Quick Reference Copy Guide

⇨ Please put this guide above your machine ⇦

1. **Screen Contrast knob**
2. **Indicators**
3. 【**User Tools/Counter**】 **key**
4. **Display panel**
5. 【**Check Modes**】 **key**
   Press to check the entered copy job settings.

6. 【**Program**】 **key**
   Press to select the program mode.
7. 【**Clear Modes**】 **key**
   Press to clear the previously entered copy job settings.
8. 【**Energy Saver**】 **key**
9. 【**Interrupt**】 **key**

10. **Main power indicator and On indicator**
11. **Operation switch**
12. 【**Sample Copy**】 **key**
13. 【**Start**】 **key**
   Press to start copying. Press to start scanning and printing in Document Server mode.

14. 【**Clear/Stop**】 **key**
   • Clear: Press to delete a number entered.
   • Stop: Press to stop a copy job in progress.
15. 【**#**】 **key**
16. **Number keys**
17. **Function keys**
18. **Function status indicators**

Tips !

Copy Paper Size

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

- **Auto Image Density**
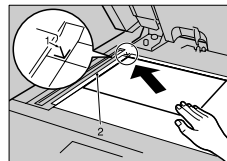 Adjusts the image density (darker/lighter) automatically for copying.

- **Auto Paper Select**
  Selects a suitable size of paper automatically.

Copy Paper Size

Standard available:

Copier:
Document Server:
Facsimile:
Printer:
Scanner:

1 2 3 4 5 6 7 8 9 10 11

18 17   16 15 14 13 12

You can also fax, print and scan on this machine! Please ask your sales person for these options. ☺
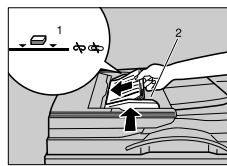
How to make a copy... (1. Placing Originals)

1. Placing Originals.
   - Exposure Glass (Face down)
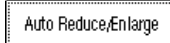   - Document Feeder (Face up)
2. Press 【Clear Modes】 (7).
3. Enter Number of Copies.
4. Press 【Start】 Key.

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

Auto Reduce/Enlarge
1. Press this button for Auto Reduce/Enlarge.

   [Auto Reduce/Enlarge]

2. Select Paper Tray.
3. Place original and press 【Start】 key.

Preset Reduce/Enlarge
1. • Press this button for [Reduce]. [A3→A4 / A4→A5]
   • Press this button for [Enlarge]. [A4→A3 / A5→A4]
2. Place original and press 【Start】 key (Paper Tray is selected automatically).

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

1. See if original is 1-sided or 2-sided (duplex).
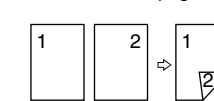2. Press one of the preset icons.
3. Place original and press the 【Start】 key.

   For duplex
   For combining

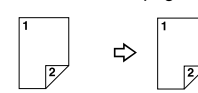- **Double-sided copies**

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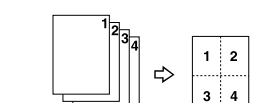 Copies two 1-sided pages on one 2-sided page.

  2-Sided → 2-Sided
  Copies one 2-sided page on one 2-sided page.
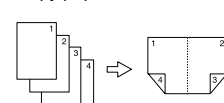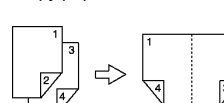
- **Combining copies**

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

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

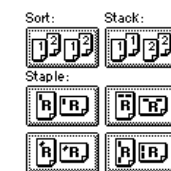 Copies multiple 2-sided originals on two sides of copy paper.

  ! For more combining, please see advanced features.

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

If you want Staple

1. Choose a [Staple] position (Pages will be sorted automatically).
2. Enter number of copies.
3. Place Original.
4. Press 【Start】 key.

   ! Availability of finishing depends on your configuration.

   Sort: Stack:
   Staple:

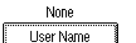### Document Server (2. Copying)

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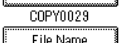- To reduce network load.

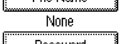**How to use in copy mode...**
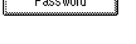1. Press [Store File].
2. Give file a name.
3. Press [OK].
4. Place Originals.
5. Make preferred settings.
6. Press 【Start】 key.

   Store File
   None
   User Name
   COPY0029
   File Name
   None
   Password

Originals are scanned and stored in memory. To find your document, press 【Document Server】 key (see panel).

! For more functions on Document Server, see General Settings Guide.

Advanced features (2. Copying)

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 center
- 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

Chapter references in this guide refer to the bundled OI CD; Copy Reference.