# Chapter 7
The copy jobs

océ

What can you copy

Simple copy jobs or master copy jobs

The Océ VarioPrint® 1055/65/75 has many functions to copy your documents. You can, for example, copy simply with one push on the green start key to get copies like your originals. But you can also choose the Booklet function and turn your documents into a complete handy booklet.

What happens when you copy
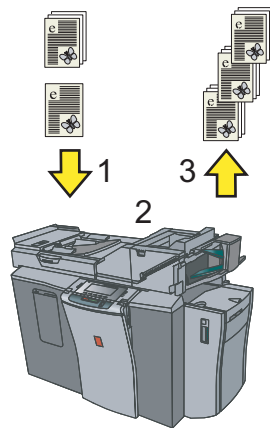
Step	Description
1	You place the originals in the automatic document feeder or on the platen and start the copy job.
2	The information of the originals is scanned, digitised and converted into an image.
3	The images are printed. The finisher collects the sets.

Use the automatic document feeder to copy

Copy in a simple way

Introduction

Use the automatic document feeder to copy your documents in a simple and quick way. When you place the originals, the automatic document feeder detects the dimensions of the originals. When a matching paper size is loaded in one of the paper trays, this paper will be selected for your copies. If the paper size of the originals is not available, the most acceptable size for your copies is selected.

The following procedure describes a simple copy job. You can change the default settings if your copy job must have special properties (see *'The copy settings' on page 162*).

Note: *When the paper orientation in the tray does not match the feed direction of the originals, the Océ VarioPrint® 1055/65/75 rotates the image 90°. The rotation symbol will be shown in the feedback box.*

Before you begin

- Examine your originals to be sure that the automatic document feeder can handle the originals (see *'Your originals' on page 40*).
- If the originals are different sizes or types, use the Assemble jobs wizard to enter the settings (see *'Your originals' on page 40*).
- You can be asked to enter a PIN, coins or a credit card to start the jobs (see *'Need PIN, coins or a credit card' on page 37*).

How to use the automatic document feeder to copy

1. Place and align the originals face down in the automatic document feeder (see *'Place originals in the automatic document feeder' on page 43*).
2. Press the 'Copy' key.
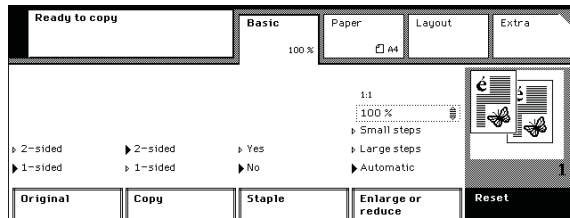
[76] The copy job settings

3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
4. Select 'Yes' or 'No' in the 'Staple' box.
5. Use the numeric keys to enter the number of copies.
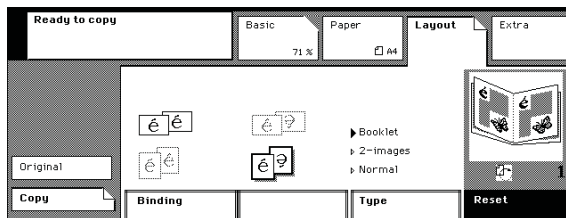6. Press the Start key ◇.

Create a booklet

Introduction

A booklet is a copied document that looks like a book. Four images are copied on one sheet to create a booklet. The only thing you must do to get your booklet is fold the copied sheets. The order in which you feed the originals determines the page order of the booklet.

How to create a booklet

1. Place and align the originals face down in the automatic document feeder (see '*Place originals in the automatic document feeder' on page 43*).
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Original' box.
4. Press the 'Layout' key.
   Select the 'Copy' tab.
5. Select 'Booklet' in the 'Type' box.
   The feedback box shows the result.

[77] Select the booklet function

6. Press the 'Paper' key.
   Indicate if the booklet needs covers.
7. Use the numeric keys to enter the number of copies.
8. Press the Start key ◈.

Note: *Some settings are locked by the Booklet selection.*
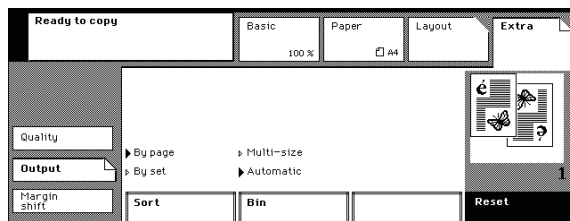
Sort the output

Introduction

When the copies go to the finisher, each following set is moved to a backward or forward direction compared with the previous set. Normally the output is sorted by set. This means that a copied set represents your set of originals. If required, you can obtain the output sorted by page. Then each set of copies represents one 1-sided or 2-sided original (see *'The copy settings' on page 162*).

ⓘ **Note:** *You can also use the sorting function for the multi-size bin, but only the finisher can move the subsequent sets in a different direction.*

How to sort the output

1. Place and align the originals face down in the automatic document feeder (see *'Place originals in the automatic document feeder' on page 43*).
2. Press the 'Copy' key.
3. Press the 'Extra' key.
   Select the 'Output' tab.
4. Select 'By page' or 'By set' in the 'Sort' box.

[78] Sort the output

5. Use the numeric keys to enter the number of sets.
6. Press the ◈ key.

Use the automatic document feeder to create an enlarged or reduced document
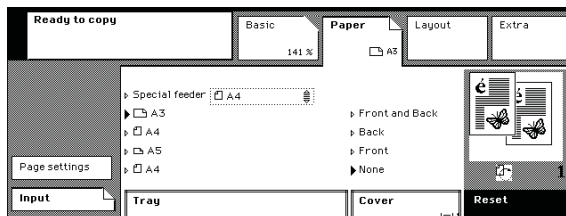
Introduction

When you want to enlarge or reduce your document, you only need to select one of the paper sizes that is loaded in the paper trays. An appropriate reduction or enlargement will be selected automatically.

How to use the automatic document feeder to create an enlarged or reduced document

1. Place and align the originals face down in the automatic document feeder (see '*Place originals in the automatic document feeder' on page 43*).
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
4. Select 'Yes' or 'No' in the 'Staple' box.
5. Press the 'Paper' key.
6. Select the required paper size in the 'Tray' box.
   The enlargement or reduction is calculated automatically and is displayed in the 'Basic' name box.

[79] Select the required paper size

7. Use the numeric keys to enter the number of sets.
8. Press the Start key ◈.

Use the platen to copy

Copy a book or magazine

Introduction

You can copy pages of open books or magazines from the platen. Both pages or one of the pages can be copied when you use the book copying function. It is not necessary to change the position of the book on the platen to copy both pages.
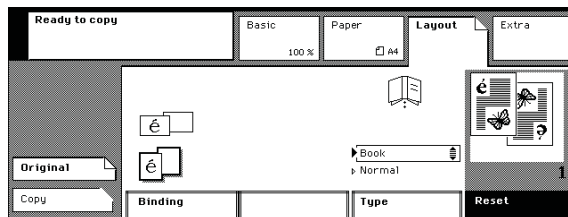
How to copy a book or a magazine

1. Place and align the book face down on the platen.
   Make sure that the binding of the book points to the book symbol on the edge of the platen.
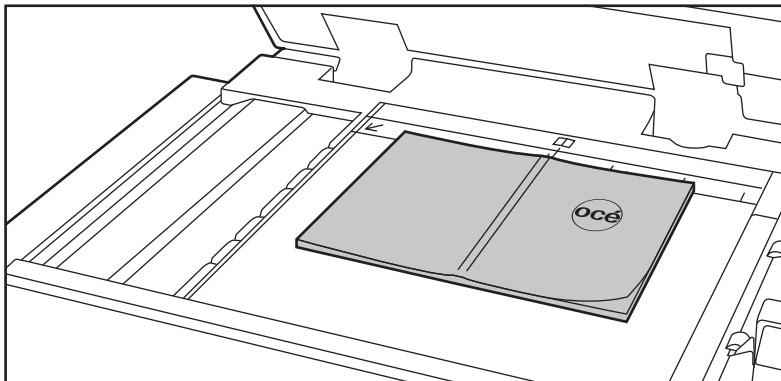
[80] Align the book face down on the platen

2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Print' boxes.
4. Press the 'Layout' key.
   Select the 'Original' tab.
5. Select 'Book' in the 'Type' box.

[81] Select Book copying

6. Use the scroll wheel to select 'Left' or 'Right' when you want to copy only one page.

Note: *When you select 'Left', the page on the left side of the platen will be scanned.*

7. Use the numeric keys to enter the number of sets.
8. Press the Start key ◈.

Note: *When the page size of the book is not A4/Letter 8.5x11, you must select the tray that contains the page size of the book.*
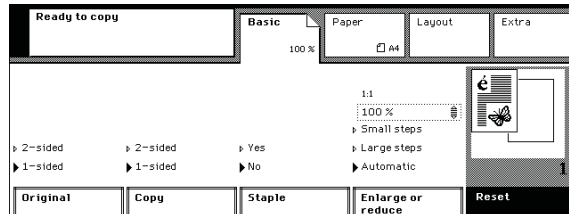
Copy an A4/Letter 8.5x11 original from the platen

Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle (see '*Your originals' on page 40*). The platen cannot detect the dimensions of your original.

How to copy an A4/Letter 8.5x11 original from the platen

1. Place the original face down in the left rear corner. Align the long edge of the original in vertical position on the platen (see '*Place an original on the platen' on page 45*).
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.

[82] Change the settings for a copy job from the platen

5. Select 'No' in the 'Staple' box.
6. Use the numeric keys to enter the number of copies.
7. Press the Start key ◇.
8. Do not forget to remove the original from the platen.

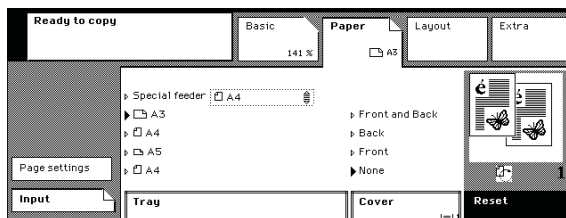# Copy an A3/Tabloid 11x17 original from the platen

Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle. The platen cannot detect the dimensions of your original (see). When you copy an A3/Tabloid 11x17 original from the platen, you must set the paper size of your original.

When the required copy size is not A3/Tabloid 11x17, you must set the required copy size and adjust the enlargement or reduction (see).

How to copy an A3/Tabloid 11x17 original from the platen

1. Place the original face down in the left rear corner. Align the short edge of the original in vertical position on the platen (see).
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.
5. Select 'No' in the 'Staple' box.
6. Press the 'Paper' key.
7. Select the A3/Tabloid 11x17 paper size in the 'Tray' box.

[83] Select A3/Tabloid 11x17

8. Use the numeric keys to enter the number of copies.
9. Press the Start key ◈.
10. Do not forget to remove the original from the platen.

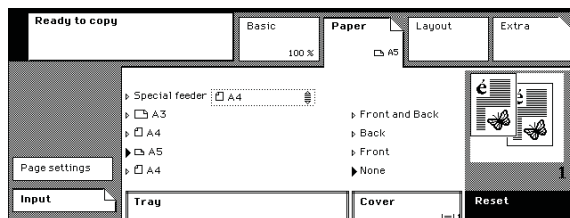# Copy an A5/Us Std 5.5x8.5 original from the platen

Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle. The platen cannot detect the dimensions of your original (see *'Your originals' on page 40*). When you copy an A5/Us Std 5.5x8.5 original from the platen, you must set the paper size of your original.

When the required copy size is not A5/Us Std 5.5x8.5, you must set the copy size and adjust the enlargement or reduction (see *'Use the platen to create an enlarged or reduced copy' on page 103*).

How to copy an A5/Us Std 5.5x8.5 original from the platen

1. Place the original face down in the left rear corner. Align the short edge of the original in vertical position on the platen (see *'Place an original on the platen' on page 45*).
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.
5. Select 'No' in the 'Staple' box.
6. Press the 'Paper' key.
7. Select the A5/Us Std 5.5x8.5 paper size in the 'Tray' box.

[84] Select A5/Us Std 5.5x8.5

8. Use the numeric keys to enter the number of copies.
9. Press the Start key ◈.
10. Do not forget to remove the original from the platen.

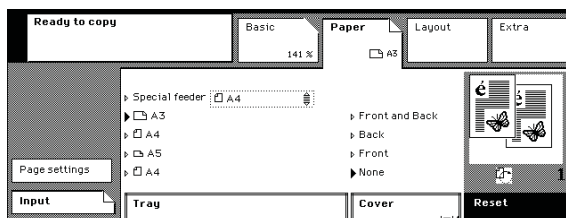# Use the platen to create an enlarged or reduced copy

Introduction

The platen is the location where you place one original that the automatic document feeder cannot handle (see '*Your originals' on page 40*). The platen cannot detect the dimensions of your original.

Before you begin

First make a test copy to check your copy settings, especially for a large job. Make sure that the settings do not result in the loss of image information or grey borders.
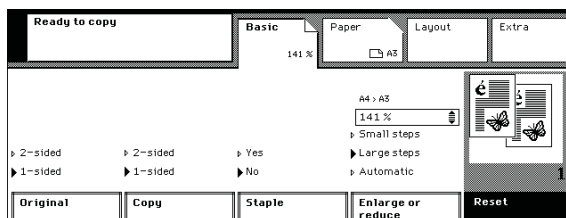
How to create an enlarged or reduced copy from the platen

1. Place the original face down in the left rear corner. Use the measuring guides on the edges of the platen to locate the original correctly on the platen (see '*Place an original on the platen' on page 45*).
2. Close the cover of the platen.
3. Press the 'Copy' key.
4. Select '1-sided' in the 'Original' and 'Copy' boxes.
5. Select 'No' in the 'Staple' box.
6. Press the 'Paper' key.
7. Select the required paper size in the 'Tray' box.

[85] Select A3/Tabloid 11x17

8. Press the 'Basic' key.

[86] Select the enlargement and reduction

9. Select 'Large steps' in the 'Enlarge or reduce' box.

10. Use the scroll wheel ▤ to select the needed enlargement or reduction.
11. Use the numeric keys to enter the number of copies.
12. Press the Start key ◈.
13. Do not forget to remove the original from the platen.

Copy on special material

Copy on special material placed in a paper tray

Introduction

You can use the following material for the copy jobs.

- Paper that is already in the trays.
- Special material that you place in a tray for the current job.
- Special material that is not suitable for the trays. You can insert such a sheet into the special feeder.

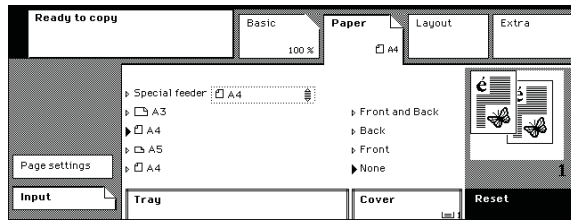The Key operator can have locked the paper-compartment door. This means that you cannot load the special paper.

Before you begin

Check which paper tray is suitable for your material (see *'Input trays and output bins' on page 175*).

How to copy on special material placed in a paper tray

1. Open the paper-compartment door, place your special material and close the door. If you use pre-printed or punched material, pay attention to how you place the material (see *'Add paper to paper tray 1, 2 and 3' on page 147*)(see *'Add paper to paper tray 4' on page 145*).
2. Place and align the originals face down (see *'Place originals in the automatic document feeder' on page 43*)(see *'Use the platen to create an enlarged or reduced copy' on page 103*).
3. Press the 'Copy' key.
4. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
5. Select 'Yes' or 'No' in the 'Staple' box.
6. Press the 'Paper' key.

7. Select the tray in which you placed the material, in the 'Tray' box.

Ready to copy		Basic	Paper	Layout	Extra
		100 %	A4		

	Special feeder	A4			
	A3		Front and Back		
	A4		Back		
	A5		Front		
Page settings	A4		None		1

Input	Tray	Cover	Reset

[87] Select the tray with the special material

8. Use the numeric keys to enter the number of copies.

9. Press the Start key ◇.

Copy on special material inserted in the special feeder

Introduction

The paper trays cannot handle all materials on which you can copy. When you want to copy on this material that is not suitable for the paper trays, you can insert this material into the special feeder, one sheet at a time. Be aware that the special feeder also has restrictions on the use of material (see *'Input trays and output bins' on page 175*).

The Key operator can decide to disable the special feeder. Then you can only put your material into the paper trays (see *'Copy on special material placed in a paper tray' on page 105*).

Before you begin

Check if the special feeder can handle your special material (see *'Input trays and output bins' on page 175*).

How to copy on special material inserted in the special feeder

1. Insert one sheet of the special material in the special feeder (see *'Insert material into the special feeder' on page 150*).
   The face-down side will be printed.
2. Place and align the original face down (see *'Place originals in the automatic document feeder' on page 43*)(see *'Place an original on the platen' on page 45*).
3. Press the 'Copy' key.
4. Press the 'Paper' key.
5. Select 'Special feeder' in the 'Tray' box.
6. Use the scroll wheel ⬍ to select the size of the material you inserted.
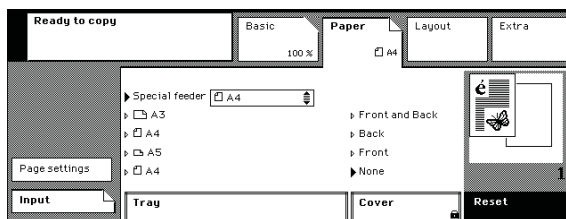
[88] Select the size of the material inserted in the special feeder
7. Press the 'Basic' key.

8. Select '1-sided' or '2-sided' in the 'Original' box.

Note: *The 'Staple' and 'Copy' functions are locked. You must feed the sheet a second time to copy 2-sided on the special material.*

9. Use the numeric keys to enter the number of copies.
10. Press the Start key ◇.
11. Close the special feeder.

Assemble jobs

## Assemble separate copy job parts (Combined copy job)

Introduction

Use the 'Combined copy job' wizard to copy with separate job parts (see *'Your originals' on page 40*). The wizard explains step by step how to copy with separate job parts.

Before you begin

Examine your originals and create separate job parts (see *'Your originals' on page 40*).

How to copy separate job parts

1. Press the 'Wizards' key.
2. Make sure the 'Assemble jobs' wizards ▣ are selected.
3. Select the 'Combined copy job' wizard.
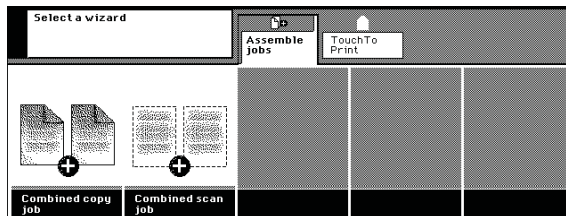
[89] The 'Combined copy job' wizard

4. Press 'Add'.
5. Place and align the originals of the first job part face down.
6. Enter the settings for the combined job.
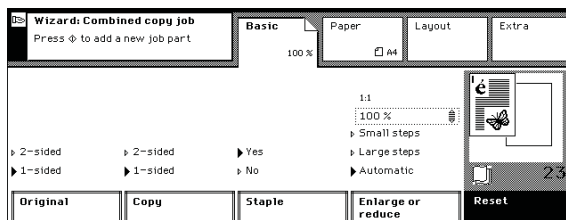
[90] You can make the settings for the combined job and the first job part

7. Enter the settings for the first job part.
8. Use the numeric keys to enter the number of copies.
9. Press the Start key ◈ to start scanning of the first job part.

[91] The first job part is scanned. You can add a new job part

10. Press 'Add'.

11. Place and align the originals of the next job part face down.

12. Enter the settings for the next job part.

13. Press the Start key ◊ to start scanning of the next job part.

14. Repeat the steps 10, 11, 12 and 13 for each subsequent job part.

15. Press the Start key ◊ to indicate that the last job part is scanned. The combined copy job is copied.
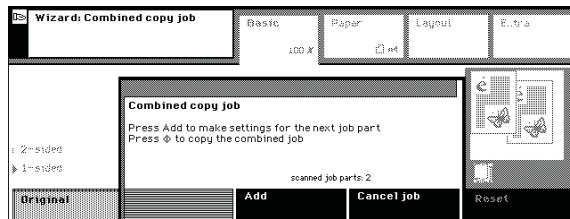
[92] All job parts are scanned. The combined job can be started

Improve the copy quality

Improve the copy quality if the originals are text
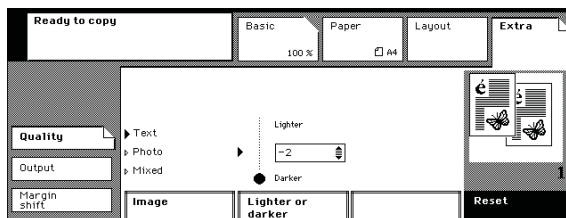
Introduction

The Océ VarioPrint® 1055/65/75 can detect photos, rasters and fine lines on your originals. The best quality for your copies is selected. Therefore, you are advised not to change the image quality after that you have made a test copy.

Before you begin

First make a test copy to check your quality settings, especially for a large job.

How to improve the copy quality if the originals are text

1. Place and align the originals face down (see '*Place originals in the automatic document feeder' on page 43*).
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Original' and 'Copy' boxes.
4. Select 'Yes' or 'No' in the 'Staple' box.
5. Press the 'Extra' key.
   Select the 'Quality' tab.
6. Select 'Text' in the 'Image' box.

[93] Improve the image quality of text

7. Use the scroll wheel ⬍ to select a 'Lighter or darker' value from 2 down to -2.
8. Use the numeric keys to enter the number of copies.
9. Press the Start key ◈.

Improve the copy quality when the original is a photo

Introduction

The Océ VarioPrint® 1055/65/75 can detect photos, rasters and fine lines on your originals. The best quality for your copies is selected. Therefore, you are advised not to change the image quality after that you have made a test copy.

Before you begin

First make a test copy to check your quality settings, especially for a large job.

How improve the copy quality when the original is a photo

1. Place and align the photo face down on the platen (see '*Place an original on the platen' on page 45*).
2. Press the 'Copy' key.
3. Select '1-sided' in the 'Original' and 'Copy' boxes.
4. Select 'No' in the 'Staple' box.
5. Press the 'Paper' key.
6. Select the required copy size in the 'Tray' box.
7. Press the 'Extra' key.
   Select the 'Quality' tab.
8. Select 'Photo' in the 'Image' box.
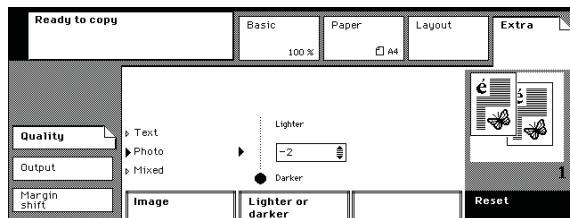
[94] Improve the image quality of a photo

9. Use the scroll wheel ⬍ to select a 'Lighter or darker' value from 2 down to -2.
10. Use the numeric keys to enter the number of copies.
11. Press the Start key ◈.
12. Do not forget to remove the photo from the platen.

Stop or interrupt copying

Interrupt a copy job

Introduction

You can temporarily stop your print job, for example because someone else does not want to wait until your large copy job is ready. You can interrupt the copying of the job, and a new copy, print or scan job can be started. When the new jobs are ready, you can continue your large print job.

Note: *The Key operator can decide to disable the Interrupt job function.*

Note: *You cannot interrupt a job when you need coins or a credit card to start a job.*

How to interrupt a copy job

1. Press the 'Interrupt job' key while a job is copied.
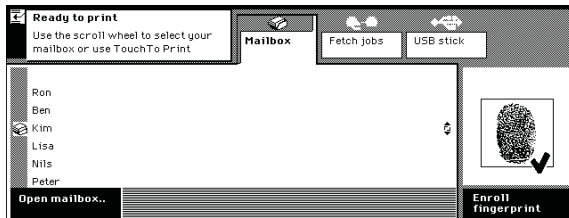

[95] Press the Interrupt job key

2. Wait until the display screen indicates that you can start new jobs.
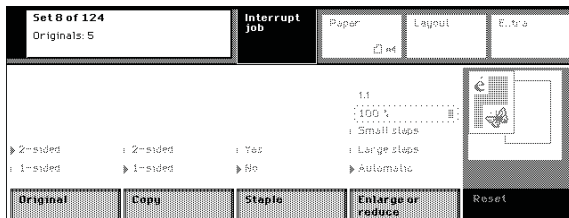

[96] The job is interrupted

3. Press the 'Copy', 'Print' or 'Scan' key to go to the settings for the new job.
4. Press the Start key ◇ to start the new job. The ⊥ icon indicates that you are interrupting a job.

[97] You can start a new job

5. Press the 'Resume' key to continue the suspended job.

[98] The suspended job continues

Stop a copy job

Introduction

You can stop the copy job, for example when you notice that the output of your copy job is not correct.

Note: *You can also interrupt a copy job. You or someone else can start a new job. You can resume the suspended job afterwards (see 'Interrupt a copy job' on page 113).*

How to stop a copy job

When you want to	Then
Stop the scanning of originals	Press the 'Cancel job' key.
Stop the copying after finishing the current set	Press the Stop key ⊘ once. Press the Start key ◇ to resume.
Stop the copying immediately	Press the Stop key ⊘ twice. Press the Start key ◇ to resume.
Cancel the copy job	Press the Stop key ⊘ three times. Your job is cancelled.

Clear a paper jam

Introduction

The paper jams can occur in the following units of the Océ VarioPrint® 1055/65/75 .

- Automatic document feeder.
- Finisher.
- Paper compartment.
- Processing unit.

To clear the paper jam, you need to remove the paper from the units. The message box gives instruction how to clear the paper jam. The notched grips of the doors and the covers that you must use are green. The instructions refer to the grips.
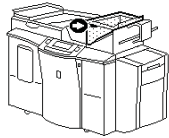
You can also be requested to call the Key operator when a paper jam occurs.

How to clear a paper jam

1. Read the error message.
2. Follow the instructions how to clear the paper jam.

Remove the paper

1 Open the finisher
2 Remove the sheets
   The other part of the set follows
3 Close the finisher

[146] Clear the paper jam

3. Follow the instructions how to resume the job.

Note: *When the error is not recovered, call the Key operator.*