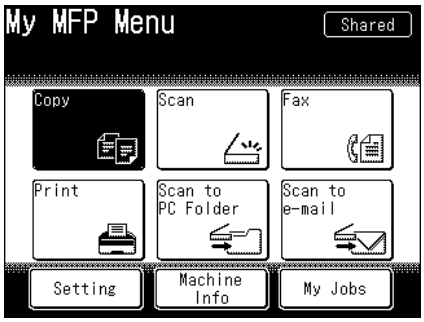
This section describes the often-used basic procedure for making copies.

1 Load the document.





2 Press [Copy] on My MFP Menu screen.



- If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.
- Set the document type, as necessary. For details, see "Setting the document type" (page 1-7).

3 Enter the number of copies using the numeric keys.

You can set 1 to 99 copies.

4 Press <Start>.

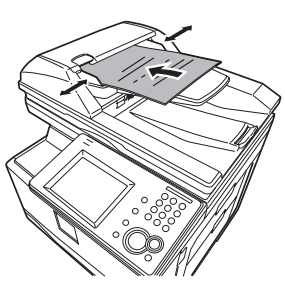
- To cancel copying, press <Stop>.
- When all the documents are scanned and "Copy Reserve Ready" is displayed, you can load the next document and start scanning.

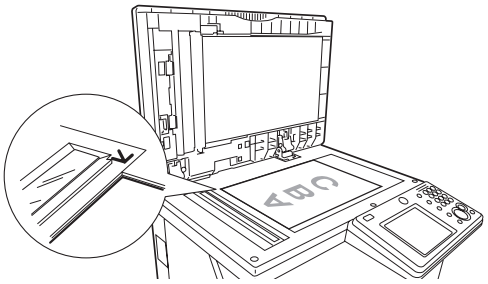
Selecting the paper to copy

At default, the paper size is set to “Auto”, and paper is automatically selected according to the document size. However you can select the paper manually from the cassettes or bypass tray.

■ Selecting paper in the cassette

1 Load the document.

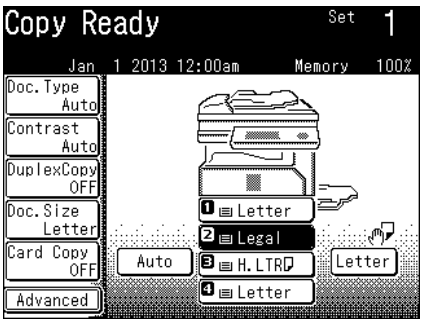




2 Press [Copy] on My MFP Menu screen.

- If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Copy Ready” screen is displayed.
- Set the document type, as necessary. For details, see “Setting the document type” (page 1-7).

3 Select the cassette containing the paper you want to use for copying.



In this display sample, the optional paper supply units are installed.

4 Enter the number of copies using the numeric keys.

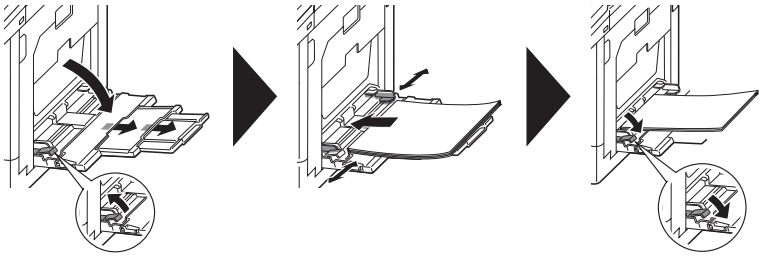
You can set 1 to 99 copies.

5 Press <Start>.

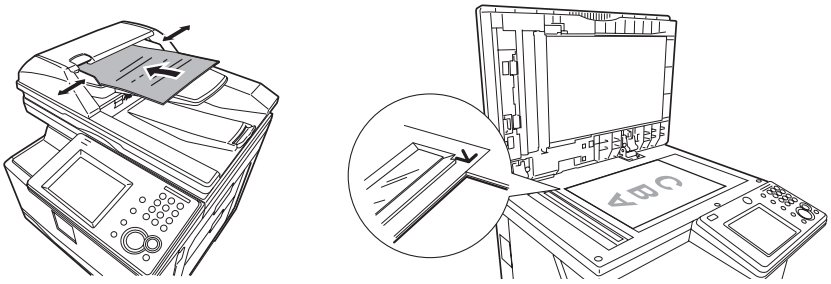
■ Selecting paper in the bypass tray

1 Load paper into the bypass tray.

For details, see "Loading paper into the bypass tray" in the User's Guide.



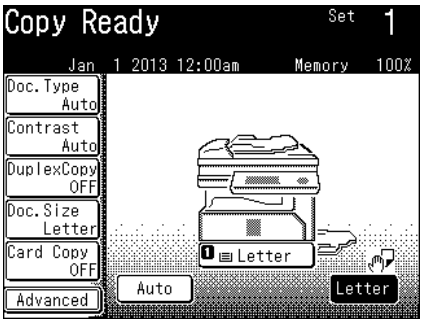
2 Load the document.



3 Press [Copy] on My MFP Menu screen.

- If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.
- Set the document type, as necessary. For details, see "Setting the document type" (page 1-7).

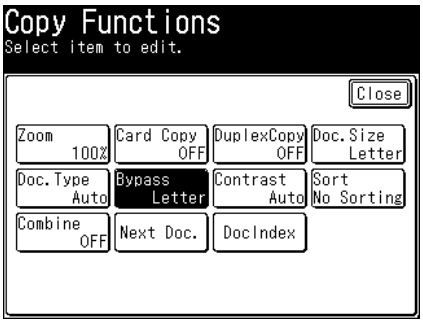
4 Select the bypass tray.



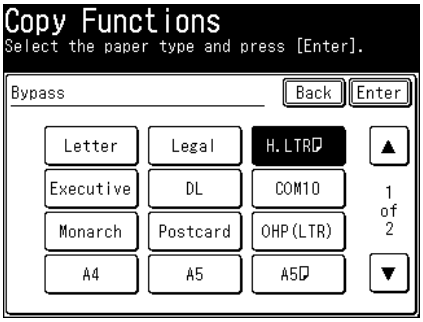
When the correct paper size is displayed, proceed to step 9.

5 Press [Advanced].

6 Press [Bypass].



7 Select the paper size loaded into the bypass tray, and press [Enter].



8 Press [Close].

9 Enter the number of copies using the numeric keys.
You can set 1 to 99 copies.

10 Press <Start>.

NOTE

For details, see “Loading paper into the bypass tray” in the User’s Guide, how to load paper.

Basic copy settings

NOTE

You can change the default settings, as necessary. For details, see "Specifying default copy function settings" (page 3-2).

Setting the document type

Set the document type according to the document.

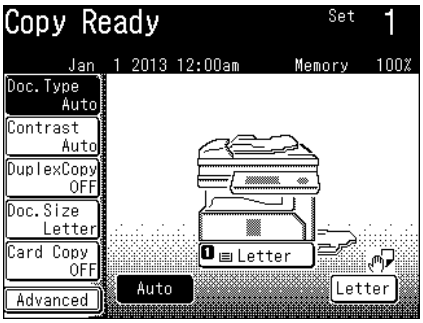
Text:	Suitable to scan text.
Auto:	Suitable to scan a document that contains both text and photos.
Photo:	Suitable to scan photos.
Background:	Suitable to scan erasing the background (background pattern or color) of the document.

1 Load the document.

2 Press [Copy] on My MFP Menu screen.

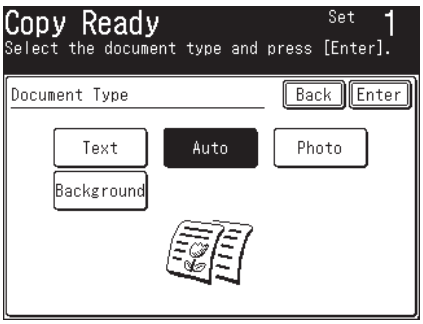
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Doc. Type].



If [Doc. Type] is not displayed, press [Advanced] and then select [Doc. Type].

4 Select the desired document type, and press [Enter].



5 Enter the number of copies using the numeric keys.

You can set 1 to 99 copies.

6 Press <Start>.

Reduction / Enlargement

Adjust the magnification to reduce or enlarge the image. You can enlarge or reduce the image, either to fit to the paper or by specifying the magnification.

NOTE

- When enlarging the copy, load the document on the document glass.
- You can set a magnification between 25 % and 400 % using the document glass and between 25 % and 100 % using the automatic document feeder.
- Depending on the magnification, some of the image may be left out of the paper or there may be extra blank areas on the paper.

■ Zoom in / out to fit to the paper (Auto magnification)

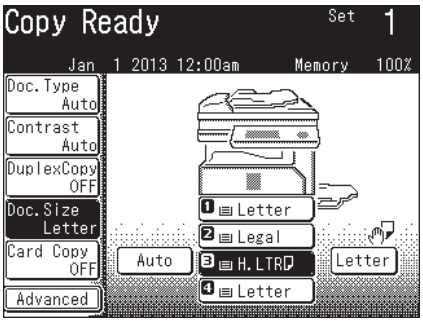
To use auto magnification, specify the document size and paper size.

1 Load the document.

2 Press [Copy] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Select the cassette or the bypass tray containing the paper you want to use for copying.

4 Press [Doc. Size].

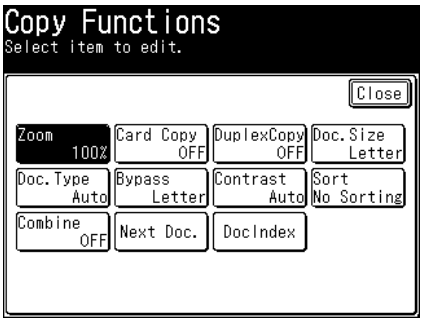


- The screen indicated here is displayed when the paper supply units is installed.
- If [Doc. Size] is not displayed, press [Advanced] and then select [Doc. Size].

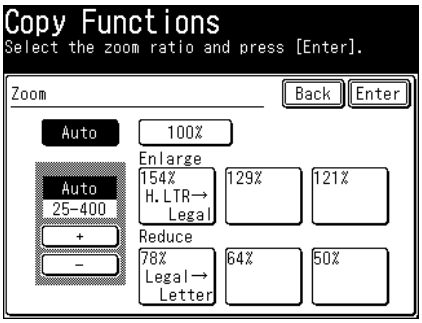
5 Select the document size, and press [Enter].

6 Press [Advanced].

7 Press [Zoom].



8 Select [Auto], and press [Enter].



9 Press [Close].

10 Enter the number of copies using the numeric keys.
You can set 1 to 99 copies.

11 Press <Start>.

■ Zoom in / out to fixed magnification

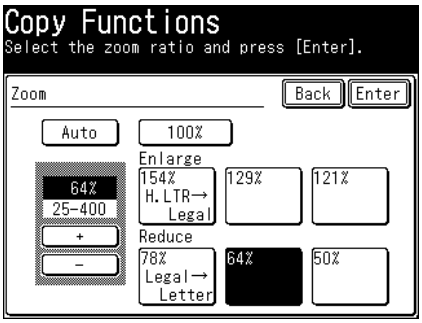
1 Load the document.

2 Press [Copy] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Advanced].

4 Press [Zoom].

5 Select the magnification, and press [Enter].



You can select the zoom ratio using the numeric keys or [+] and [-].

6 Press [Close].

7 Enter the number of copies using the numeric keys.
You can set 1 to 99 copies.

8 Press <Start>.

■ Zoom in / out to a desired magnification

You can set the magnification within the range of 25 % to 400 % in increments or decrements of 1 %.

1 Load the document.

2 Press [Copy] on My MFP Menu screen.

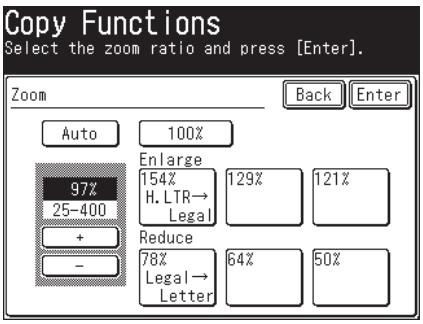
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Copy Ready” screen is displayed.

3 Select the cassette or the bypass tray containing the paper you want to use for copying.

4 Press [Advanced].

5 Press [Zoom].

6 Specify the magnification using the numeric keys or [+] and [-], and press [Enter].



You can use the fixed magnification settings and finally adjust the magnification with the zoom function.

7 Press [Close].

8 Enter the number of copies using the numeric keys.

You can set 1 to 99 copies.

9 Press <Start>.

Chapter 2

Advanced copy functions

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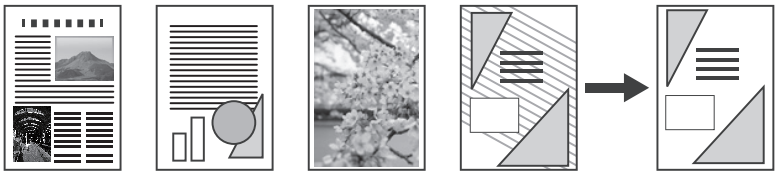
Introduction to advanced functions

This product includes the following copy functions.

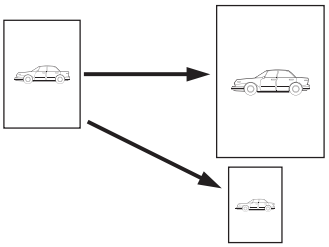
Document type

Set the document type with according to the document. For details, see "Setting the document type" (page 1-7).



Reduction / Enlargement (Zoom)

Adjust the magnification to reduce or enlarge the image (specified zoom ratio). For details, see "Reduction / Enlargement" (page 1-8).

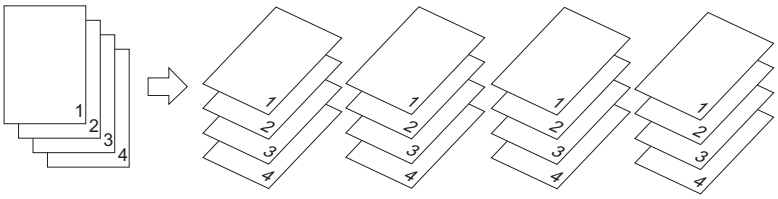


Contrast

Set the contrast to scan with according to the document. For details, see "Setting the contrast" (page 2-5).

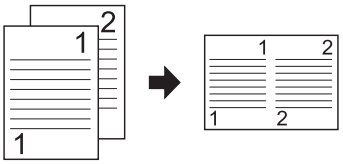
Sorting

The copied documents can be sorted in page order. This eliminates the need to sort them manually after copying. For details, see "Sorting" (page 2-6).



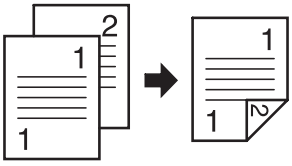
Combine

You can copy a two page or four page document onto a single page. For details, see "Combined copying" (page 2-8).



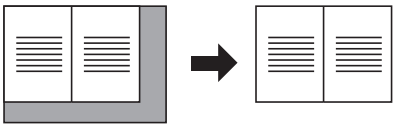
Duplex copying

You can copy onto both sides of the paper. For details, see "Duplex copying" (page 2-10).



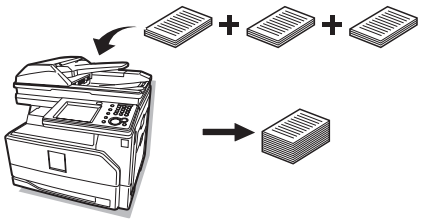
Document size

You can erase the black shadows that appear when copying with the platen cover open. For details, see "Specifying the document size" (page 2-16).



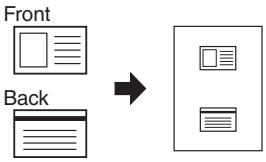
Next document

Once scanning is completed for the current job, you can begin scanning the next copy job. For details, see "Scanning the next document" (page 2-20).



Card copy

You can copy the front and back of ID cards, checks, and custom size documents so that both sides are printed together on a single page. For details, see "Card copy" (page 2-17).



DocIndex

The DocIndex feature allows you to enter and send a metadata tag automatically to a network computer. For details, see "DocIndex" (page 2-22).

Copy reservation

Another document can be scanned into memory while the current job is printing. For details, see "Settings the copy reservation" (page 3-5).

Advanced copy functions

Setting the contrast

Set the contrast to scan with according to the document.

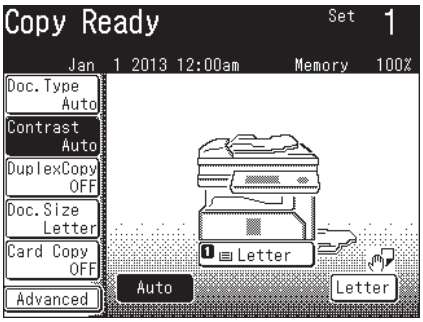
Auto:	Select to scan with the darker contrast.
Lightest:	Select to scan with the lightest contrast.
Lighter:	Select to scan with a contrast between the normal contrast and the lightest contrast.
Normal:	Select to scan with the normal contrast.
Darker:	Select to scan with a contrast between the normal contrast and the darkest contrast.
Darkest:	Select to scan with the darkest contrast.

1 Load the document.

2 Press [Copy] on My MFP Menu screen.

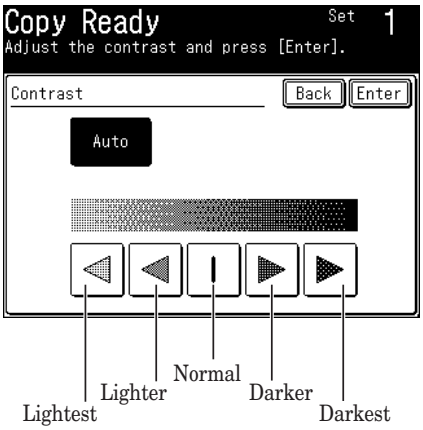
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Contrast].



If [Contrast] is not displayed, press [Advanced] and then select [Contrast].

4 Select the desired contrast, and press [Enter].



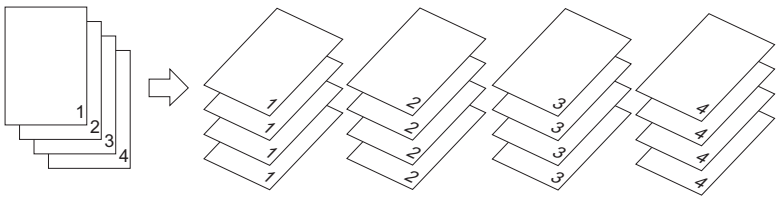
5 Press <Start>.

Sorting

The copied documents can be sorted in page order. This eliminates the need to sort them manually after copying.

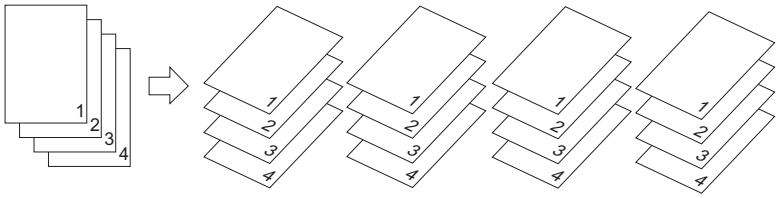
No sorting

The paper is sorted for each page of the document.



Sort

The paper is sorted for each copy.



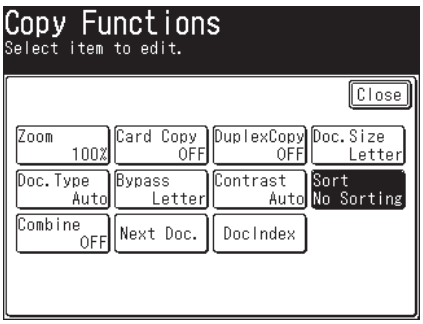
1 Load the document.

2 Press [Copy] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Advanced].

4 Press [Sort].



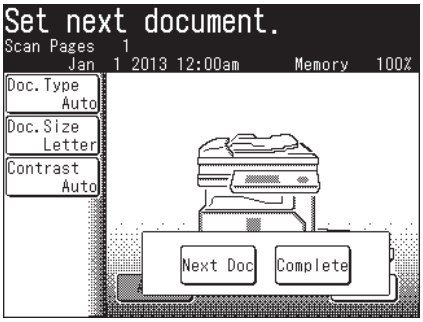
5 Select [Sort], and press [Enter].

Select [No Sorting] to deselect the setting.

6 Press [Close].

7 Press <Start>.

- When you have loaded the document on the automatic document feeder, this will complete the operation.
- When you have loaded the document on the document glass, the following message will appear when the first page of the document is scanned.



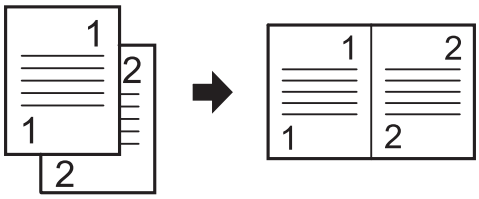
8 Load the next page of the document, and press <Start> or [Next Doc].

- Repeat this step until all pages of the document are scanned.
- When you have finished scanning all pages, press [Complete].

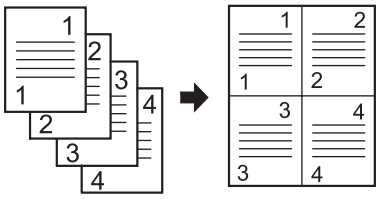
Combined copying

You can copy a multiple page document onto a single page.

2-in-1



4-in-1



NOTE

- If you set the combine setting, the copy magnification is automatically set. If you want to set the copy magnification, set it after setting the combine setting.
- Depending on the size of document and paper, some of the image may be left out of the paper.
- Note that the order on the combined page changes with the direction you load the document.

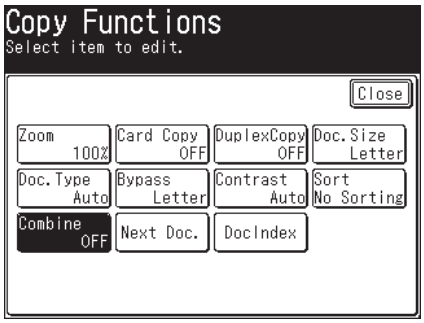
1 Load the document.

2 Press [Copy] on My MFP Menu screen.

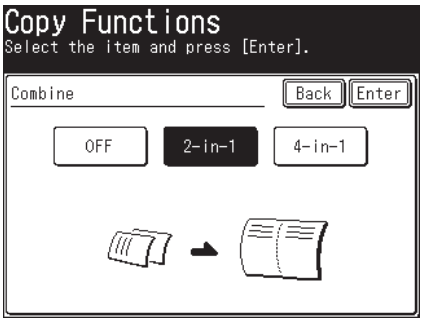
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Copy Ready” screen is displayed.

3 Press [Advanced].

4 Press [Combine].



5 Select the number of pages of the document to combine onto a single page, and press [Enter].



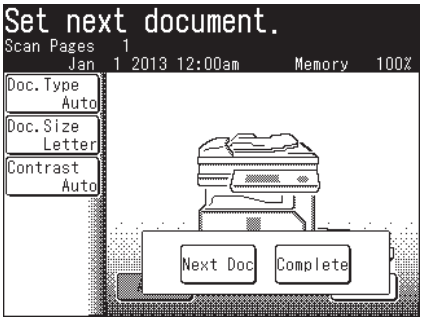
Select [OFF] to deselect the setting.

6 Press [Close].

7 Set the magnification and document size as needed.

8 Press <Start>.

- When you have loaded the document on the automatic document feeder, this will complete the operation.
- When you have loaded the document on the document glass, the following message will appear when the first page of the document is scanned.



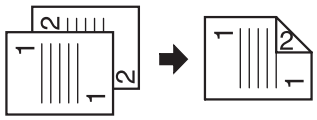
9 Load the next page of the document, and press <Start> or [Next Doc].

- Repeat this step until all pages of the document are scanned.
- When you have finished scanning all pages, press [Complete].

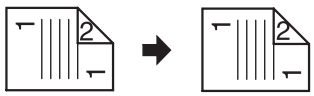
Duplex copying

You can use this function to perform:

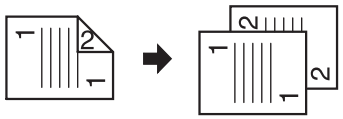
- Duplex copying of a one-sided document (1 → 2 sided) (page 2-13)



- Duplex copying of a duplex document (2 → 2 sided) (page 2-14)



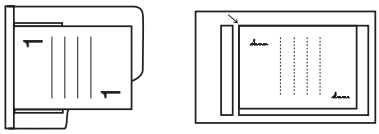
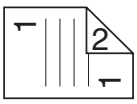
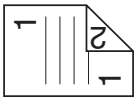
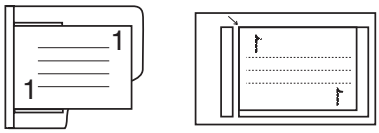
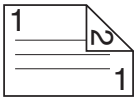
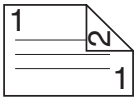
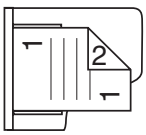
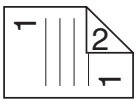
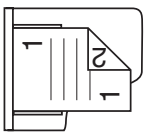
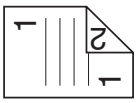
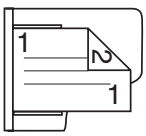
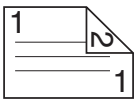
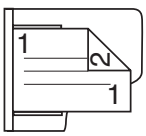
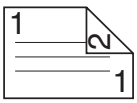
- One-sided copying of a duplex document (2 → 1 sided) (page 2-15)

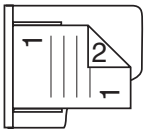
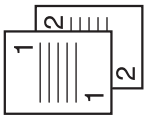
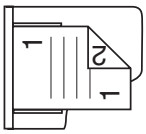
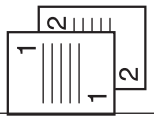
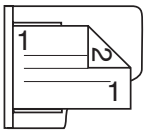
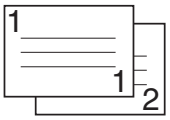
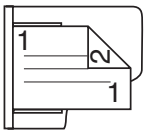
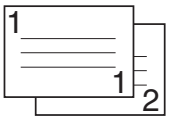


NOTE

- Enlargement copy is only available when you perform the duplex copying of one-sided documents (1 → 2sided) using the document glass.
- You cannot use the document glass when performing one-sided copying of a duplex document (2 → 1 sided) and duplex copying of a duplex document (2 → 2 sided). Only the Automatic Document Feeder can be used for copying.
- Letter, legal, A4, F4, A5, A5, A6 paper are available for duplex printing.

How to load your document

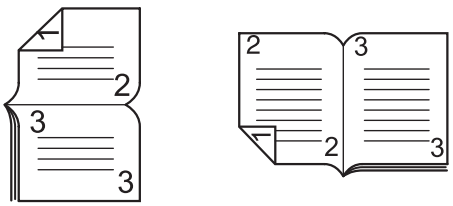
	Binding position	Document orientation	Result image of duplexed copy
1 → 2 sided	Long Edge		
	Short Edge		
	Long Edge		
	Short Edge		
2 → 2 sided	Long Edge		
	Short Edge		
	Long Edge		
	Short Edge		

	Binding position	Document orientation	Result image of duplexed copy
2 → 1 sided	Long Edge		
	Short Edge		
	Long Edge		
	Short Edge		

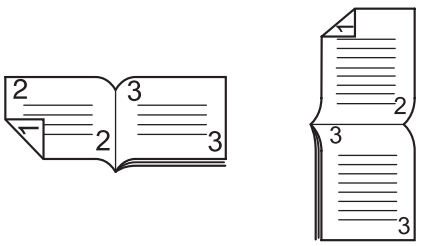
How to select the binding position

See the illustration below to select the binding type.

- Long edge binding



- Short edge binding



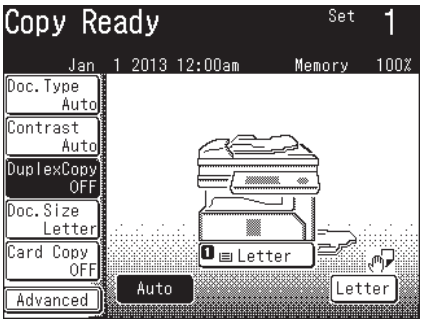
■ Duplex Copying of a One-sided Document (1 → 2 sided)

1 Load the document.

2 Press [Copy] on My MFP Menu screen.

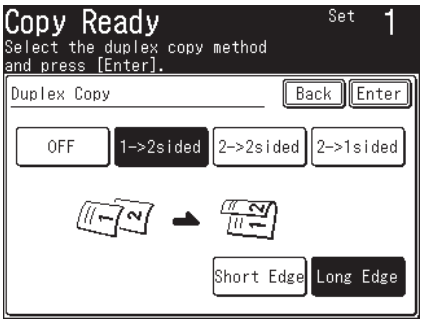
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [DuplexCopy].



If [DuplexCopy] is not displayed, press [Advanced] and then select [DuplexCopy].

4 Select [1 → 2 sided].

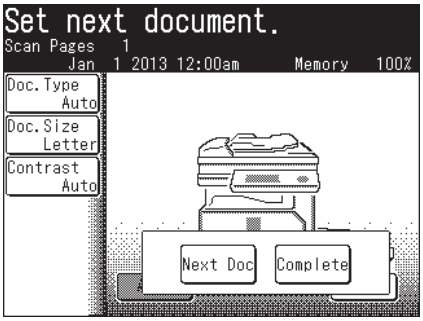


Select [OFF] to deselect the setting.

5 Select [Short Edge] or [Long Edge], and press [Enter].

6 Press <Start>.

- When you have loaded the document on the automatic document feeder, this will complete the operation.
- When you have loaded the document on the document glass, the following message will appear when the first page of the document is scanned.



7 Load the next page of the document, and press <Start> or [Next Doc].

- Repeat this step until all pages of the document are scanned.
- When you have finished scanning all pages, press [Complete].

■ Duplex Copying of a Duplex Document (2 → 2 sided)

NOTE

Use the automatic document feeder for copying. The document glass cannot be used.

1 Load the document.

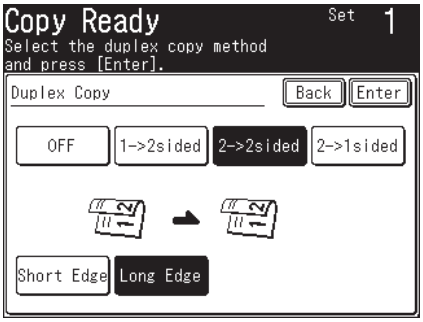
2 Press [Copy] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [DuplexCopy].

If [DuplexCopy] is not displayed, press [Advanced] and then select [DuplexCopy].

4 Select [2 → 2 sided].



Select [OFF] to deselect the setting.

5 Select [Short Edge] or [Long Edge], and press [Enter].

6 Press <Start>.

■ One-sided copying of a duplex document (2 → 1 sided)

NOTE

Use the automatic document feeder for copying. The document glass cannot be used.

1 Load the document.

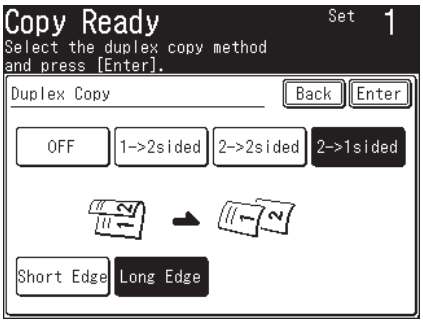
2 Press [Copy] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [DuplexCopy].

If [DuplexCopy] is not displayed, press [Advanced] and then select [DuplexCopy].

4 Select [2 → 1 sided].



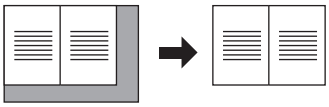
Select [OFF] to deselect the setting.

5 Select [Short Edge] or [Long Edge], and press [Enter].

6 Press <Start>.

Specifying the document size

Dark shadows are created around copy when you copy the document with the platen cover open or when you copy books and magazines. These shadows can be erased.

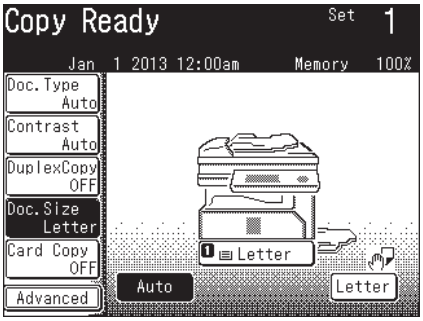


1 Load the document.

2 Press [Copy] on My MFP Menu screen.

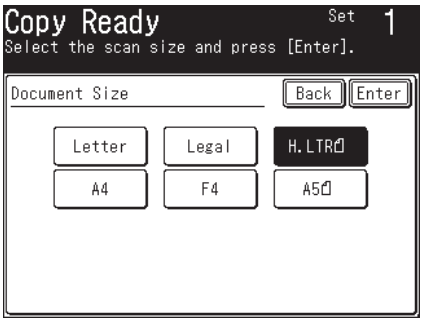
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Doc. Size].



If [Doc. Size] is not displayed, press [Advanced] and then select [Doc. Size].

4 Select the size of the document to scan, and press [Enter].



5 If the paper size same to the selected document size is not loaded into the machine, select the cassette or the bypass tray and specify the paper to use.

- For details, see "Selecting the paper to copy" (page 1-4).
- When the document size and the set paper match, this step is not required.

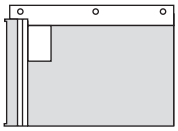
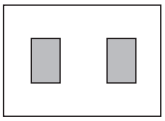
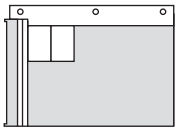
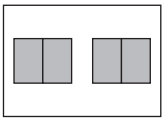
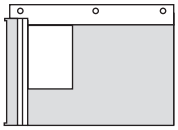
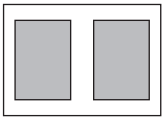
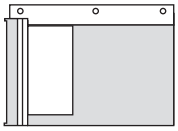
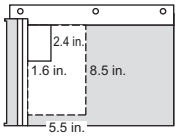
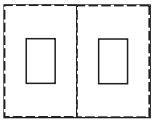
6 Press <Start>.

Card copy

You can copy the front and back of ID cards, checks, and custom size documents so that both sides are printed together on a single sheet.

NOTE

- Use the document glass for copying. The automatic document feeder cannot be used.
- When you set the card copy setting, the paper in the first cassette is selected as paper to copy automatically. If you want to copy on other size or type of paper, set it after setting the card copy setting.
- You can set a magnification between 100 % and 230 %.
- Depending on the size of document and paper, some of the image may be left out of the paper.

	Document orientation	Copy image
ID Card (2.2" × 3.4")		
Two ID Cards (2.2" × 3.4") × 2		
Personal Check (2.8" × 6.2")		
Business Check (3.5" × 8.5")		
Custom Size (1.6" to 5.5") × (2.4" to 8.5")		

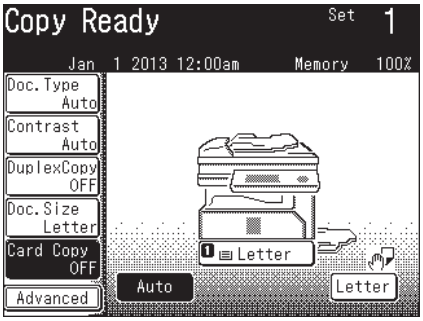
■ Copying an ID card or check

1 Load the document.

2 Press [Copy] on My MFP Menu screen.

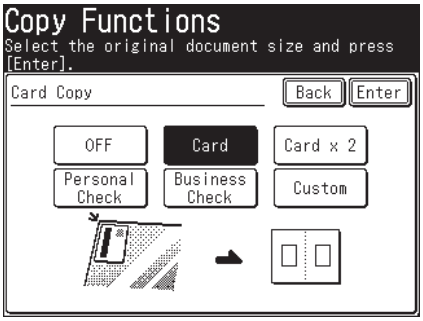
If My MFP Menu screen is not displayed, press <Mode> repeatedly until “Copy Ready” screen is displayed.

3 Press [Card Copy].



If [Card Copy] is not displayed, press [Advanced] and then select [Card Copy].

4 Select the desired document type, and press [Enter].

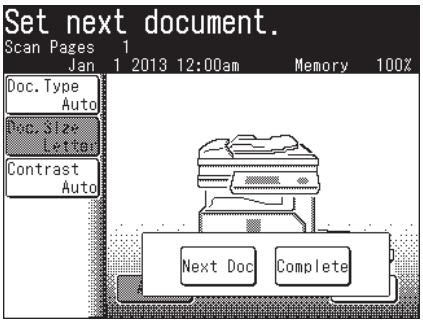


- Select [OFF] to deselect the setting.
- Select the paper as needed. For details, see “Selecting the paper to copy” (page 1-4).

5 Press <Start>.

The front side is scanned.

6 Turn the document over, and press [Next Doc] or <Start>.



- Load the next document, and repeat steps 6.
- When you have finished scanning all documents, press [Complete].

■ Copying custom size documents

1 Load the document.

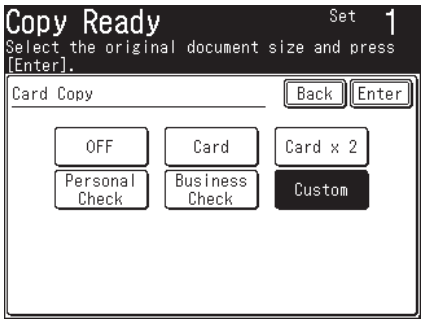
2 Press [Copy] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Card Copy].

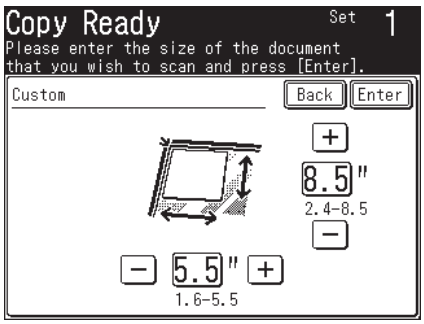
If [Card Copy] is not displayed, press [Advanced] and then select [Card Copy].

4 Press [Custom].



Select [OFF] to deselect the setting.

5 Set the document size using the numeric keys or [+] and [-], and press [Enter].



When entering with the numeric keys, press the document size entry box.

6 Press [Enter].

Select the paper as needed. For details, see "Selecting the paper to copy" (page 1-4).

7 Press <Start>.

The front side is scanned.

8 Turn the document over, and press [Next Doc] or <Start>.

- Load the next document, and repeat steps 8.
- When you have finished scanning all documents, press [Complete].

Scanning the next document

When you cannot load all the documents on the automatic document feeder or when you want to scan multiple pages on document glass, use this setting to continuously scan document of a large volume.

NOTE

The next document setting is enabled automatically at sorting (page 2-6) or card copy (page 2-17), or at combine copy (page 2-8) or duplex copy (page 2-10) when the document is loaded on the document glass.

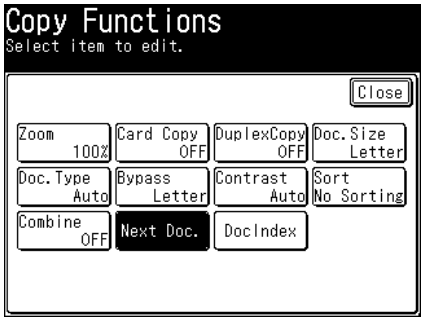
1 Load the document.

2 Press [Copy] on My MFP Menu screen.

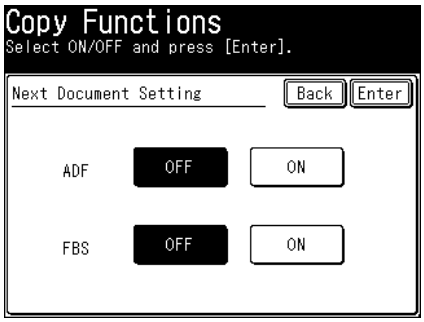
If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Advanced].

4 Press [Next Doc.].



5 Select [ON], and press [Enter].

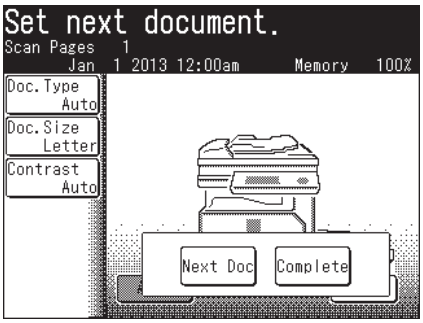


- "ADF" stands for automatic document feeder.
- "FBS" stands for document glass (flat bed scanner).
- Select [OFF] to deselect the setting.

6 Press [Close].

7 Press <Start>.

When the documents have been scanned, the message “Set next document.” is displayed.



8 Load the next document to scan.

9 Press [Next Doc] or <Start>.

If you want to scan another document, repeat steps 8 and 9.

10 When you have finished scanning all the documents, press [Complete].

DocIndex

The DocIndex feature allows you to enter tag (metadata indicating the attributes) and send it automatically to a network computer.

NOTE

Set DocIndex before using this function. For details, refer to Chapter 4, "Setting DocIndex" in the Message Board Guide.

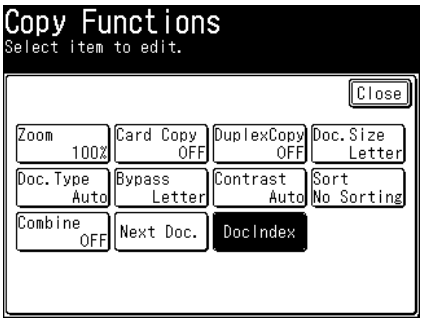
1 Load the document.

2 Press [Copy] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until "Copy Ready" screen is displayed.

3 Press [Advanced].

4 Press [DocIndex].



5 Select the DocIndex setting you wish to use.

If only one DocIndex setting is registered, this screen is not displayed. Proceed to step 6.

6 Set the tag.

- If the date field is required, please insert the current date and press [Enter].
- If the selected DocIndex setting has been defined as requiring user authentication and you have not logged in, the login screen will appear. For details on logging in, refer to Chapter 1, "Logging In / Logging Out" in the Administrator's Guide.
- If the tag entry has been set to "List Input", the defined text strings will appear as keys. Select a value from the list. (If the text string is defined as editable, the character entry screen will appear. Change the value (if needed) and then press [Enter].)
- If the tag entry has been set to character entry, enter the appropriate text string manually, and then press [Enter].

7 Confirm the entered values, and press [Enter].

If you want to edit a value, select the value and edit it.

8 Press [Close].

9 Press <Start>.

The message "Checking copy DocIndex availability" is displayed, and the folder in which the DocIndex was registered is checked. Scanning will start when the check is complete.

10 Press [Yes] to copy another document using the tag settings in step 6.

Press [No] to complete the operation or specify different tag settings.

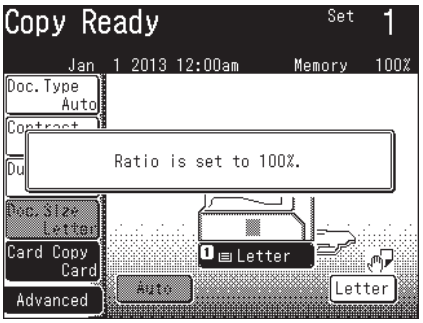
NOTE

If the registered folder cannot be checked in step 9, the message "Please confirm the location." is displayed and an error occurs. Check the settings in Message Board.

About combining functions

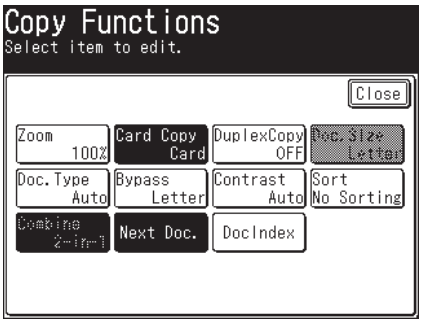
There are functions that cannot be set in combination. Either the latter wins the priority, or you cannot select one in addition. In such case cancel one of the functions by deselecting it.

- When the latter function wins the priority, you see a message on the display that the former setting is deselected. Here is an example:



Here the magnification is automatically canceled.

- When you set a function, the functions that cannot be set afterwards are shaded. Here is an example:



Here you cannot select the document size.

Chapter 3
Machine settings

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List of default copy settings.....3-4
Settings the copy reservation 3-5

Specifying default settings

The default values are those applied when you press <Reset>.
The machine returns to the default setting when you press <Reset> or the machine is left idle without any operation for a designated period of time.
Changing the default values of often-used functions can shorten the time required to adjust settings.

NOTE

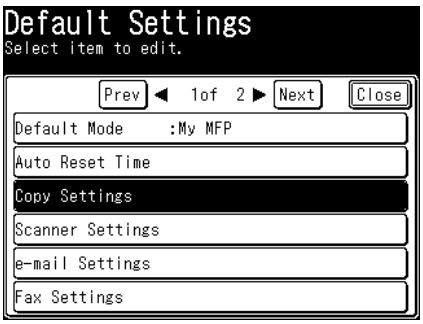
You can set the time it takes to return to the default setting. For details, see Chapter 1, "Specifying default settings" in the Administrator's Guide.

Specifying default copy function settings

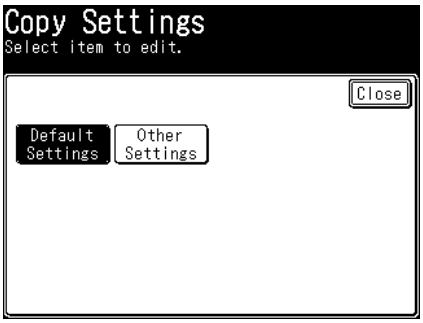
1 Press [Setting] on My MFP Menu screen.
If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

2 Press [Default Settings].

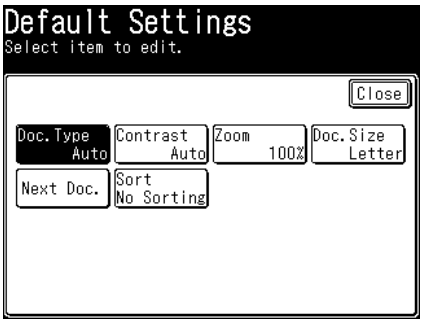
3 Press [Copy Settings].



4 Press [Default Settings].



5 Select the item to set.



For details, see "List of default copy settings" (page 3-4).

6 Select the default value, and press [Enter].

To continue to specify other default values, repeat the operation from step 5.

List of default copy settings

Function	Description	Settings
Doc. Type	This sets the default document type setting.	Text Auto Photo Background
Contrast	This sets the default contrast setting.	Auto Lightest Lighter Normal Darker Darkest
Zoom	This sets the default setting for the copy zoom ratio.	100% Auto
Doc. Size	This sets the default setting for the size of the document. Matching the setting with the size of frequently copied documents can shorten the time required to adjust settings.	Letter Legal H.LTR (Half letter)
Next Doc.	If this is set to ON, when the scanning of a document has finished, you can set the next document continuously as the same job.	ADF (Automatic document feeder) OFF ON FBS (Document glass) OFF ON
Sort	You can set to have the sort function enabled by default.	No Sorting Sort

NOTE

Underlined values are the default settings specified at the time of shipment.

Settings the copy reservation

When this function is enabled, you can start scanning the document while the machine is printing out the former job. Copy reservation is enabled at shipment.

1 Press [Setting] on My MFP Menu screen.

If My MFP Menu screen is not displayed, press <Mode> repeatedly until My MFP menu screen is displayed.

2 Press [Default Settings].

3 Press [Copy Settings].

4 Press [Other Settings].

5 Press [Copy Reservation].

6 Select [ON], and press [Enter].

Select [OFF] to deselect the setting.

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