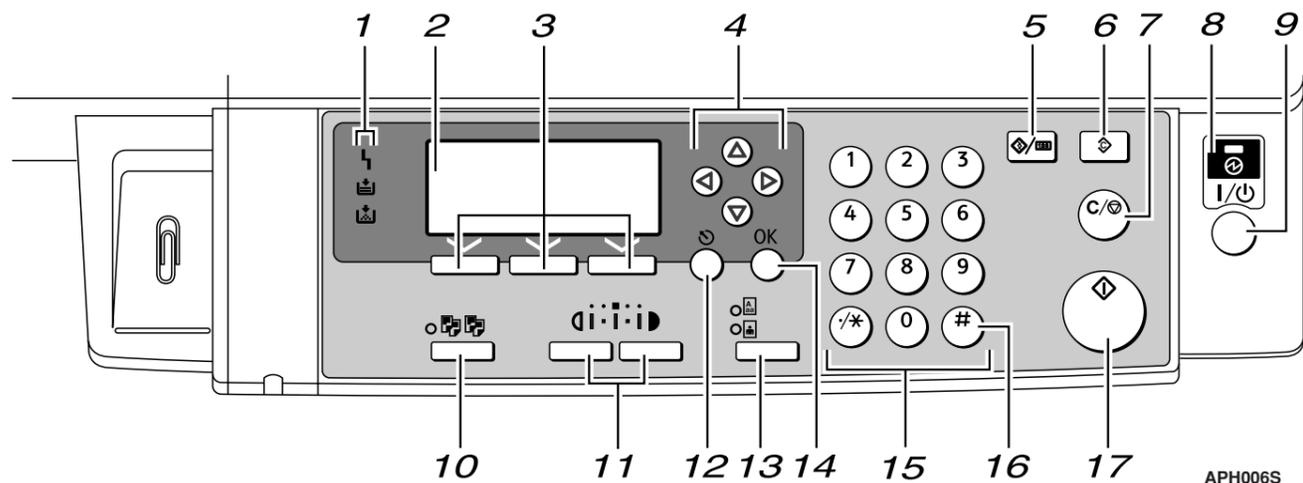




Quick Reference Copy Guide

⇒ 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.

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

- Placing Originals.**
 - Exposure Glass (Face down)
 - Document Feeder (Face up)
- Press [Clear Modes] (6).
- Enter Number of Copies.
- Press [Start] Key.

Advanced features (2. Copying)

Reduce/Enlarge

- Zoom: you can change with 1% steps.

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.