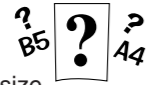# Quick Reference Copy Guide

⇨ Please put this guide above your machine ⇦

Tips

Copy Paper Size

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**
2. **Display panel**
3. **Selection keys**
Correspond to items on the display. Press to select the corresponding item.
4. **Scroll keys**
Press to select an item.
【▲】: scrolls upward
【▼】: scrolls downward
【▶】: scrolls right
【◀】: scrolls left

5. 【**User Tools/Counter**】**key**
6. 【**Clear Modes**】**key**
Press to clear the current settings.
7. 【**Clear/Stop**】**key**
• Clear: clears an entered numeric value.
• Stop: stops a job in progress, such as scanning, faxing, or printing.
8. **Main power indicator**
9. **Operation switch**
10. 【**Start**】**key**
Press to start copying, printing, scanning, or faxing.

11. 【**#**】**key**
12. **Number keys**
13. 【**OK**】**key**
Press to set a selected item or an entered numeric value.
14. 【**Original**】**key**
15. 【**Escape**】**key**
Press to cancel operation or return to the previous display.
16. 【**Lighter**】**key**, 【**Darker**】**key**
17. 【**Sort**】**key**
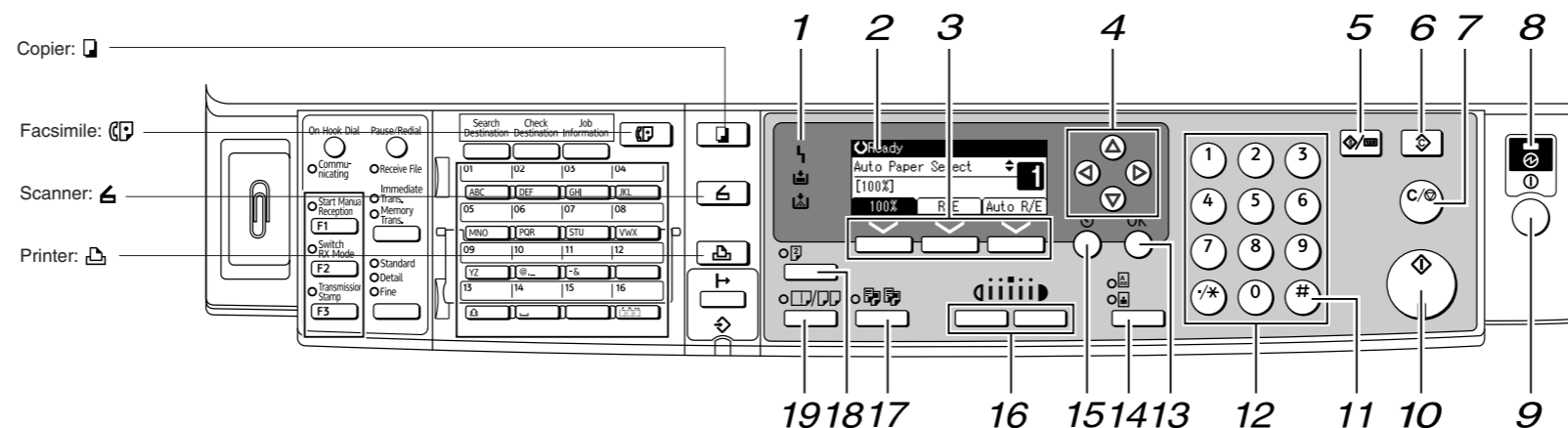Press to automatically sort printed copies.

18. 【**Duplex**】**key**
Press to make 2-sided copies.
19. 【**Combine/Series**】**key**
• Combine: combines and prints the pages of a multiple-sheet original onto a single-sheet.
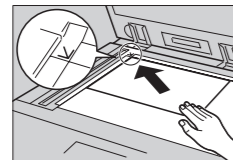• Series: prints each page of a double-page spread as a single-page copy.

How to make a copy... (1. Placing Originals)
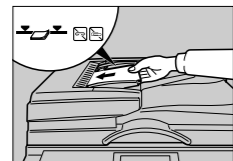
1. Press the 【Clear Modes】 key.

2. Place the originals.
   • Exposure Glass (Face down)
   • ADF or ARDF (Face up)

3. Enter the number of copies.

4. Press the 【Start】 key.

Copier:
Facsimile:
Scanner:
Printer:

Advanced features (2. Copying)

Reduce/Enlarge
• Zoom: you can change the reproduction ratio in increments of 1%.

Series Copies
• Orientation: [Top to Top] / [Top to Bottom]
• Series: copies the front and back of a 2-sided original or 2 facing pages of a bound original on 2 sheets.

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

Auto Reduce/Enlarge
1. Press [Auto R/E].
2. Select the paper size using 【▲】 or 【▼】.
3. Place the originals, and then press the 【Start】 key.

Preset Reduce/Enlarge
1. Press [R/E].
2. Press [Enlarge] or [Reduce].
3. Select a ratio using 【▲】 or 【▼】, and then press the 【OK】 key.
4. Place the originals, and then press the 【Start】 key.
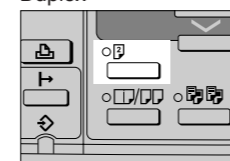
How to save paper... (2. Copying)

1. See if the original is 1-sided or 2-sided (duplex).
2. Press the 【Duplex】 key or the 【Combine/Series】 key.
3. Select one of the settings using 【▲】 or 【▼】, and then press the 【OK】 key.
4. Place the originals, and then press the 【Start】 key.
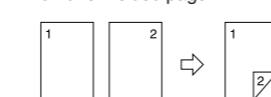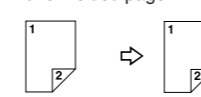
Duplex

Combine/Series

Duplex

1-Sided → 2-Sided
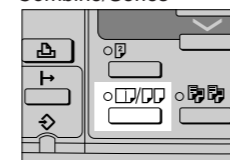Copies two 1-sided originals on one 2-sided page.

2-Sided → 2-Sided
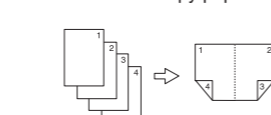Copies one 2-sided original on one 2-sided page.

Combine

1-Sided Combine
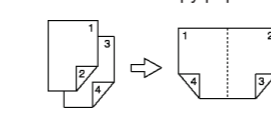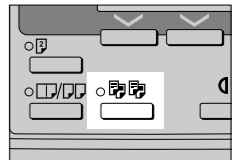Copies multiple 1-sided originals on one side of copy paper.

2-Sided Combine
Copies multiple 1-sided originals on two sides of copy paper.

Copies multiple 2-sided originals on two sides of copy paper.

❗ For more functions on Combine, see "Copy Functions".

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

1. Press the 【Sort】 key.

2. Select [Sort] or [Rotate Sort] using 【▲】 or 【▼】, and then press the 【OK】 key.
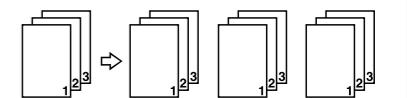
3. Enter the number of copy sets using the number keys.

4. Place the originals.

5. Press the 【Start】 key.

Sort
Copies are assembled as sets in sequential order.

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