



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. [Combine/Series] key
Press to make combine or series copies.

2. [ID Card Copy] key
Press to enter ID card copy mode for the current job.

3. Indicators
Display errors and machine status.

4. Display
Displays operation status and messages.

5. Scroll keys
Press to select an item.

6. [Reset] key
Press to clear the current settings.

7. [User Tools/Counter] key
Press to change default or operation parameters according to requirement.

8. On indicator
The On indicator lights when the operation switch is turned on.

9. Main power indicator
Lights when the main power switch is turned on.

10. Operation switch
Press to turn the power on. The On indicator lights. To turn the power off, press again.

11. [Sort] key
Automatically sorts copies.

12. [Lighter] and [Darker] key
Press to change the image density setting. Select the image density in five increments, Lighter to Darker.

13. [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.

14. Selection keys
Correspond to items on the display. Press to select the corresponding item.

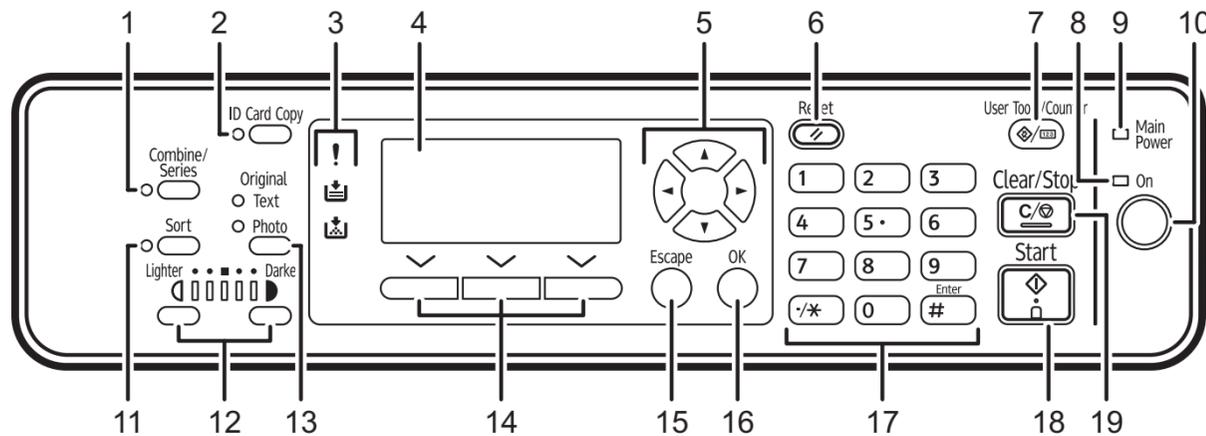
15. [Escape] key
Press to cancel an operation or return to the previous display.

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 copying.

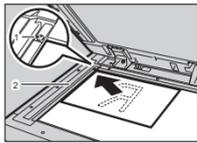
19. [Clear/Stop] key
Clear: clears an entered numeric value. Stop: stops copying.



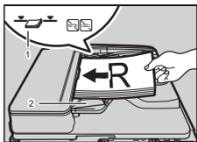
How to make a copy... (2. Placing Originals)

1 Placing Originals.

- Exposure Glass (Face down)



- Document Feeder (Face up)



2 Press [Reset] (6).

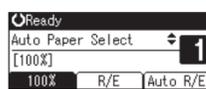
3 Enter Number of Copies.

4 Press [Start] Key.

How to Reduce/Enlarge... (3. Copying)

Auto Reduce/Enlarge

- Press [Auto R/E] for Auto Reduce/Enlarge.

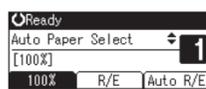


- Select Paper Tray.

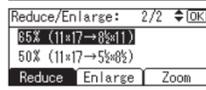
- Place original and press [Start] key.

Preset Reduce/Enlarge

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



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

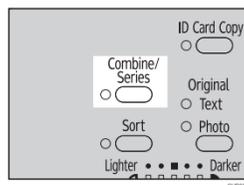


- Place original and press [Start] key.

How to save paper... (3. Copying)

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

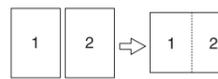
- Press this button for Combine.



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

- Place original and press the [Start] key.

Copies 2 one-sided originals onto one side of a sheet.



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



Copies 2 two-sided originals onto one side of a sheet.



! For more combining, please see advanced features.

Advanced features (3. 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.

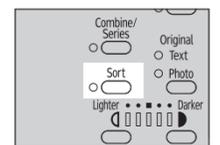
How to sort your copies... (3. Copying)

- Press the [Sort] key.

- Select [Sort] or [Rotate Sort], and press the [OK] key.

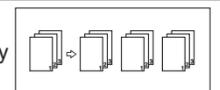
- Enter number of copy sets.

- Place originals and press [Start] key.



Sort

Copies are assembled as sequentially ordered sets.



Rotate Sort

Every other copy set is rotated by 90° and delivered to the copy tray.

