

# 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.

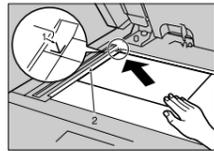
### Auto Paper Select

Selects a suitable size of paper automatically.

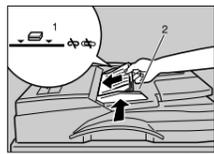
## How to make a copy... (1. Placing Originals)

### 1 Placing Originals.

- Exposure Glass (Face down)



- Document Feeder (Face up)



- Press [Clear Modes] (7).
- Enter Number of Copies.
- Press [Start] Key.

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

### Auto Reduce/Enlarge

- Press this button for Auto Reduce/Enlarge.



- Select Paper Tray.
- Place original and press [Start] key.

### Preset Reduce/Enlarge

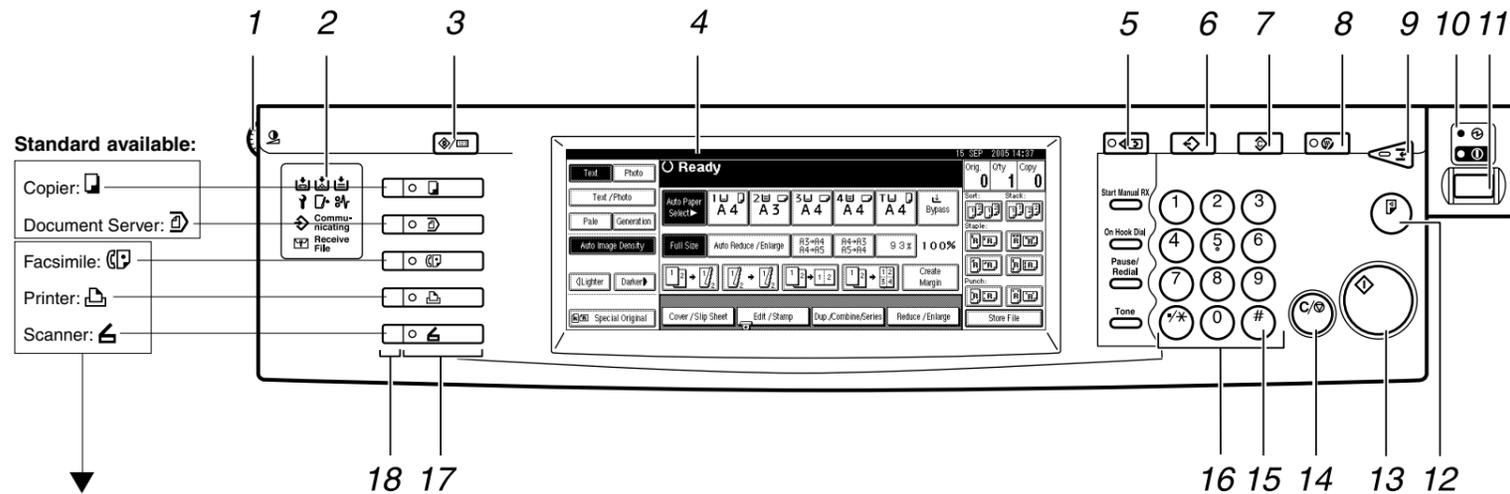
- Press this button for [Reduce].
  - Press this button for [Enlarge].
- Place original and press [Start] key (Paper Tray is selected automatically).

- Screen Contrast knob**
- Indicators**
- [User Tools/Counter] key**
- Display panel**
- [Check Modes] key**

- [Program] key**
- Press to select the program mode.
- [Clear Modes] key**
- Press to clear the previously entered copy job settings.
- [Energy Saver] key**
- [Interrupt] key**

- Main power indicator and On indicator**
- Operation switch**
- [Sample Copy] key**
- [Start] key**
- Press to start copying. Press to start scanning and printing in Document Server mode.

- [Clear/Stop] key**
- Clear: Press to delete a number entered.
- Stop: Press to stop a copy job in progress.
- [#] key**
- Number keys**
- Function keys**
- Function status indicators**



### Standard available:

- Copier:
- Document Server:
- Facsimile:
- Printer:
- Scanner:

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

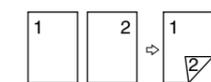


## How to save paper... (2. Copying)

- See if original is 1-sided or 2-sided (duplex).
  - For duplex:
  - For combining:
- Press one of the preset icons.
- Place original and press the [Start] key.

### Double-sided copies

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

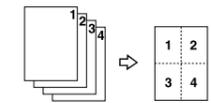


**2-Sided → 2-Sided**  
Copies one 2-sided page on one 2-sided page.

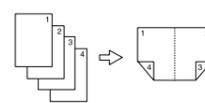


### Combining copies

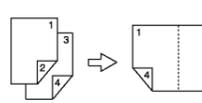
Copies multiple 1-sided originals on one side of copy paper.



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



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

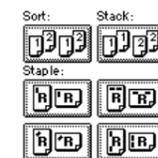


! For more combining, please see advanced features.

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

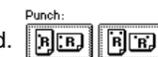
### If you want Staple

- Choose a 'Staple' position (Pages will be sorted automatically).
- Enter number of copies.
- Place Original.
- Press [Start] key.



### If you want Punch

- Press 'Punch'. Pages will be hole punched.
- Enter number of copies.
- Place Original.
- Press [Start] key.



! Staple and Punch can be done at the same time.  
! Availability of finishing depends on your configuration.

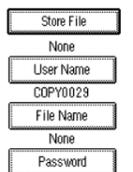
## Document Server (2. Copying)

### Why use it...

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

### How to use in copy mode...

- Press [Store File].
- Give file a name.
- Press [OK].
- Place Originals.
- Make preferred settings.
- Press [Start] key.



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.