B2777500A

⇨ Please put this guide above your machine ⇦

Tips
!

Copy Paper Size

? B5 ? ? A4
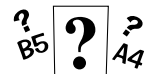
Copy Paper Size
You can check the copy paper size using the scale on the exposure glass.

- **Auto Paper Select**
  Selects a suitable size of paper automatically.

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.【Duplex】key (Type 2 only)
Makes two-sided copies.
11.【Combine/Series】key
Press to make combine or series copies.
12.【Sort】key
Automatically sorts copies.

13.【Lighter】and【Darker】key
Press to change the image density setting. Select the image density in five increments, Lighter to Darker.
14.【Escape】key
Press to cancel an operation or return to the previous display.
15.【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.

16.【OK】key
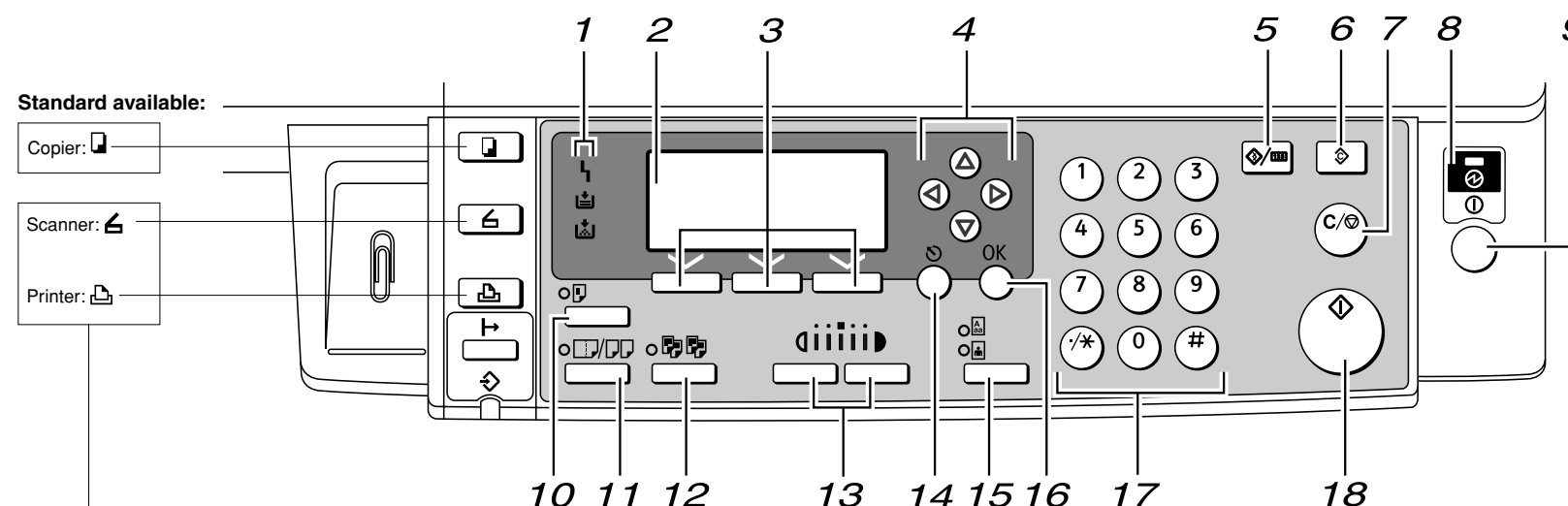Press to set a selected item or entered numeric value.
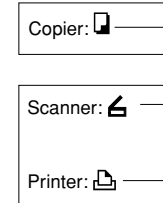**17. Number keys**
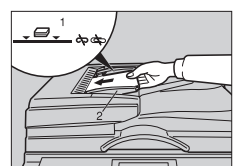Press to enter numeric values.
18.【Start】key
Press to start scanning or sending.

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

1 Placing Originals.

- Exposure Glass (Face down)
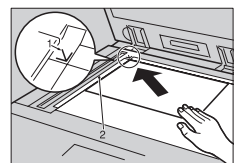
- Document Feeder (Face up)

2 Press【Clear Modes】(6).

3 Enter Number of Copies.
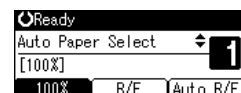
4 Press【Start】Key.

Standard available:

Copier:

Scanner:

Printer:

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

1 2 3 4 5 6 7 8 9

10 11 12 13 14 15 16 17 18

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.

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

Auto Reduce/Enlarge

1 Press [Auto R/E] for Auto Reduce/Enlarge.

2 Select Paper Tray.

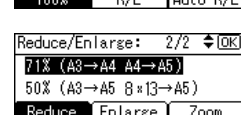3 Place original and press【Start】key.

○Ready
Auto Paper Select ▲ | 1
[100%] ▼
100% | R/E | Auto R/E

Preset Reduce/Enlarge

1 Press [R/E] and select [Reduce] or [Enlarge].
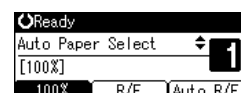
2 Select a ratio using 【▲】or【▼】, and then press【OK】key.

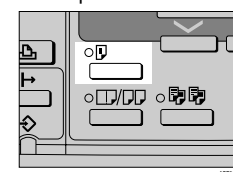3 Place original and press【Start】key.

○Ready
Auto Paper Select ▲ | 1
[100%] ▼
100% | R/E | Auto R/E

Reduce/Enlarge: 2/2 ♦[OK]
71% (A3→A4 A4→A5)
50% (A3→A5 8→13→A5)
Reduce | Enlarge | Zoom

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

1 See if original is 1-sided or 2-sided (duplex).
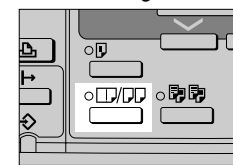
2 - Press this button for Duplex. **For duplex**

- Press this button for Combine. **For combining**

3 Select one of the settings and press the【OK】key.

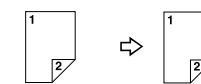4 Place original and press the【Start】key.

- **Double-sided copies**

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

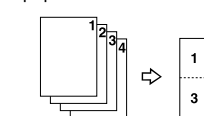**2-Sided ⟶ 2-Sided**
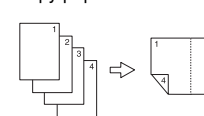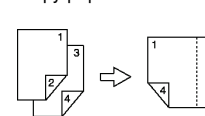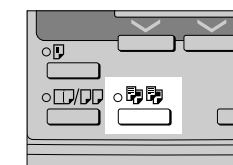Copies one 2-sided page on one 2-sided page.

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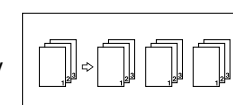
How to sort your copies... (2. Copying)

1 Press this button for Sort..

2 Select [Sort] or [Rotate Sort], and press the【OK】key.

3 Enter number of copy sets.

4 Place originals and press【Start】key.

Sort
Copies are assembled as sequentially ordered sets.

Rotate Sort
Every other copy set is rotated by 90° and delivered to the copy tray.