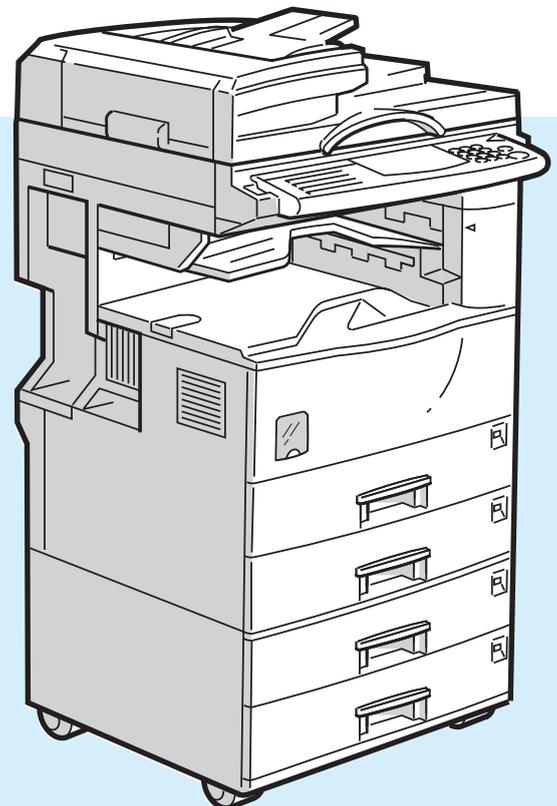


1. Basics	
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COPY QUICK GUIDE



This machine comes in two models which are referred to in this manual as Type 1 and Type 2. Check the inside front cover of the Copy Reference for the model you have before reading this guide.

Some limitations may apply to functions for details please refer to the Copy Reference.

How to Make Copies

Useful Functions

You can make copies without having to worry about paper size and image density since they are chosen automatically.

● **Auto Image Density**

Automatically selects the image density.

● **Auto Paper Select**

Automatically selects a suitable size of copy paper.

1
Set the original.

2
Make sure that

A:[Auto] is selected.

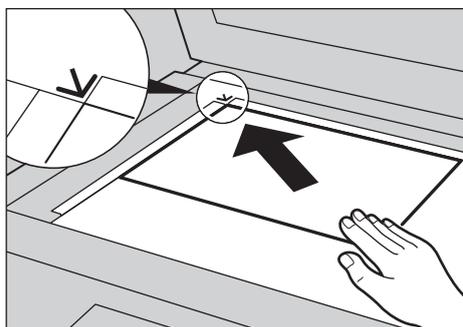
B:[100%] is displayed.

C: The **Auto Image Density** indicator is lit.

Tip

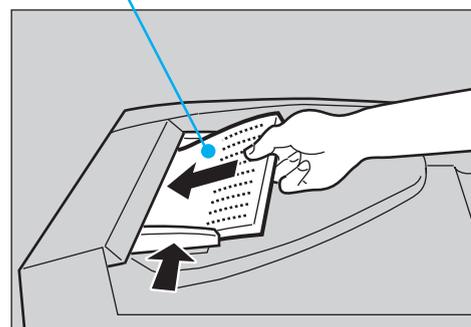


On the Exposure Glass



In the Document Feeder

Face - up



4

Press the **[Start]** key.

3

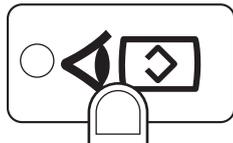
Enter the number of copies with the **Number keys**.

Never Forget!

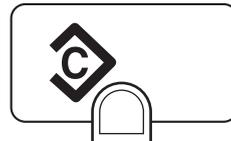
Press the **[Clear Modes]** key to clear previously entered settings.

*To check selected modes, press the **[Check Modes]** key.

Check Modes

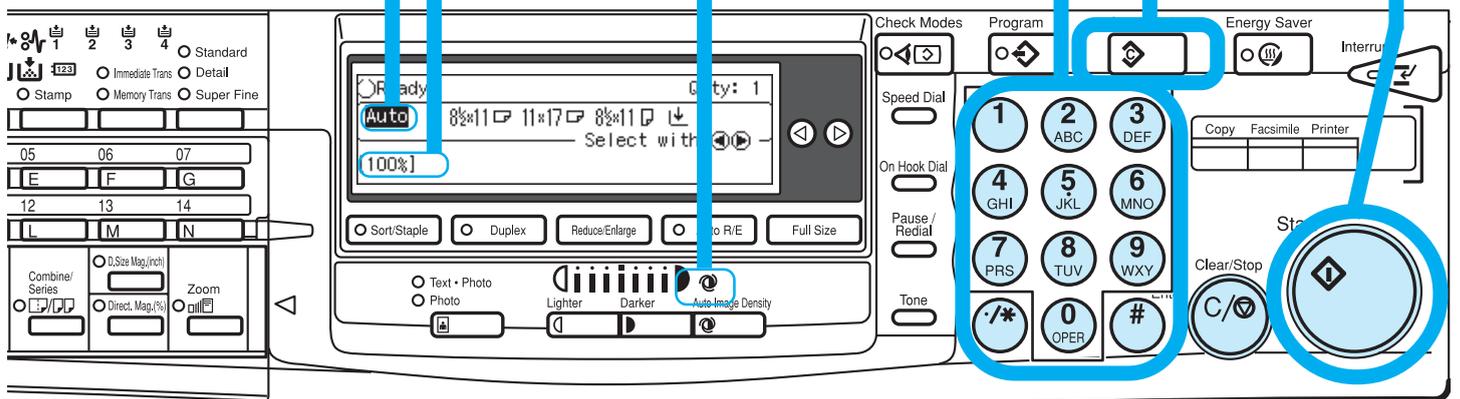


Clear Modes



A B

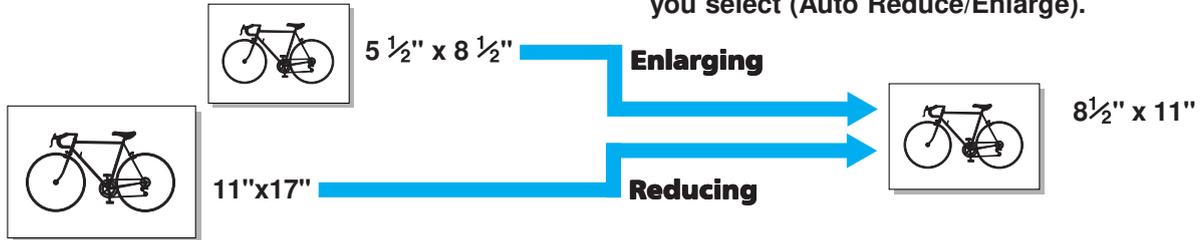
C



Copying to Different Copy

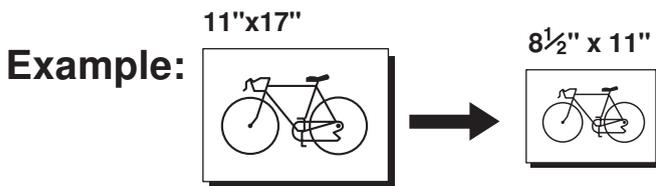
In this situation ...

You wish to reduce or enlarge different size originals onto a certain size copy paper.



Use this function:

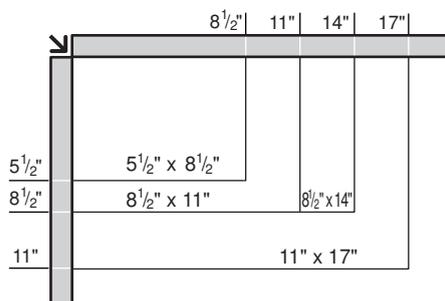
This machine can choose an appropriate reproduction ratio based on the paper and original sizes you select (Auto Reduce/Enlarge).



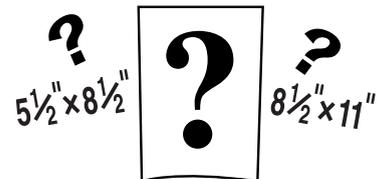
1
Set the original.

2
Press the **[Auto R/E]** key.

Tip
!



Copy Paper Size



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

Paper Sizes

3

Select 8½"x11" copy paper with the ◀ ▶ keys.

4

Press the [Start] key.

In addition, the following functions are available:

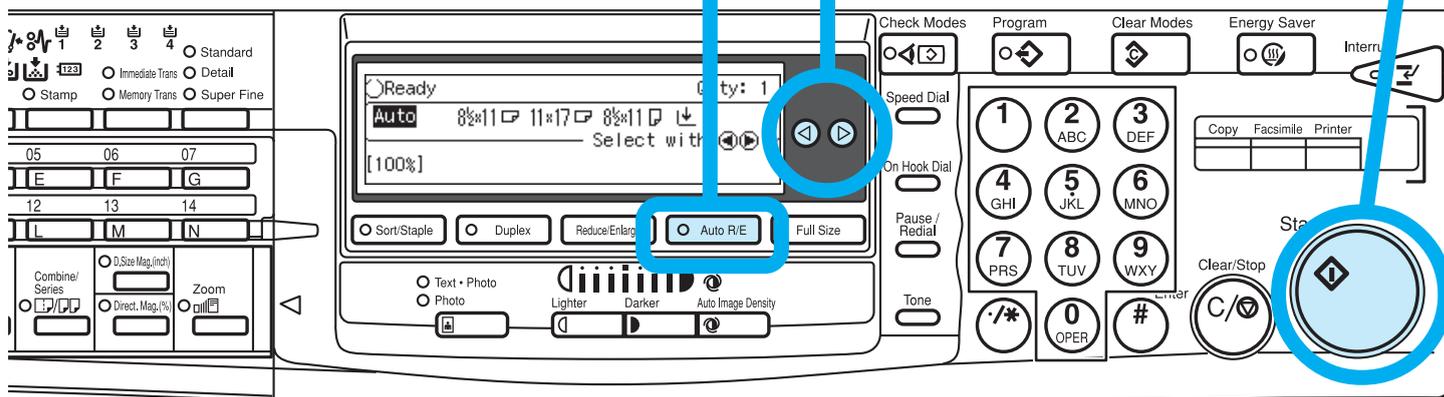
Preset Reduce/Enlarge

Zoom

Directional Size Magnification(inch)

Directional Magnification(%)

For details, please read the Copy Reference.



Duplex

Making 2-Sided Copies

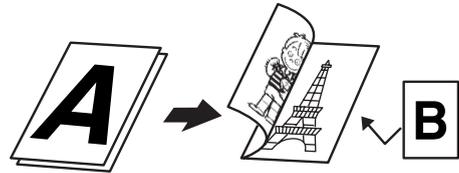
The optional duplex unit is required to use this function.

In this situation ...



You wish to reduce output volume.

Use this function:



Use the Duplex function to copy onto both sides of paper.

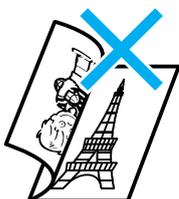
1
Set the originals in the document feeder. Make sure you set them in the correct direction.

2
Press the **[Duplex]** key and make sure that **[1 Sided  → ** is selected.

Tip

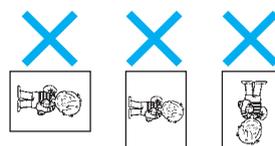
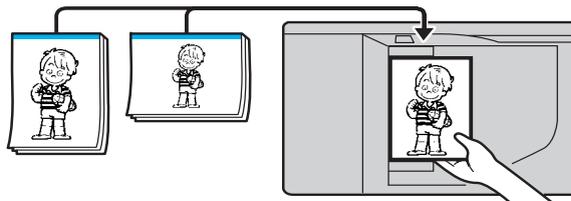


If you get the orientation wrong, copies will be delivered upside down.



1. Identify the top of the original.

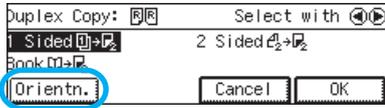
2. Set the original in the document feeder as shown below.



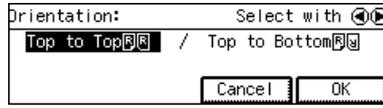
Don't set the original like this.

from 1-Sided Originals

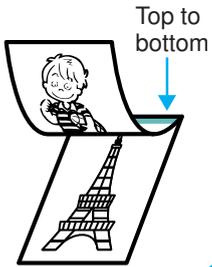
1. Press the **[Orientn.]** key.



2. Select **[Top to Bottom]** with the **⏪ ⏩** keys.

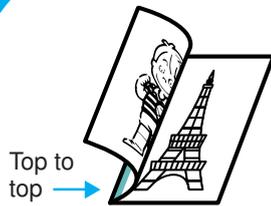


3. Press the **[OK]** key.



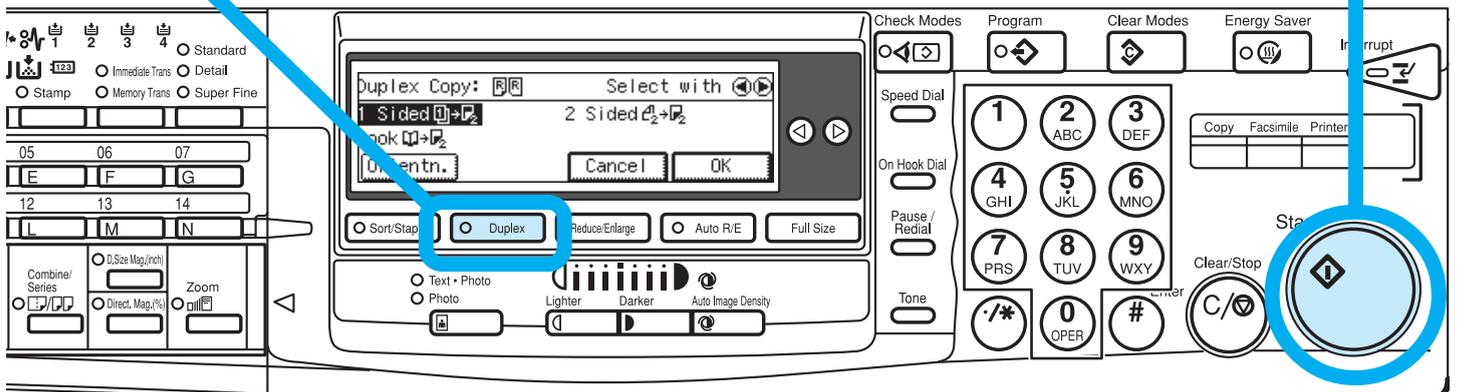
3

Select the orientation.



4

Press the **[Start]** key.



Copying onto Non-standard

Useful Functions

You can set the thin paper, thick paper, transparencies in tray 2.

1

Set the original.

2

Pull out tray 2 and insert the copy paper.

3

When you set the thin paper, thick paper transparencies, push the switch-over lever to right.



4

Set the paper size selector to the new paper size.

If you cannot find your desired paper size, select “”. For details, see above right.

Paper from Tray 2

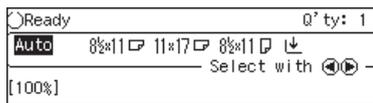
Tip



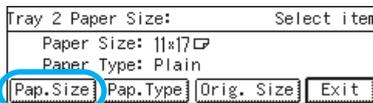
Setting Non-standard Size Paper in Tray 2

1. Set the paper size selector to “*”.

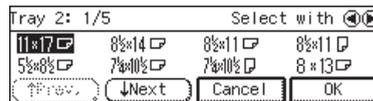
2. Select Tray 2 with the **▶** key. Then press the **[#]** key.



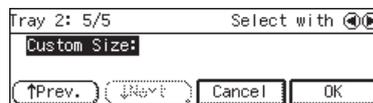
3. Press the **[Pap.Size]** key.



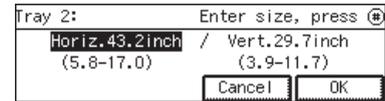
4. Select your desired paper size with the **◀** or **▶** key. Then press the **[OK]** key. Go to step 7.



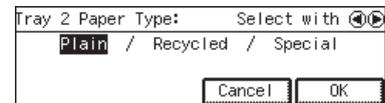
5. If you cannot find your desired paper size, select **[Custom Size:]**, then press the **[OK]** key.



6. Enter the horizontal and vertical size. Then press the **[OK]** key.



7. Press the **[Pap.Type]** key. Then select the paper type and press the **[OK]** key.



8. Press the **[Exit]** key.

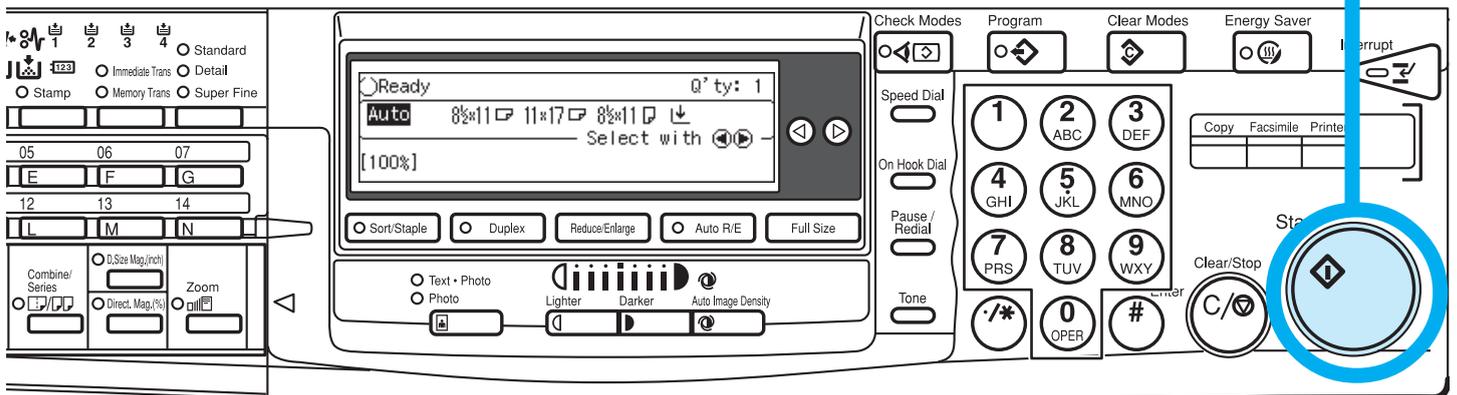
5

Push the paper tray in until it stops.

6

Press the **[Start]** key.

*When you set standard paper in Tray2, push the switch-over lever to left.

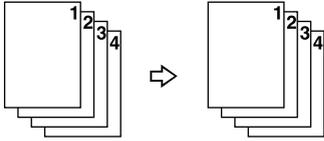


Combine

Combining Originals

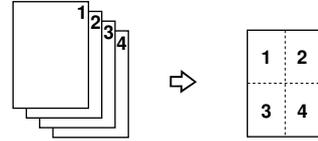
In this situation ...

You wish to save paper or cut down on filing space.

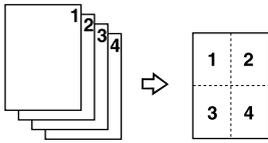


Use this function:

The machine can copy multiple 1-sided originals onto 1 sheet of copy paper.



Example:



Press the **[Combine /Series]** key.

1
Set the originals in the document feeder.

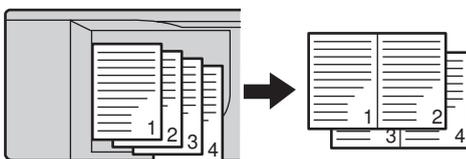
3
Press the **[Combine]** key.

Tip

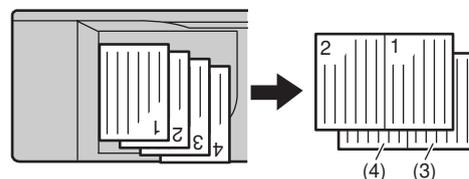


Setting the Originals in the Document Feeder

Originals reading from left to right



Originals reading from top to bottom

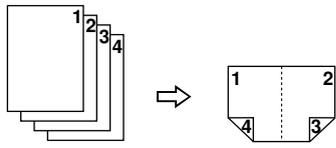


* Set the originals upside down.

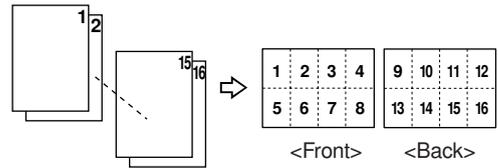
into 1 Copy

Combining multiple 1-sided originals into one 2-sided copies

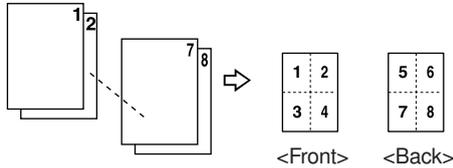
4 pages →
2-sided copy



16 pages →
2-sided copy



8 pages →
2-sided copy



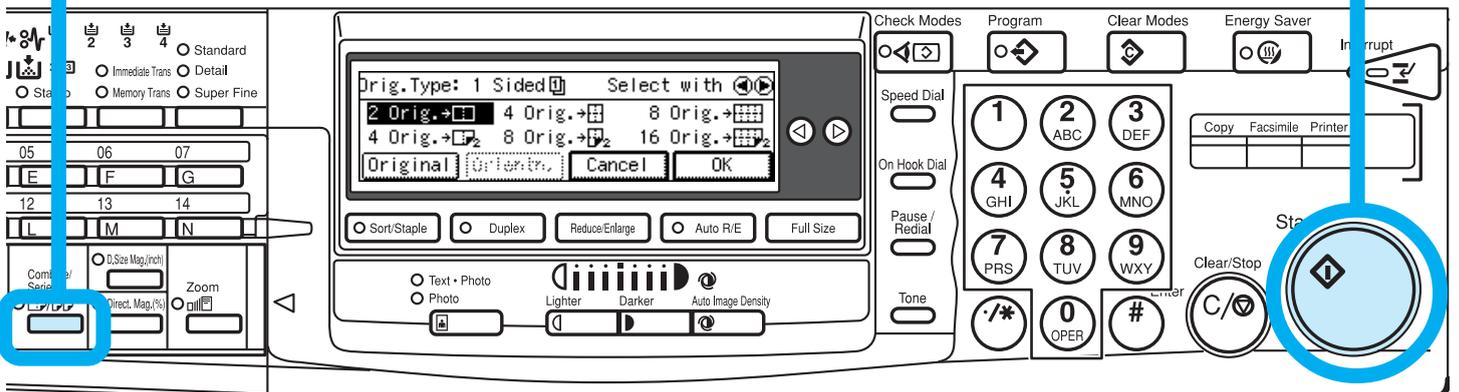
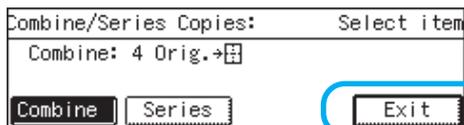
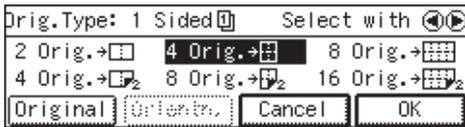
The optional duplex unit is required.

4
Select [4 Orig. →] with the keys then press the [OK] key.

6
Select the copy paper with the keys.

5
Press the [Exit] key.

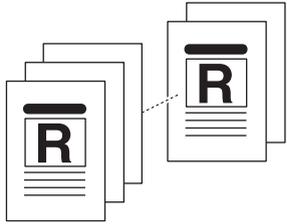
7
Press the [Start] key.



Stamping Messages and

In this situation ...

You wish to have page numbers or a message (e.g. CONFIDENTIAL) printed on copies.



Use this function:

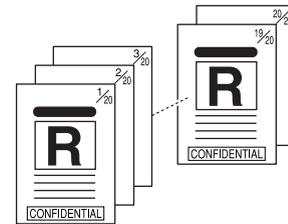
Use the Preset Stamp function. You can select the following phrases.

- CONFIDENTIAL • COPY • URGENT
- PRIORITY • For your Information
- PRELIMINARY • For Internal Use Only.

To print page numbers, use the Page Numbering function.

You can choose from the following numbering formats:

- P1, P2 ... • 1/5, 2/5 ... • - 1 -, - 2 - ...

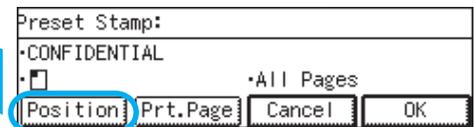


1

Set the originals.

4

Press the **[Position]** key.

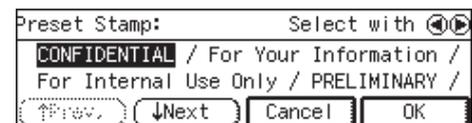


2

Press the **[Stamp]** key.

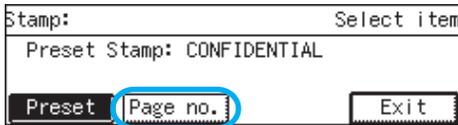
3

Press the **[Preset]** key and Select your desired phrase. Then press the **[OK]** key.

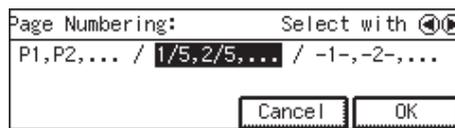


Page Numbers on Copies

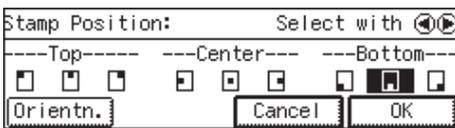
6 Press the [Page no.] key.



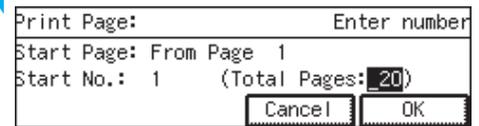
7 Select the format of the numbering with the ◀ ▶ keys. Then press the [OK] key.



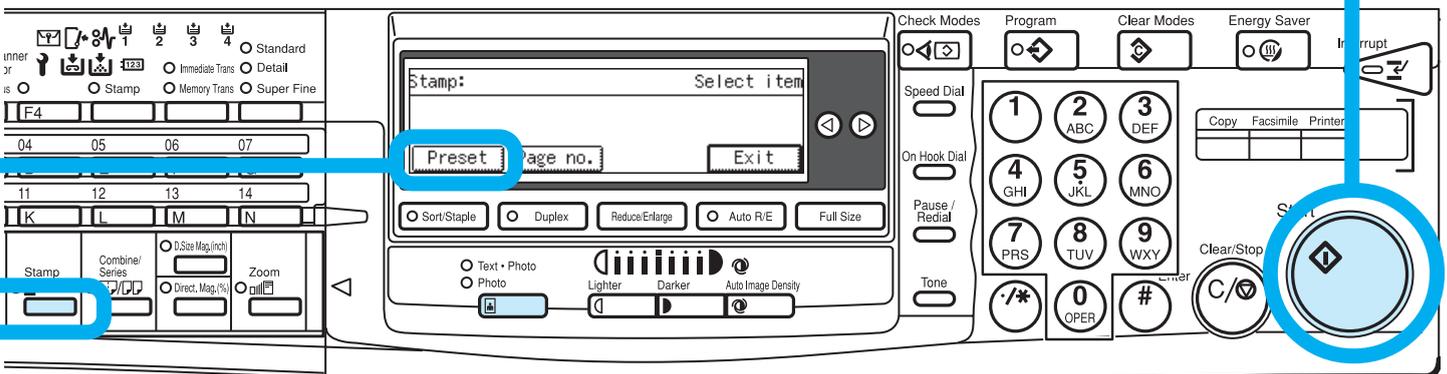
5 Change stamp position with the ◀ ▶ keys. Then press the [OK] key twice.



8 Enter start page, start No. and total pages with the Number Keys. Then press the [OK] key twice.



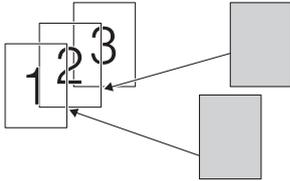
9 Press the [Start] key.



Inserting OHP Slip

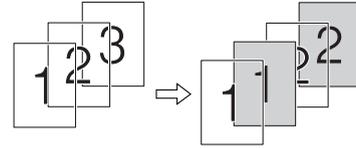
In this situation ...

You wish to insert slip sheets between OHP transparencies.



Use this function:

Use the OHP Slip Sheet function to insert slip sheets. You can also copy the same original image onto the slip sheets.



1
Set the originals in the document feeder.

3
Press the [OHP Slip] key.

2
Press the [Cover/OHP Slip Sheet] key.

4
Specify whether to copy on to OHP slip sheets with the ◀ ▶ keys. Then press the [OK] key and then press the [Exit] key.



Sheets

Tip



Before you use this function, you need to specify “Tray 2” or “Bypass” as the OHP transparencies tray.

For details, refer to the Copy Reference.

* If your machine does not have the bypass tray, only “Tray 2” can be selected.

If your machine has the bypass tray, “Bypass” is selected by default.

5

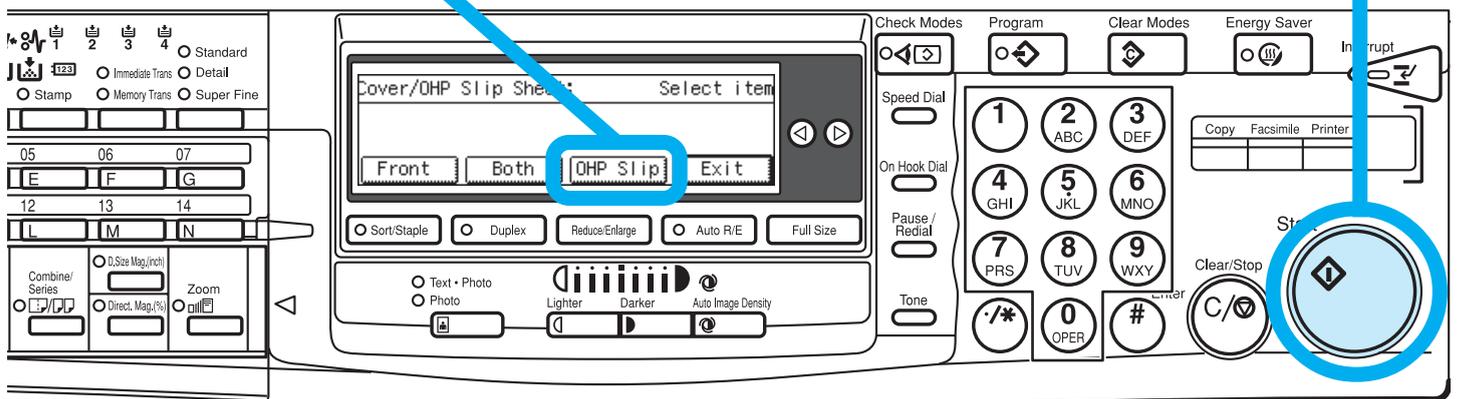
Set the OHP transparencies on the bypass tray or tray 2.

7

Press the **[Start]** key.

6

Select the slip sheet tray.



Stapling

Stapling While Copying

The optional finisher is required to use this function.

In this situation ...

You don't have time to staple each copy set together by hand.



Use this function:

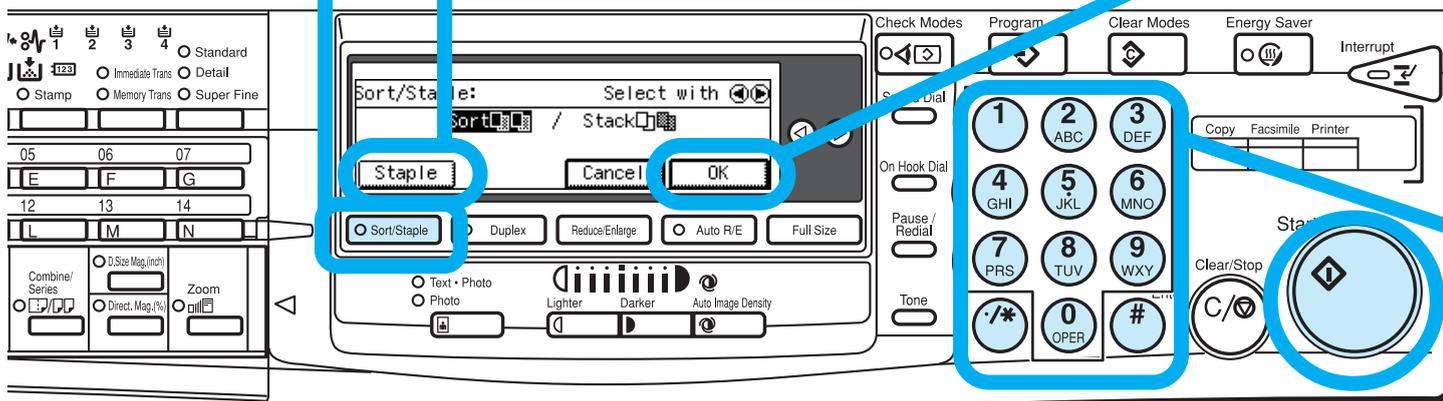
If your machine has the finisher, each copy set can be stapled together automatically.



1
Set the originals in the document feeder.

2
Press the **[Sort/Staple]** key.

3
Press the **[Staple]** key.



Tip



Orientation of the original	Copies

4

Press the **[OK]** key.

Enter the number of copies with the Number keys.

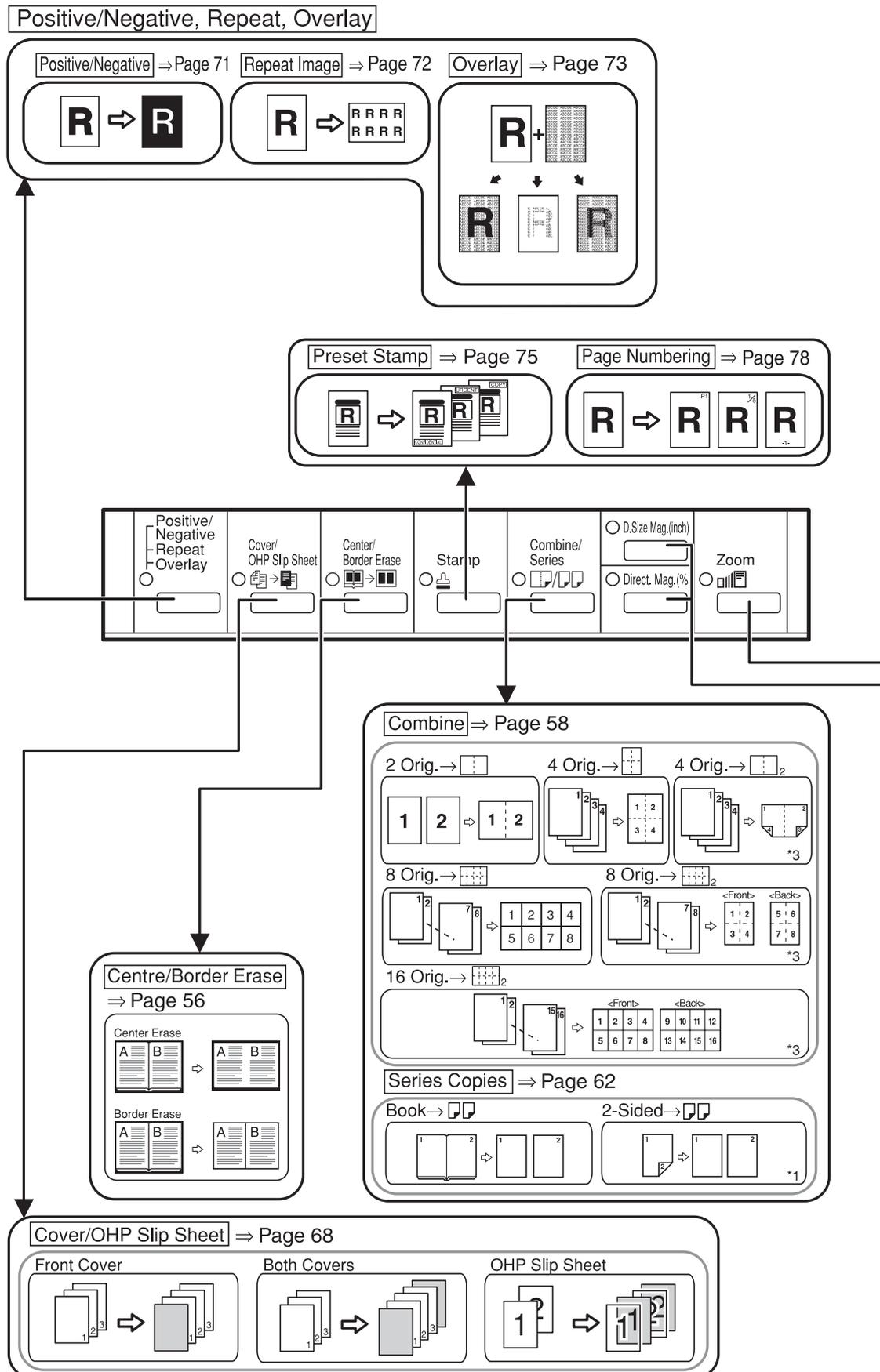
5

Press the **[Start]** key.

6

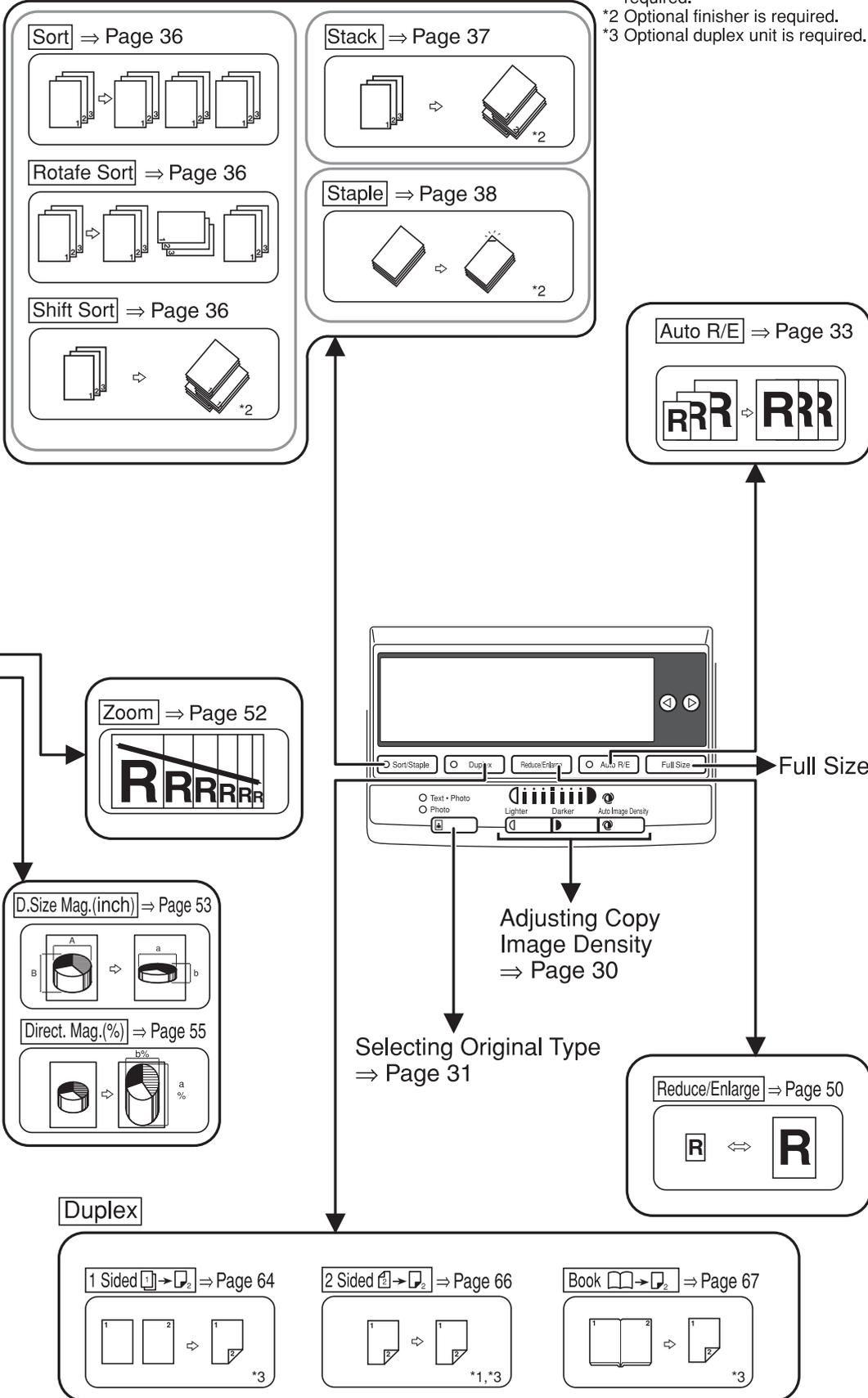
Features at a Glance

For details, please refer to the following pages in the Copy Reference.



Sort Stack Staple

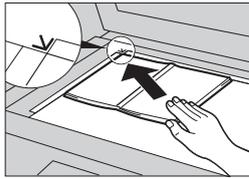
- *1 Optional document feeder is required.
- *2 Optional finisher is required.
- *3 Optional duplex unit is required.



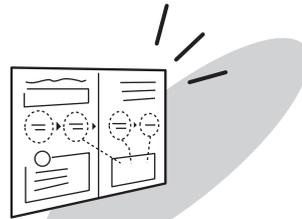
Make copies of this manual and stick them on the wall.

1

Set this manual face down on the exposure glass.



Stick the copies on the wall.



2



Press the **[Start]** key.

