

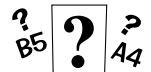
Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

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: copies each side of a 2-sided original to two separate pages.

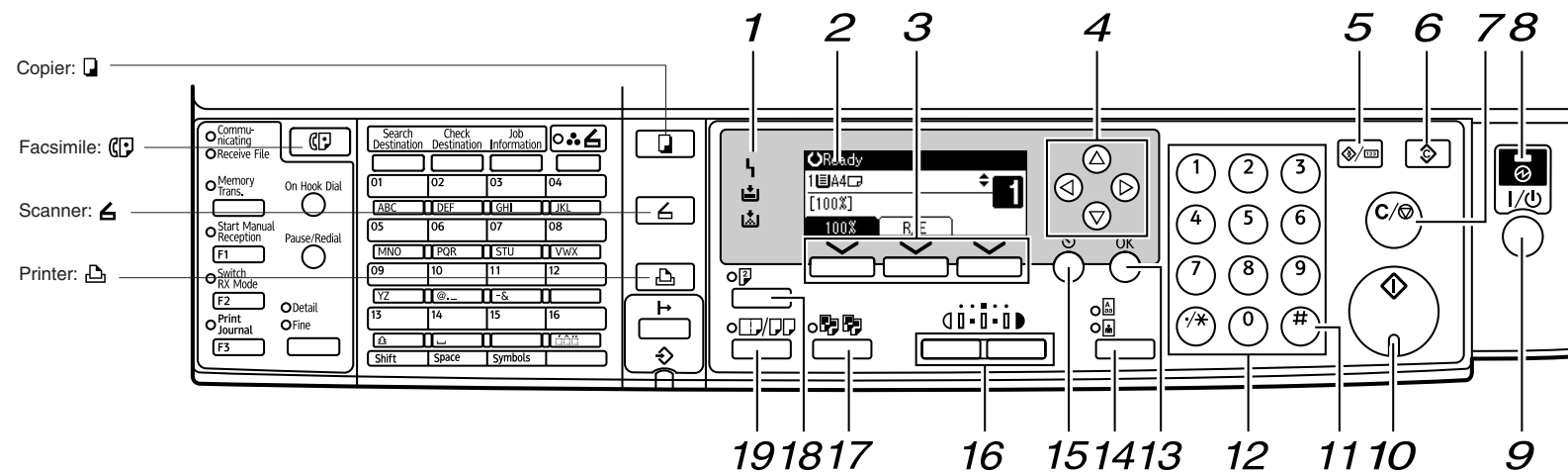
Tips

Copy Paper Size



Copy Paper Size

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

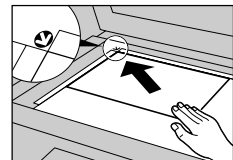


How to make a copy... (1. Placing Originals)

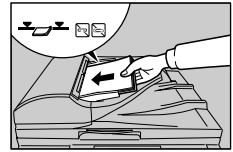
1 Press the [Clear Modes] key.

2 Place the originals.

- Exposure Glass (Face down)



- ARDF (Face up)



3 Enter the number of copies.

4 Press the [Start] key.

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

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.

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 on 2 sheets.

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

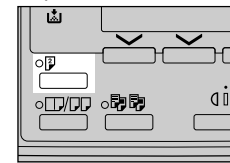
1 See if the original is 1-sided or 2-sided (duplex).

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.

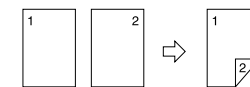
Duplex



Duplex

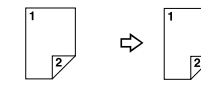
1-Sided → 2-Sided

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

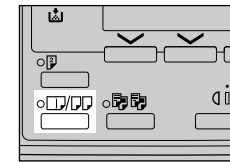


2-Sided → 2-Sided

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



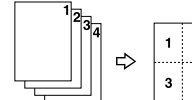
Combine/Series



Combine

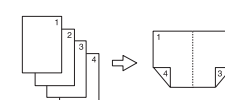
1-Sided Combine

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

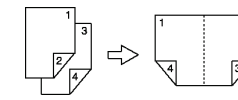


2-Sided Combine

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 Enter the number of copy sets using the number keys.

3 Place the originals.

4 Press the [Start] key.

Sort

Copies are assembled as sets in sequential order.

