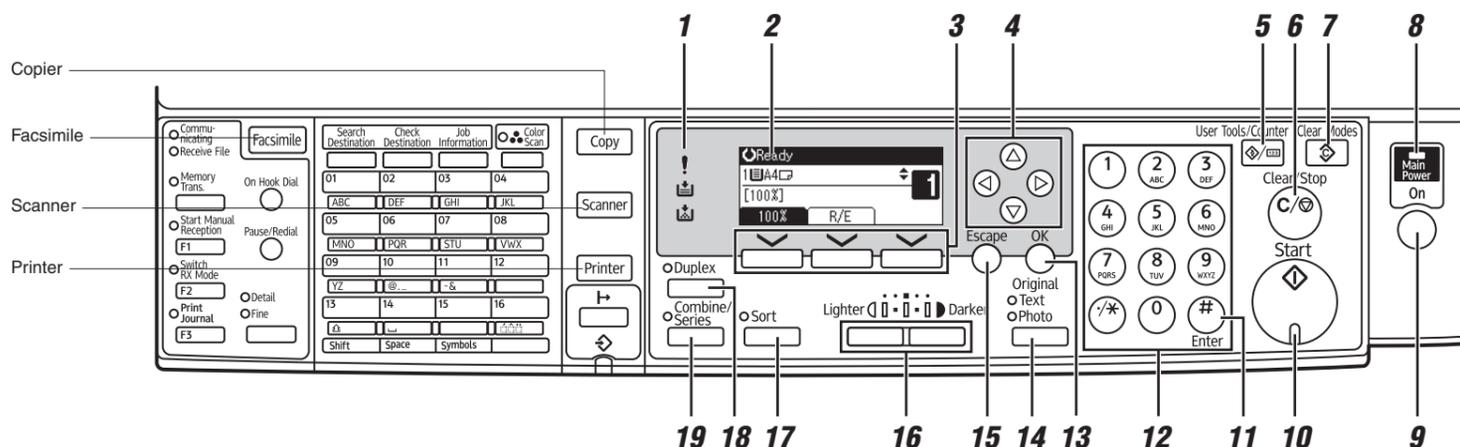




Quick Reference Copy Guide

⇒ 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/Stop] key**
• Clear: Clears an entered numeric value.
• Stop: Stops a job in progress, such as copying, scanning, faxing, or printing.
- 7. **[Clear Modes] key**
Press to clear the current settings.
- 8. **Main power indicator**
- 9. **Operation switch**
- 10. **[Start] key**
Press to start copying, printing, scanning, or sending.
- 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**
Perform duplex printing when copying a multiple-sheet original.
- 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.



Tips

Paper Size

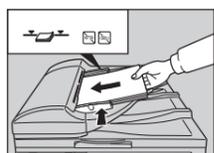
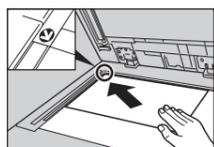
You can check the paper size using the scale on the exposure glass.

Paper Size



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

- 1 Press the [Clear Modes] key.
- 2 Place the originals.
 - Exposure Glass (Face down)
 - ADF (Face up)
- 3 Enter the number of copies.
- 4 Press the [Start] key.



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

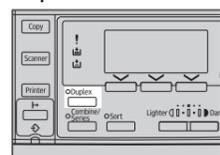
Preset Reduce/Enlarge

- 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.

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.

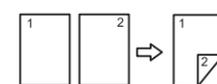
Duplex



Duplex

1-Sided → 2-Sided

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

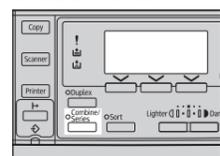


2-Sided → 2-Sided

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



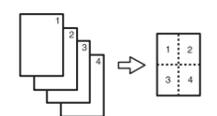
Combine/Series



Combine

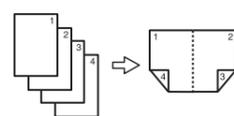
1-Sided Combine

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

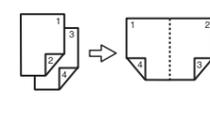


2-Sided Combine

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 "Combined Copying".

Advanced features (2. Copying)

Reduce/Enlarge

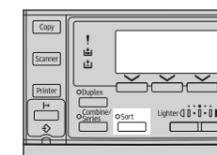
- Zoom: you can change the reproduction ratio in increments of 1%.

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 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.

