

Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

1. Indicators

Display errors and machine status.

2. Display

Displays operation status and messages.

3. Selection keys

Correspond to items on the display. Press to select the corresponding item.

4. Scroll keys

Press to select an item.

5. [User Tools/Counter] key

Press to change default or operation parameters according to requirement.

6. [Clear Modes] key

Press to clear the current settings.

7. [Clear/Stop] key

Clear: clears an entered numeric value. Stop: stops copying.

8. Main power indicator

Lights when the main power switch is turned on.

9. Operation switch (On indicator)

Press to turn the power on. The On indicator lights. To turn the power off, press again.

10. [Sort] key

Automatically sorts copies.

11. [Lighter] and [Darker] key

Press to change the image density setting. Select the image density in three increments, Lighter to Darker.

12. [Escape] key

Press to cancel an operation or return to the previous display.

13. [Original Type] key

Press to select the original type registered with [Original Type 1 (Text)] or [Original Type 2 (Photo)]. When the original type is selected, the corresponding indicator lights.

14. [OK] key

Press to set a selected item or entered numeric value.

15. Number keys

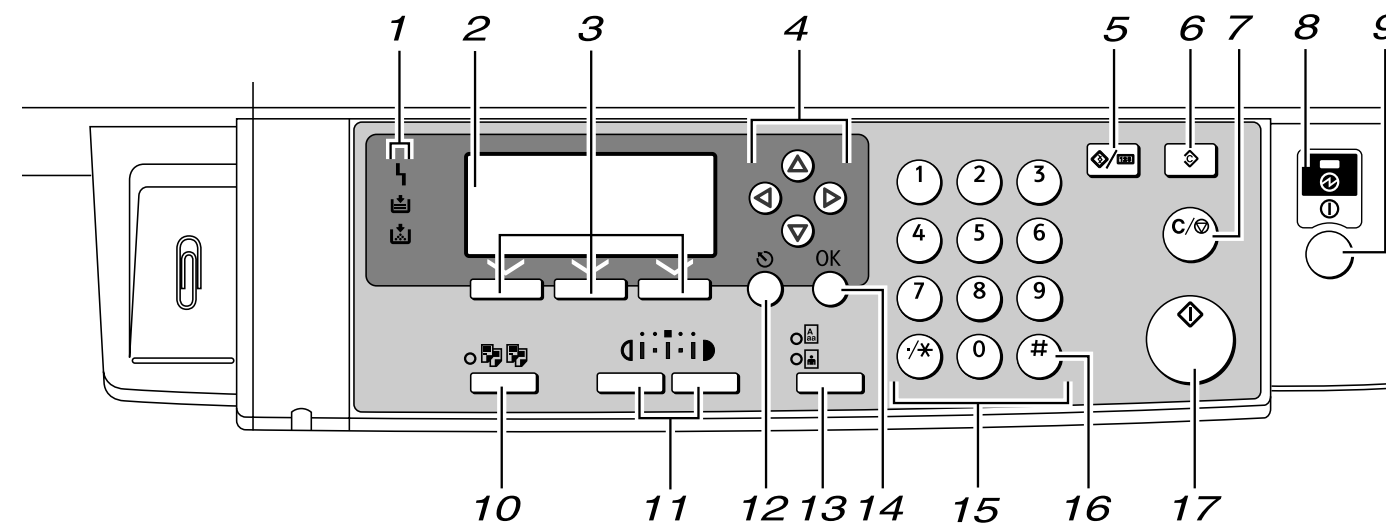
Press to enter numeric values.

16. [#] key

Press to set a selected item or entered numeric value.

17. [Start] key

Press to start scanning or sending.

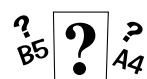


Tips

Copy Paper Size

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

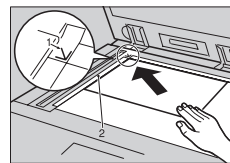
Copy Paper Size



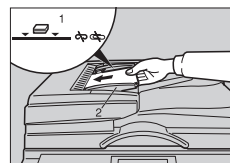
How to make a copy... (1. Placing Originals)

1 Placing Originals.

- Exposure Glass (Face down)



- Document Feeder (Face up)



2 Press [Clear Modes] (6).

3 Enter Number of Copies.

4 Press [Start] Key.

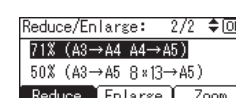
How to Reduce/Enlarge... (2. Copying)

Preset Reduce/Enlarge

- Press [R/E] and select [Reduce] or [Enlarge].



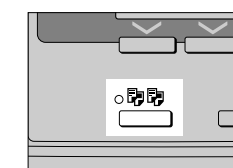
- Select a ratio using [▲] or [▼], and then press [OK] key.



- Place original and press [Start] key.

How to sort your copies... (2. Copying)

- Press this button for Sort..

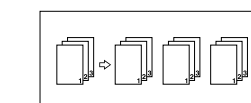


- Enter number of copy sets.

- Place originals and press [Start] key.

Sort

Copies are assembled as sequentially ordered sets.



Chapter references in this guide refer to the bundled OI CD; Operating Instructions.