

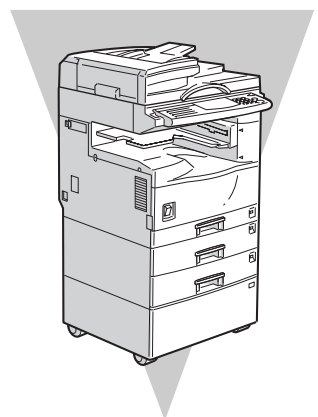


Store this booklet in the pocket
provided at the front of the machine.



Copy

Quick Guide



Some limitations apply to functions. For details,
please read the "Copy Reference".

1. Switching Modes	Page 1
2. Setting Originals	Page 2
3. Making Copies	Page 3
4. Optimizing Copy Quality	Page 4
5. Copying to Different Copy Paper Sizes ...	Page 5
6. Combining Several Originals into One Copy	Page 6
7. Feature Summary	Page 7

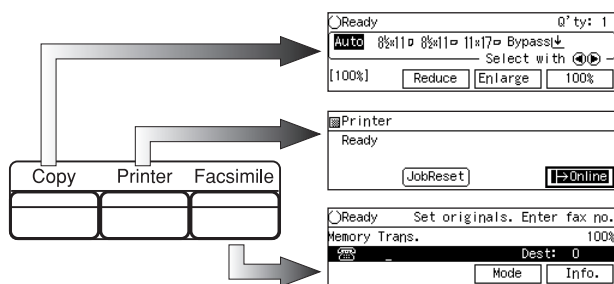
1
2
3
4
5
6
7

1. Switching Modes

This is a multi-functional machine combining copy, fax, and printer functions (fax and printer are options).

Press the **[Copy]** key to switch to copy mode, and press the **[Fax]** key to switch to fax mode.

Under most circumstances, you do not need switch to printer mode to launch a print job from an application on your PC.



Multi-Access

Use this feature to carry out another job using a different function while the current job is being performed.

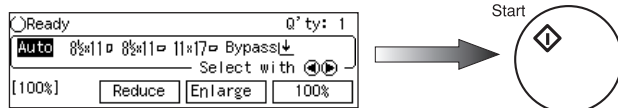


Modes

1

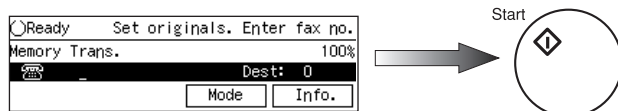
■ Copy Mode

You can always make a copy when the machine isn't printing, or scanning fax data.



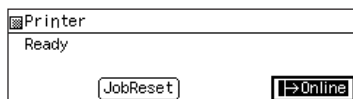
■ Fax Mode (Transmission)

The machine can scan your originals for memory transmission even while printing.



■ Printer Mode

The machine can receive print data while any other function is being used.

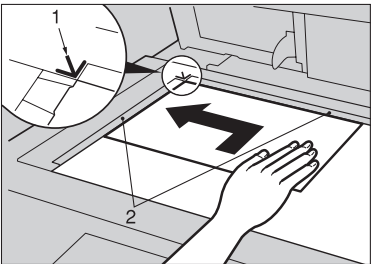
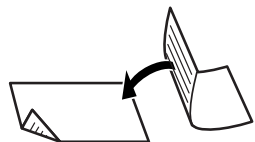


- If the optional Internal Tray 2 is installed, you can have printed output from each function (copy, fax, printer) delivered to a different tray. See the Output Tray Priority in the “System Settings” manual.

2. Setting Originals

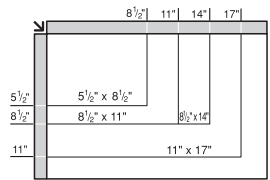
On the exposure glass:

- ★ Set the first page of your originals face-down.



1: Reference mark
2: Scale

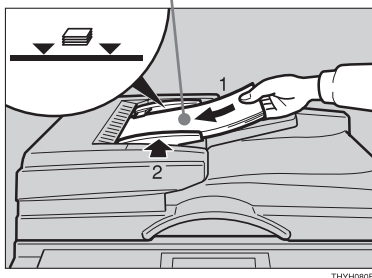
Copy Paper Size



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

In the document feeder:

- ★ Set a stack of your originals in page order **face-up**.

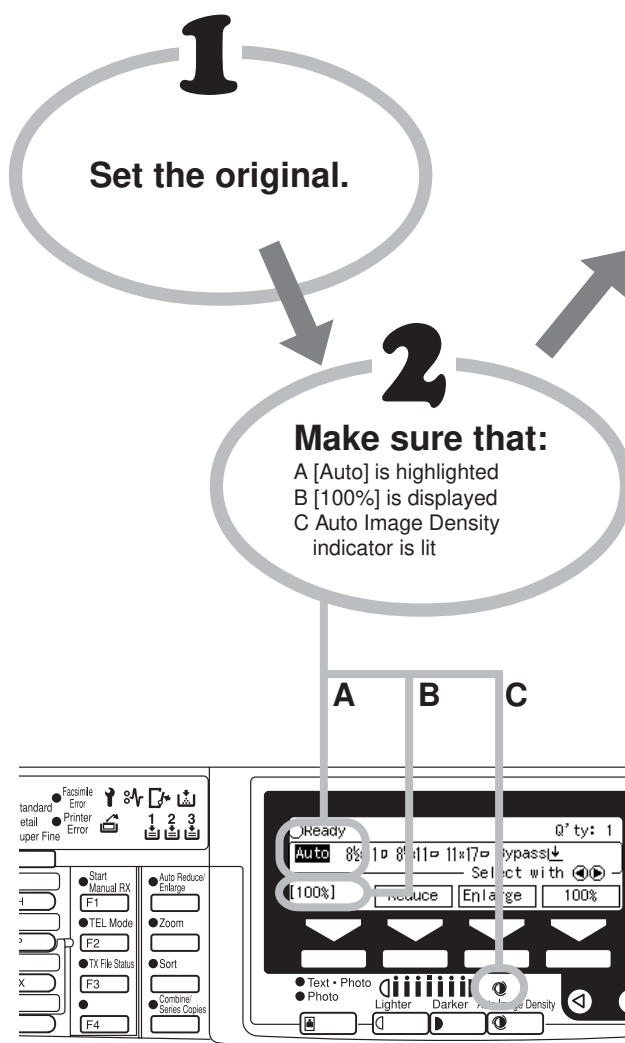


- 1: Set the aligned originals face up into the document feeder.
- 2: Adjust the guide to the original size.

3. Making Copies

You can make copies without worrying about paper size and image density with the following features:

- Auto Image Density
Adjusts the image density automatically.
- Auto Paper Select
Selects a suitable size of copy paper automatically.



opies

4

Press the
[Start] key.

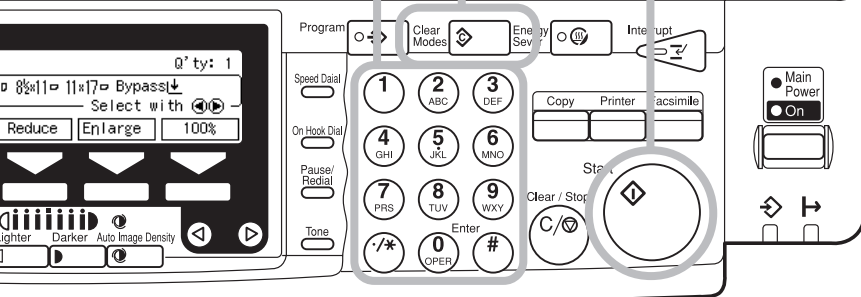
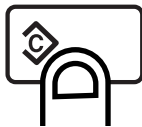
3

Enter the number of
copies with the
[Number] keys.

3

Finally

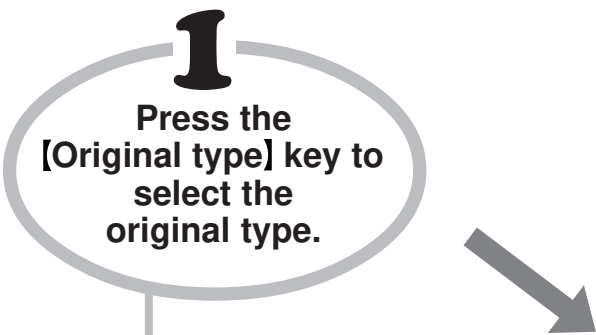
Press the
[Clear Modes] Key.



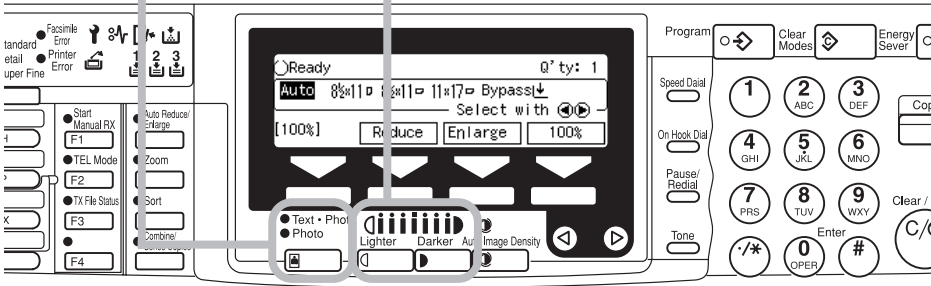
4. Optimizing Copy Quality

By default, the machine makes copies optimized for text reproduction. Select one of the following your original contains photographs or pictures:

- Text · Photo** When originals contains a mixture of photographic images, pictures, and text.
- Photo** When originals contain pictures and photographic images only.

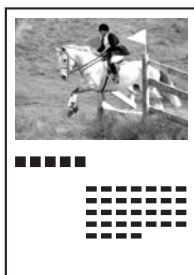


No indicator lit	Text
Text · Photo indicator lit	Text · Photo
Photo indicator lit	Photo



Copy Quality

■Text · Photo



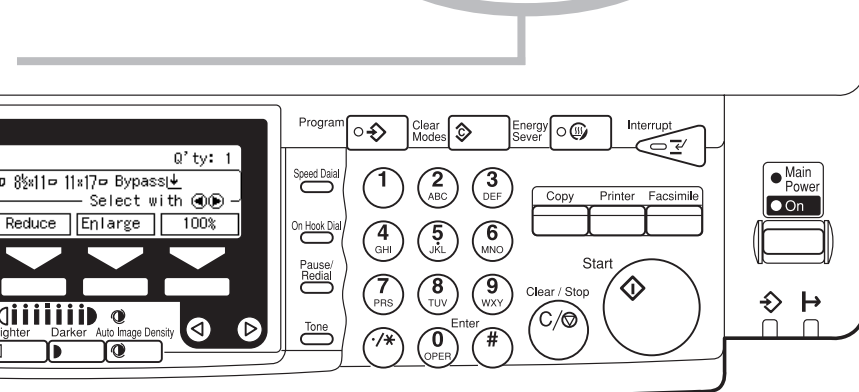
■Photo



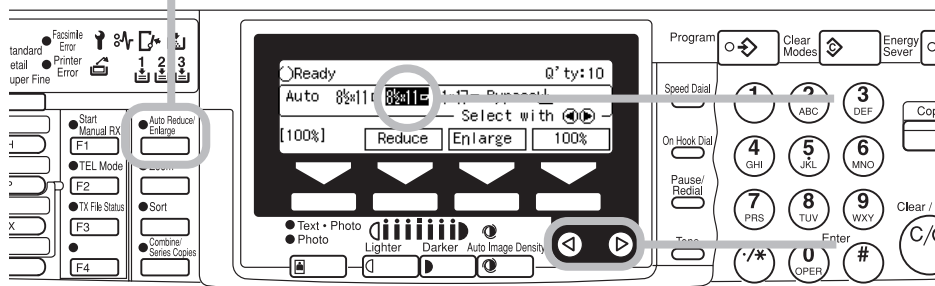
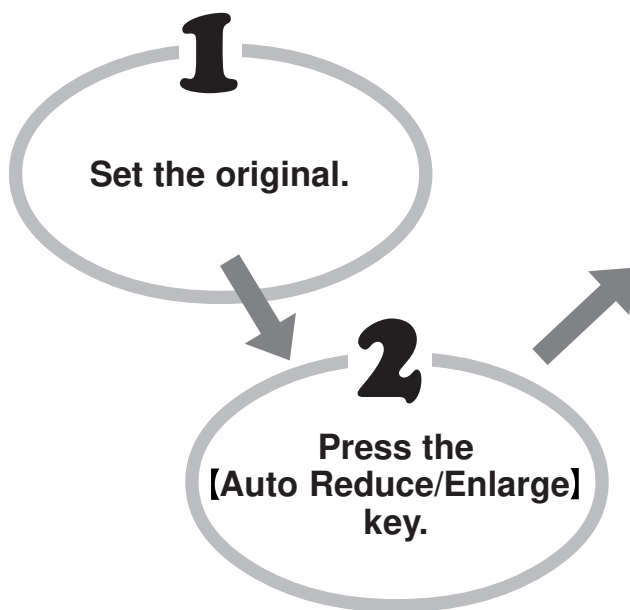
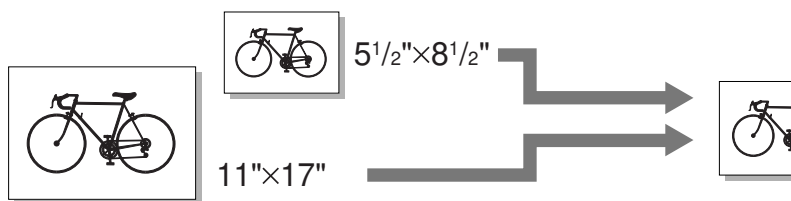
4

2

Press the [Lighter] or [Darker] key to adjust the density.

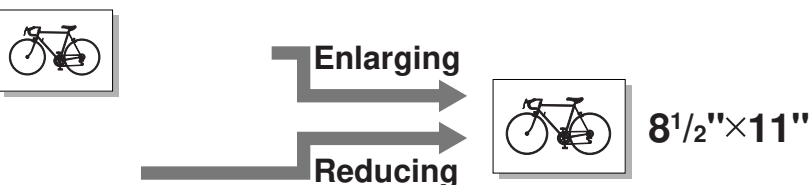


5. Copying to Different Copy Paper



Different Copy Paper Sizes

This machine can choose an appropriate reproduction ratio based on the paper and original sizes you select (Auto Reduce/Enlarge).

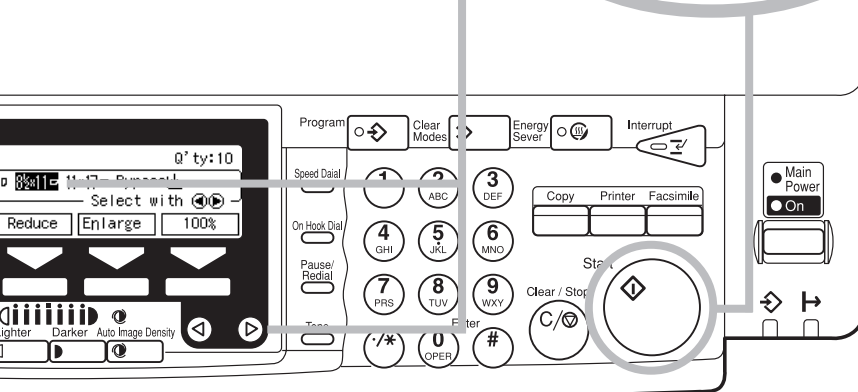


3

Select 8 1/2"×11" 
copy paper with the
◀▶ keys.

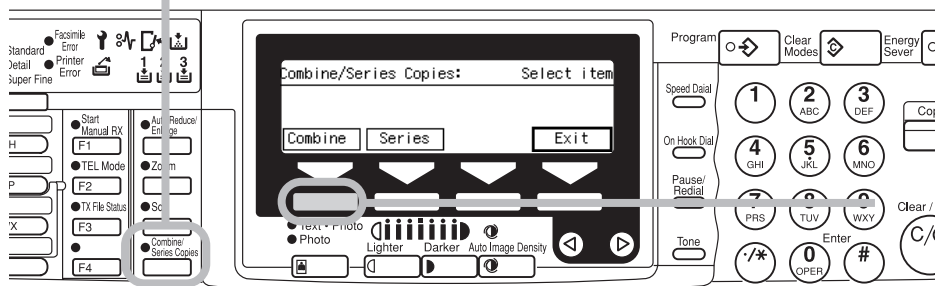
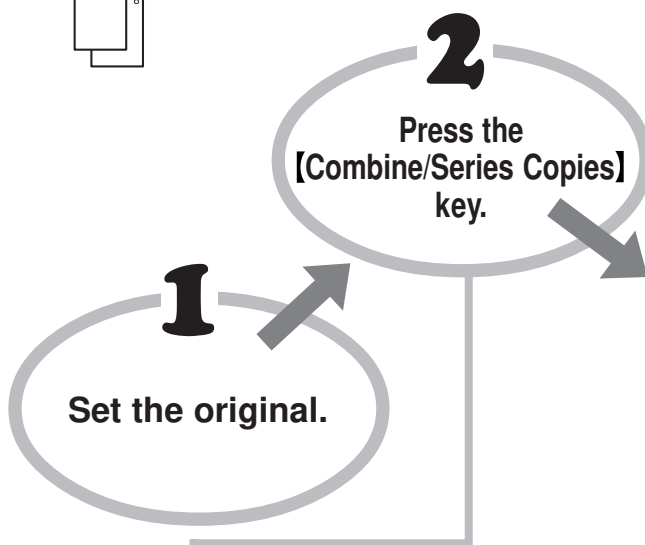
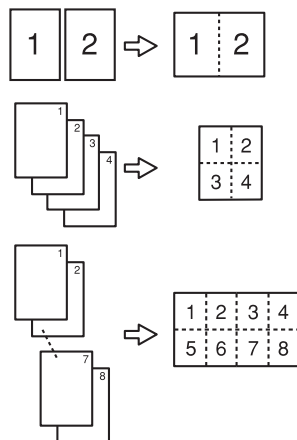
4

Press the
[Start] key.



6. Combining Several Originals

If you wish to save paper or cut down on filing space, the machine can copy multiple 1-sided originals onto one sheet of copy paper.



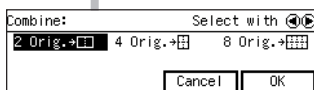
g Several Originals into One Copy

5

Select the copy paper with the ◀▶ keys.
Press the [Start] key.

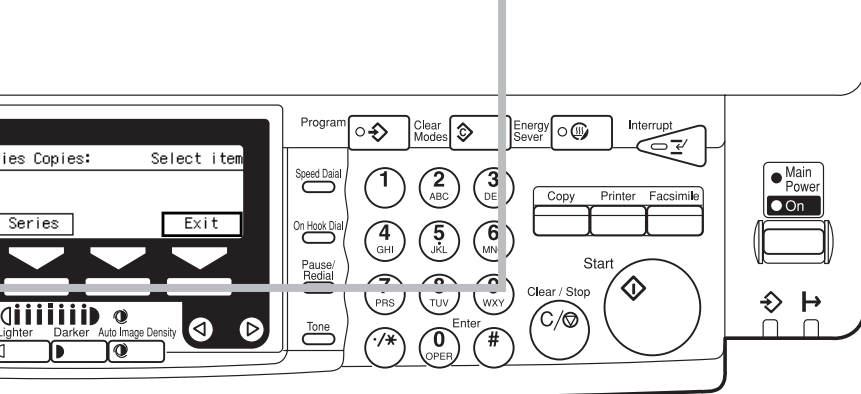
4

Select the mode you need with the ◀▶ keys.
Then press the [OK] and [Exit] key.



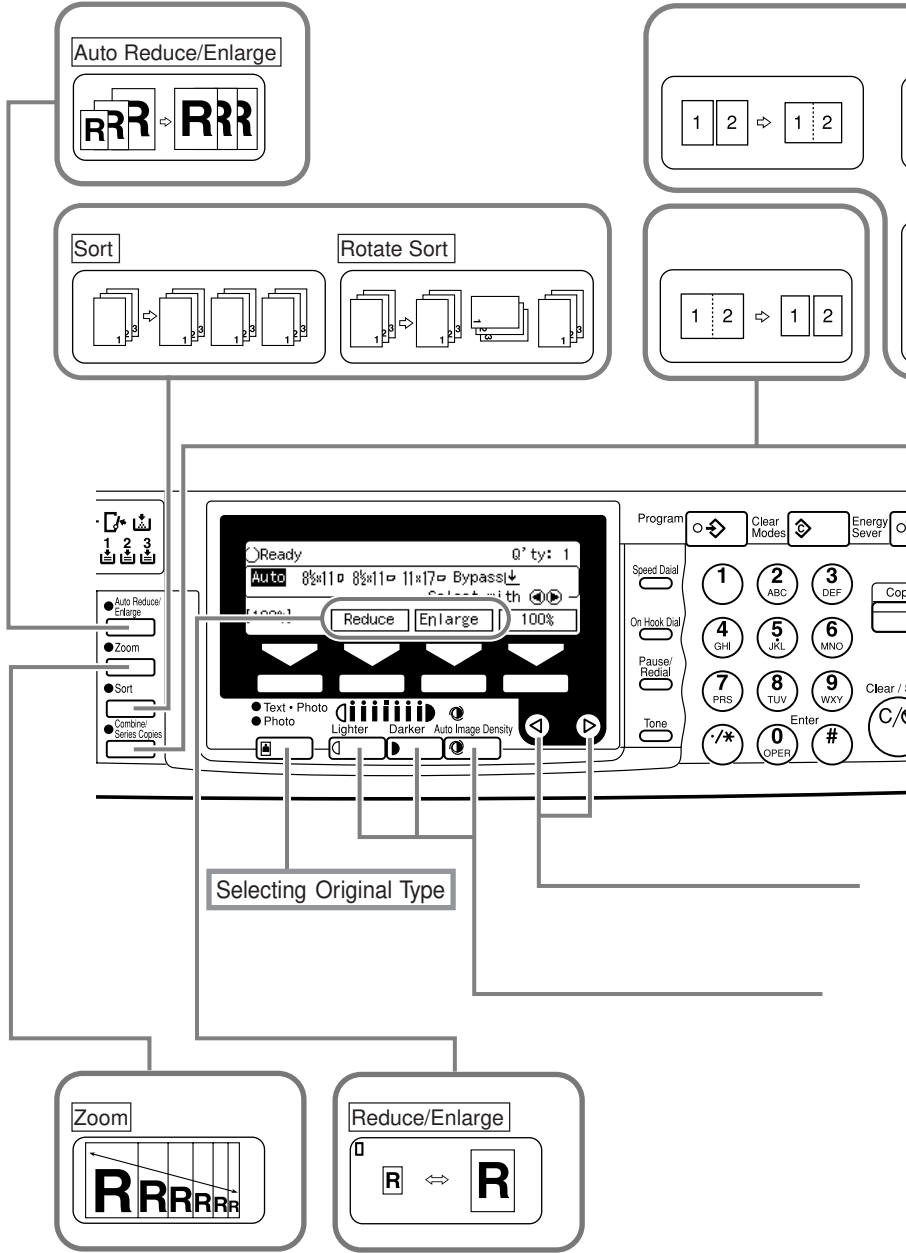
3

Press the [Combine] key.



6

7. Feature Summary



UE (USA) A250

Summary

