IR 3025
Special Features User Guide
HOW TO COPY

1. Press <COPY> on the iRC 3570/4570.

2. Place originals face-up in the automatic document reader or face down on the glass.

3. Using the key pad, enter the desired number of copies.

4. If other functions are desired press <SPECIAL FEATURES> or <FINISHER> on the LCD panel.

5. Press <START> to begin making copies.

*Auto paper selection is the standard mode setting. To manually select paper size, press <PAPER SELECT> and choose the appropriate size.
BOOKLET

Booklet allows users to copy a single-sided or double-sided original in such a way that a booklet is created when a copy is folded in half.

Examples:

1. Menus, brochures, programs, invitations
2. Company newsletters, training manuals, user guides

DIVIDED BOOKLET

Enables you to copy a document with many pages and create multiple sub-booklets (with each sub-booklet using up to 15 sheets of paper).

Since the Saddle Finisher can only fold a maximum of 15 sheets of paper, this mode will allow all of the output for a large document to be folded, which would not be possible with the booklet mode mentioned above.
COVER SHEET/INSERTION

Cover Sheet/Insertion is used to add covers, chapter pages, or insertion sheets between specified pages.

Examples:

1. Cover Page
   a. Specialty paper for the cover of your document (Colored paper, heavier paper stock, etc.)

Front Cover
Adds a front cover sheet to each set of copies. The cover sheet can also be copied. Printed front cover selected in the Cover/Sheet Insertion mode.
**Back Cover**
Adds a back cover sheet to each set of copies. The cover sheet can also be copied.

Printed front cover selected in the Cover/Sheet Insertion mode.

2. **Insertion Sheet**
   a. Chapter page, to indicate separate sections of a document.
   b. Sheet insertion, to highlight a page within a document by using a different colored paper or heavier card stock.

**Chapter Page**
Adds chapter pages between the pages of copy sets. Since the chapter page is always copied on one side, it is useful when you want to divide the copy by chapter.

Printed sheet insertions selected in Cover/Sheet insertion mode.

**Sheet Insertion**
Adds sheet insertion between the pages of copy sets. It is useful when you want to divide your copy sets into different sections with a blank sheet. The cover sheet can also be copied.

Printed sheet insertions selected in the Cover/Sheet insertion mode.

**DIFFERENT-SIZED ORIGINALS**
Different-sized originals can be placed together, provided that the leading edge of each page is the same length.

**Examples:**

1. Use all documents in the same job, rather than running to different paper sizes as separate jobs.
2. Packets of information, such as HR new-hire documents may have some legal-sized documents.
Frame Erase eliminates shadows and dark lines to create clean copies of odd-size originals, bound documents, originals with ragged edges, hole punches, or notes in the margin. Four erase modes are accessible within Frame Erase.

**Original Frame Erase**
Eliminates dark borders and lines that appear on the copies when the original is smaller than the selected paper size.

**Examples:**
1. Pages from a book, note pad
2. Faxes images, skewed faxes
**Book Frame Erase**
Erases the gray shadow that appears when copying from a book.

![Diagram of Book Frame Erase](image)

**Binding Erase**
Erases the shadows that appear in copies from binding holes in originals.

![Diagram of Binding Erase](image)
IMAGE COMBINATION

Image combination enables you to automatically reduce two, four or eight originals to fit on a single-sided or two-sided copy sheet.

Examples:

1. For presentation handouts, create thumbnails of each image in your presentation.
2. Save paper and storage space by storing up to 16 documents on one page (8 on each side)

2 on 1
Reduces two 1-sided originals or one 2-sided original to fit on one side or both sides of the sheet.

4 on 1
Reduces four 1-sided or two 2-sided originals to fit on one side or both sides of a sheet.

8 on 1
Reduces eight 1-sided or four 2 sided originals to fit on one side or both sides of the sheet.
IMAGE REPEAT

Image Repeat repeatedly copies the image of an original in either a length-wise or width-wise direction.

Examples:

1. Business cards
2. Labels

Automatic Setting
The original image is copied so that the minimal possible number of copies fit on the selected paper size.

Manual Setting
The original image is copied for the specified number of times

Examples:
When <3 times> is specified, images overlap when copied.

JOB BUILD

Job Build enables you to scan originals that are too many to set at once, by dividing them into multiple batches. You can use the feeder and the platen glass for scanning. The originals are copied as one document after all the bunches have been scanned.

Examples:

1. Documents with more pages than the feeder can hold
2. Combine images or pages from separate documents
MARGIN

Margin enables you to make copies with an entire image shifted to the left, right, top or bottom of a sheet.

Examples:

1. Eliminate the top lines of a fax
2. When binding or using a three hole punch, your printed data will not be cut off.
MIRROR IMAGE

Mirror Image copies the image as if reflected in a mirror, reversing the right and left sides.

Examples:

1. Copy an image onto a transparency or copy a transparency onto a regular sheet of paper.
2. See-through signs, clear stickers.

MODE MEMORY

Mode Memory allows the user to store frequently used copy settings and recalls them for job use. A name may be assigned to the stored settings.

Examples:

1. Reports printed frequently
2. Regularly used document
NEGATIVE/POSITIVE

Negative/Positive inverts everything form the original that is black to white and everything white to black.

Examples:

1. Save toner by inverting heavily imaged areas
2. Make text easier to read
3. Use for editing purposes

FORM COMPOSITION

Form Composition mode enables you to superimpose a previously scanned image (image form), which has been stored in the memory of the machine, on the output.
PAGE & COPY SET NUMBERING

Page Numbering
Enables you to make a copy with page numbers (numbers only, numbers enclosed by hyphens, chapter numbers, or the total page count).

Copy Set Numbering
Enables you to print a document with a different five digit number per copy set in the background of each page to differentiate the copy sets.
PRINTING A WATERMARK & THE DATE

Watermark
Enables you to print a preset or user-defined watermark on your copies

![Image of Watermark Example]

Print Date
Enables you to print the date on your copies

![Image of Date Example]

JOB RECALL

Job Recall stores and retrieves the last three copy job settings used on the copier.

Examples:

1. You didn’t print enough copies and need to use the same settings
2. After finishing a job, you realize you must print the document again with corrections
SHARPNESS

Select a level of sharpness to make the document more legible.

Examples:

1. Photographic images in newspapers or magazines
2. Blueprints or faint pencil-drawn originals
3. For more defined outlines of charts, graphs, photos

Low
If you make copies of an original containing half-tones, such as a printed photograph using the Photo mode, screen clash may occur. However, by using “Low,” you can soften this moiré effect so that the copy is easier on the eyes.

High
This feature enhances the edges of original images so that the text is reproduced more sharply. This is particularly suited to blueprints or faint pencil-drawn originals.
SHIFT

Shift enables users to move an image to the center, any corner, or any side of a sheet.

**Examples:**

1. If copying 11x17, this feature will shift the image to the desired location on the page.
2. Shift images such as company logo.

![Shift Examples Image]

**Center/Corner/Side Shift**
Make copies with an entire image shifted.

TRANSPARENCY INTERLEAVING

Transparency Interleaving inserts a sheet of blank or printed paper between each transparency.

**Examples:**

1. Interleaving paper prevents transparencies from sticking together.
2. Create a set of notes to correspond with transparencies.

![Transparency Interleaving Image]
Blank
Blank interleaf sheets selected in the Transparency Interleaving mode outputs copied transparencies and interleaf sheets alternately.

Printed
Printed interleaf sheets selected in the Transparency Interleaving mode outputs copied transparencies and copied interleaf sheets alternately.

TWO PAGE SEPARATION

When copying from a book, Two Page Separation will print each page to a separate sheet of paper.

Examples:

2. Avoid using over-sized paper to fit both pages of an open book.

Two Page Separation
This feature enables you to copy facing pages in a book or a magazine on separate sheets of paper.