



## 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

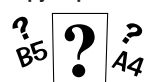
Press to enter numeric values.

### 18. [Start] key

Press to start scanning or sending.

### Tips

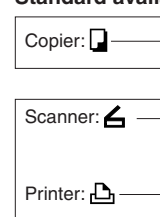
#### Copy Paper Size



#### Copy Paper Size

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

#### Standard available:



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



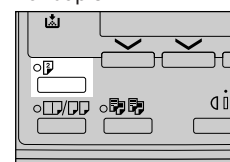
### How to save paper...

(2. Copying)

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

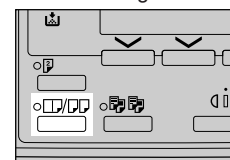
#### 2 • Press this button for Duplex.

For duplex



#### • Press this button for Combine.

For combining



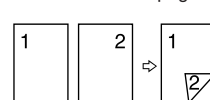
#### 3 Select one of the settings and press the [OK] key.

#### 4 Place original and press the [Start] key.

#### • Double-sided copies

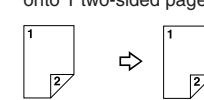
##### 1-Sided → 2-Sided

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



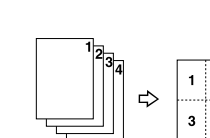
##### 2-Sided → 2-Sided

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

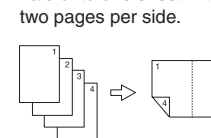


#### • Combining copies

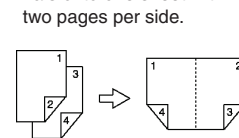
Copies 4 one-sided originals onto one side of a sheet.



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.

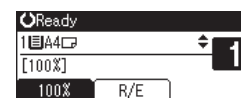


! For more combining, please see advanced features.

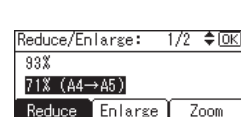
### How to Reduce/Enlarge... (2. Copying)

#### Preset Reduce/Enlarge

#### 1 Press [R/E] and select [Reduce] or [Enlarge].



#### 2 Select a ratio using [▲] or [▼], and then press [OK] key.



#### 3 Place original and press [Start] key.

### Advanced features (2. Copying)

#### Reduce/Enlarge

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

#### Series Copies

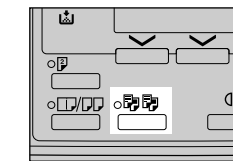
- Orientation: top-to-top or top-to-bottom.
- Series: copies front and back of a 2-sided original on 2 sheets.

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

#### 1 Press the [Sort] key.

#### 2 Enter number of copy sets.

#### 3 Place originals and press [Start] key.



#### Sort

Copies are assembled as sequentially ordered sets.

