

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, scanning, or printing.

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

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

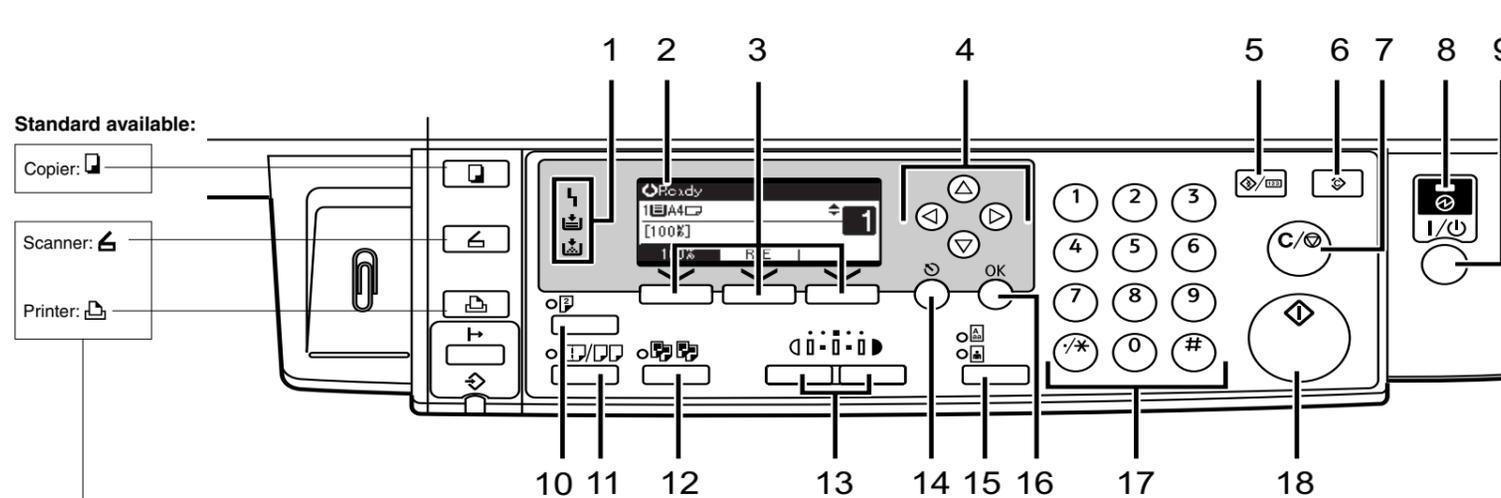
Press to set a selected item or entered numeric value.

17. Number keys

Press to enter numeric values.

18. [Start] key

Press to start scanning or sending.



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



Tips

Copy Paper Size



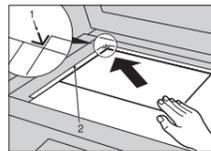
Copy Paper Size

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

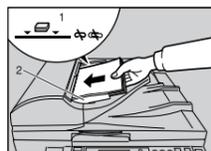
How to make a copy... (1. Placing Originals)

1 Placing Originals.

- Exposure Glass (Face down)



- Document Feeder (Face up)

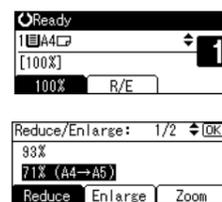


- Press [Clear Modes] (6).
- Enter Number of Copies.
- Press [Start] Key.

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.

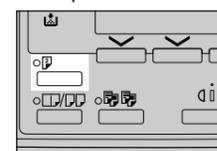


How to save paper... (2. Copying)

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

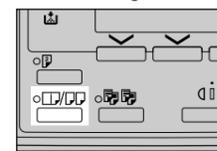
- Press this button for Duplex.

For duplex



- Press this button for Combine.

For combining

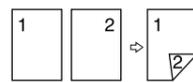


- Select one of the settings and press the [OK] key.
- Place original and press the [Start] key.

- Double-sided copies

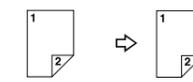
1-Sided → 2-Sided

Copies 2 one-sided pages onto 1 two-sided page.



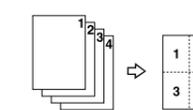
2-Sided → 2-Sided

Copies 1 two-sided page onto 1 two-sided page.

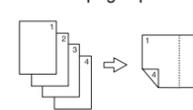


- Combining copies

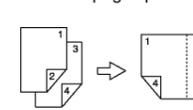
Copies 4 one-sided originals onto one side of a sheet.



Copies 4 one-sided originals onto one sheet with two pages per side.



Copies 2 two-sided originals onto one sheet with two pages per side.



! For more combining, please see advanced features.

Advanced features (2. Copying)

Reduce/Enlarge

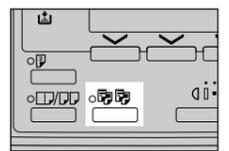
- Zoom: you can change with 1% steps.
- Magnification: reduce/enlarge horizontally and vertically.

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 sort your copies... (2. Copying)

- Press the [Sort] key.
- Enter number of copy sets.
- Place originals and press [Start] key.



Sort

Copies are assembled as sequentially ordered sets.

