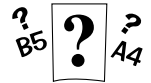


Quick Reference Copy Guide

⇒ 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

The machine automatically adjusts the image density by scanning the densities of originals.

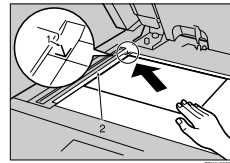
• Auto Paper Select

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio.

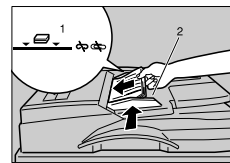
How to make a copy... (1. Placing Originals)

1 Place your originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



2 Press the [Clear Modes] key (7).

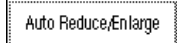
3 Enter the number of copies using the number keys.

4 Press the [Start] key.

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

Auto Reduce/Enlarge

1 Press [Auto Reduce/Enlarge].



2 Select the paper tray.

3 Place the originals, and then press the [Start] key.

Preset Reduce/Enlarge

1 • Press this button for [Reduce].



• Press this button for [Enlarge].



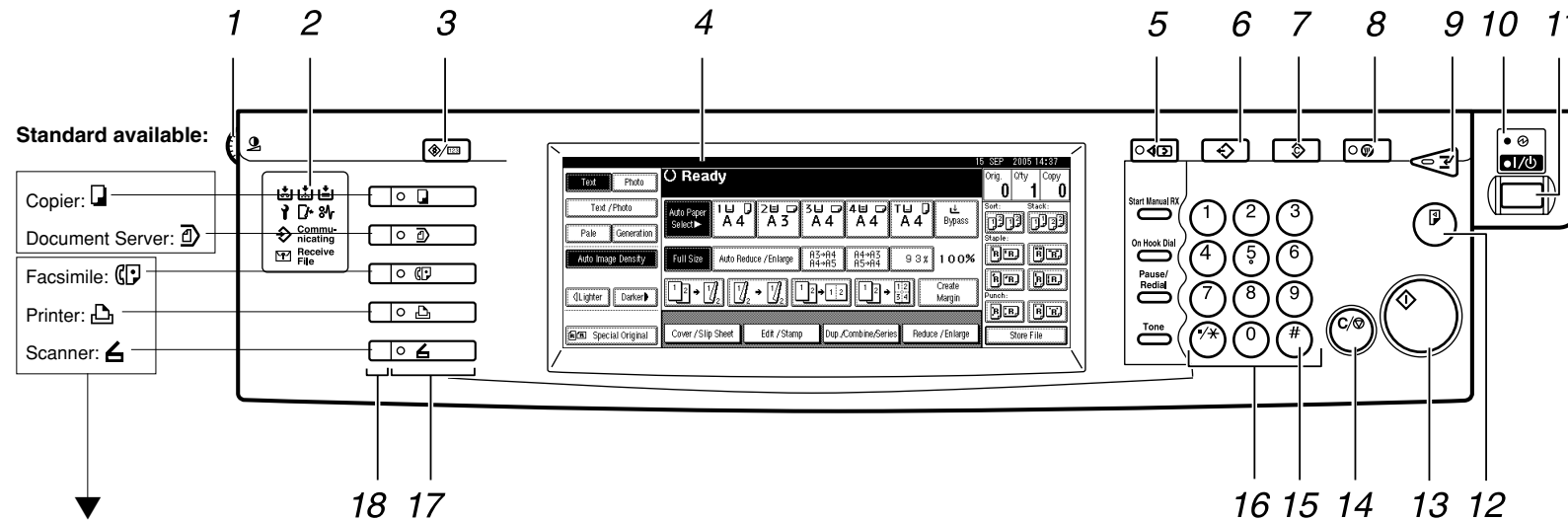
2 Place the originals, and then press the [Start] key (a paper tray is selected automatically).

1. Screen contrast knob
2. Indicators
3. [User Tools/Counter] key
4. Display panel
5. [Check Modes] key

6. [Program] key
Press to register frequently used settings, or recall registered settings.
7. [Clear Modes] key
Press to clear previous 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, or to scan or print documents stored on the Document Server.

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



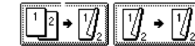
You can also fax, print and scan on this machine!
Please ask your sales person for these options.



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

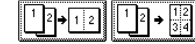
1 See if original is 1-sided or 2-sided (duplex).

For duplex



2 Press one of the preset icons.

For combining

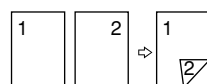


3 Place the originals, and then press the [Start] key.

• Double-sided copies

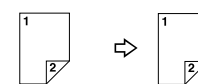
1-Sided → 2-Sided

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



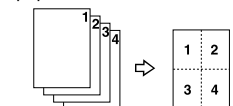
2-Sided → 2-Sided

Copies 1 two-sided page onto 1 two-sided page.

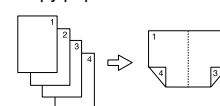


• Combining copies

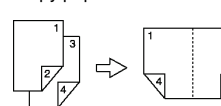
Copies multiple 1-sided originals on one side of copy paper.



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 Select one of the stapling positions. When you select a stapling position, Sort mode is automatically selected.

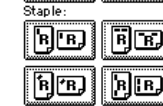
Sort: Stack:



2 Enter the number of copies using the number keys.

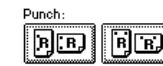
3 Place your originals.

4 Press the [Start] key.



If you want Punch

1 Select one of the punch hole positions. Copies will be hole-punched.



2 Enter the number of copies using the number keys.

3 Place your originals.

4 Press the [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...

1 Press [Store File].



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



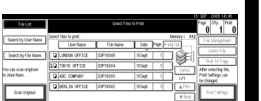
3 Press [OK].

4 Place your originals.

5 Make scanning settings for the original.

6 Press the [Start] key.

Originals are scanned and scanned data is stored in the hard disk. To find your document, press the [Document Server] key (see panel).



Advanced features (2. Copying)

Reduce/Enlarge

- Zoom: You can change the reproduction ratio in increments of 1%.
- Magnification: Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.

Series Copies

- Orientation: top-to-top or top-to-bottom.
- Series: Copies two facing pages of a bound original separately.
- Booklet/Magazine: Copies two or more originals in page order.

Edit/Stamp

- Image Repeat/Double copies
- Centring: You can make copies with the image moved to the centre of the copy paper.
- Erase: You can erase the centre and/or all four sides of the original image.
- Stamps: Background numbering etc.

Cover/Slip Sheet

- Front/Back Covers – copied or blank
- Designate: Use this function to have certain pages of your original copied onto slip sheets.