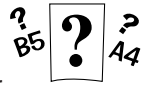


Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

Tips

Copy Paper Size



Copy Paper Size

You can check the copy paper size using the scale on the exposure glass.

• Auto Image Density

Adjusts the image density (darker/lighter) automatically for copying.

• Auto Paper Select

Selects a suitable size of paper automatically.

1. Screen contrast knob
 2. [User Tools/Counter] key
 3. Function keys
 4. Display panel
 5. [Clear Modes] key
- Press to clear the current settings.

6. [Program] key
- Press to select the program mode.
7. [Interrupt] key
8. [Energy Saver] key
9. Main power indicator
10. Operation switch
11. Paper clip tray

12. [Login/Logout] key
 13. [Simplified Display] key
 14. [Sample Copy] key
 15. [Start] key
- Press to start copying. Press to start scanning and printing in Document Server mode.

16. [#] key (Enter key)
17. [Clear/Stop] key
- Clear: Press to delete a number entered.
- Stop: Press to stop a copy job in progress.
18. Number keys
19. [Registered Program] key/ [Other Function] key

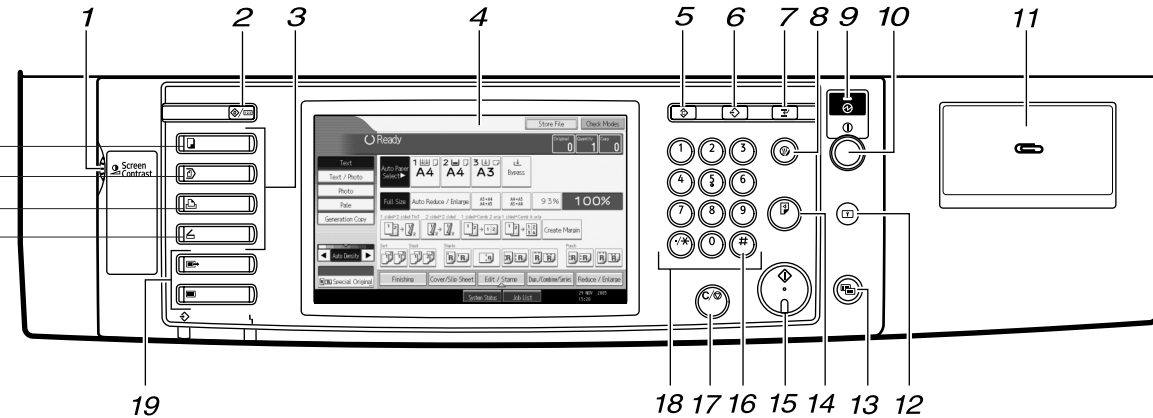
Standard available:

Copier:

Document Server:

Printer:

Scanner:



You can also print and scan on this machine!
Please ask your sales person for these options.

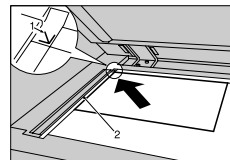


How to make a copy... (1. Placing Originals)

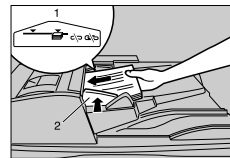
- 1 Press the [Clear Modes] key (5).

- 2 Place originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



- 3 Enter number of copies.

- 4 Press the [Start] key (15).

How to Reduce/Enlarge... (2. Copying)

Auto Reduce/Enlarge

- 1 Press [Auto Reduce / Enlarge].

Auto Reduce / Enlarge

- 2 Select the paper type.

- 3 Place original and press the [Start] key (15).

Preset Reduce/Enlarge

- 1 Press [Reduce / Enlarge].

Reduce / Enlarge

- 2 Select a ratio, and then press [OK].

- 3 Place original and press the [Start] key (15) (Paper type is selected automatically).

How to save paper... (2. Copying)

- 1 See if original is 1-sided or 2-sided (duplex).

- 2 Press [Dup./Combine/Series].

Dup./Combine/Series

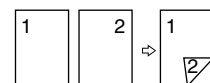
- 3 Select original and copy type and / or orientation.

- 4 Place original and press the [Start] key (15).

• Double-sided copies

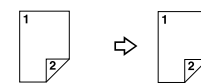
1-Sided → 2-Sided

Copies two 1-sided pages on one 2-sided page.



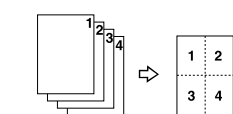
2-Sided → 2-Sided

Copies one 2-sided page on one 2-sided page.

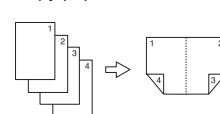


• Combining copies

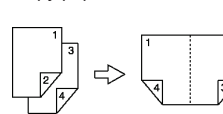
Copies multiple 1-sided originals on one side of copy paper.



Copies multiple 1-sided originals on two sides of copy paper.



Copies multiple 2-sided originals on two sides of copy paper.



! For more combining, see "Copier Functions".

How to finish your document... (2. Copying)

If you want Staple

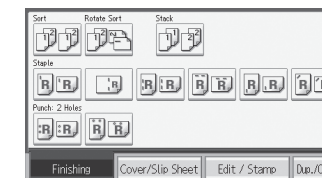
- 1 Press [Finishing].

- 2 Select one of the stapling positions (Pages will be sorted automatically).

- 3 Enter number of copies.

- 4 Place original.

- 5 Press the [Start] key (15).



If you want Punch

- 1 Press [Finishing].

- 2 Select one of the punch hole positions (Pages will be hole punched).

- 3 Enter number of copies.

- 4 Place original.

- 5 Press the [Start] key (15).

! Staple and Punch can be done at the same time.

! Availability of finishing depends on your configuration.

Document Server (2. Copying)

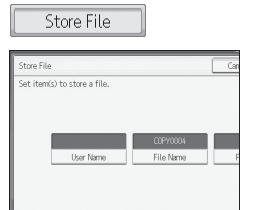
Why use it...

- To store often used documents centrally and print on demand.
- To reduce network load.

How to use in copy mode...

- 1 Press [Store File].

- 2 Enter a user name, file name, or password if necessary.



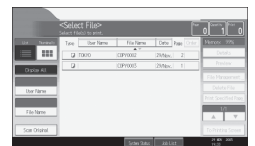
- 3 Press [OK].

- 4 Place originals.

- 5 Make scanning settings for the original.

- 6 Press the [Start] key (15).

Originals are scanned and stored on the hard disk. To find your document, press the [Document Server] key (3).



! For more functions on Document Server, see "4. Document Server".

Simplified Display

You can view the simplified display from the Copier/Document Server's initial screen by pressing the [Simplified Display] key. The simplified display contains main functions only. Characters and keys are enlarged on this screen, making for easier operation.

Advanced features

Reduce/Enlarge

- Zoom: you can change with 1% steps.
- Magnification: reduce/enlarge horizontally and vertically.

Series Copies

- Orientation: top-to-top or top-to-bottom.
- Series: copies front and back of a 2-sided original on 2 sheets.
- Booklet/Magazine: copies in page order.

Edit/Stamp

- Image Repeat/Double copies
- Centring: move image to centre
- Erase: centres and borders are erased
- Stamps: background numbering, etc.

Cover/Slip Sheet

- Front/Back covers – copied or blank
- Designate: certain pages copied on slip sheets.