



## Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

### Tips

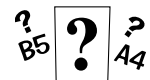
#### Copy Paper Size

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

#### Auto Paper Select

Selects a suitable size of paper automatically.

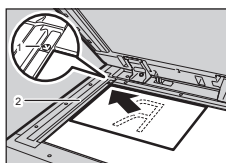
#### Copy Paper Size



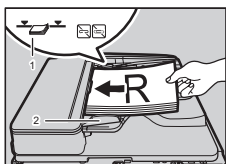
### How to make a copy... (1. Placing Originals)

#### 1 Placing Originals.

- Exposure Glass (Face down)



- Document Feeder (Face up)



#### 2 Press the [Reset] key (7).

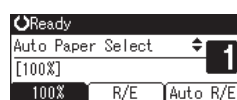
#### 3 Enter Number of Copies.

#### 4 Press the [Start] key.

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

#### Auto Reduce/Enlarge

##### 1 Press [Auto R/E] for Auto Reduce/Enlarge.

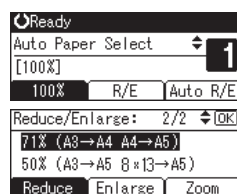


##### 2 Select Paper Tray.

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

#### Preset Reduce/Enlarge

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



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

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

#### 1. [Combine/Series] key

Press to make combine or series copies.

#### 2. [Duplex] key

Makes two-sided copies. (Some models do not have the [Duplex] key.)

#### 3. [ID Card Copy] key

Press to enter ID card copy mode for the current job.

#### 4. Indicators

Display errors and machine status.

#### 5. Display

Displays operation status and messages.

#### 6. Scroll keys

Press to select an item.

#### 7. [Reset] key

Press to clear the current settings.

#### 8. [User Tools/Counter] key

Press to change default or operation parameters according to requirement.

#### 9. On indicator

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

#### 10. Main power indicator

Lights when the main power switch is turned on.

#### 11. Operation switch

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

#### 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. [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.

#### 15. Selection keys

Correspond to items on the display. Press to select the corresponding item.

#### 16. [Escape] key

Press to cancel an operation or return to the previous display.

#### 17. [OK] key

Press to set a selected item or entered numeric value.

#### 18. Number keys

Press to enter numeric values.

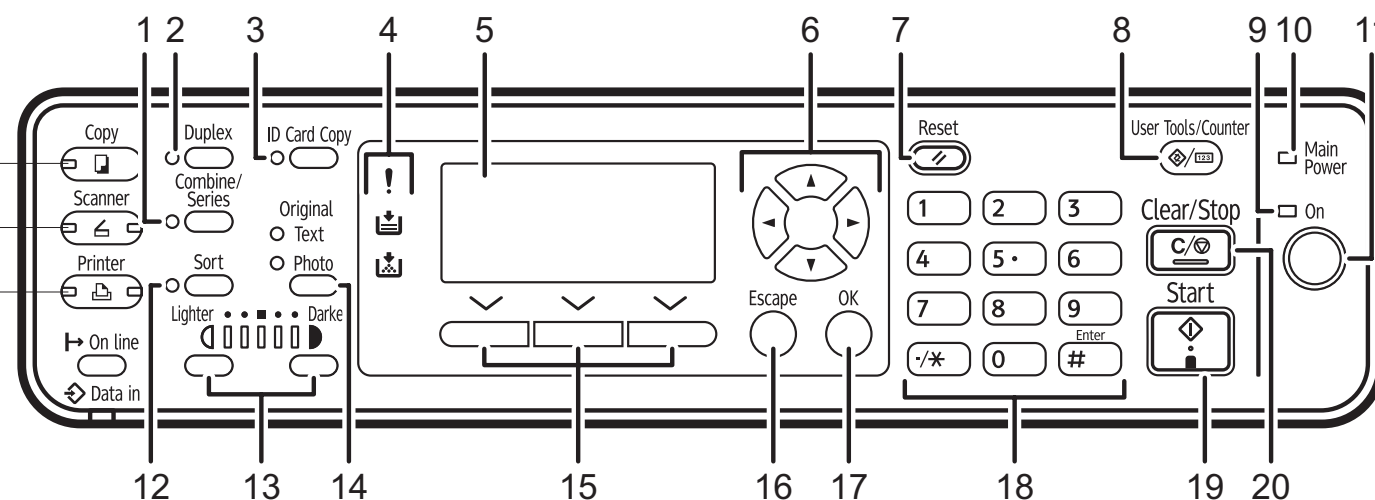
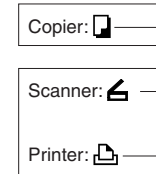
#### 19. [Start] key

Press to start scanning or sending.

#### 20. [Clear/Stop] key

Clear: clears an entered numeric value. Stop: stops copying.

#### Standard available:



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



### 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.

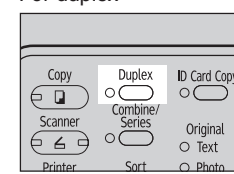
### How to save paper... (The duplex function is not available on some models.)

(2. Copying)

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

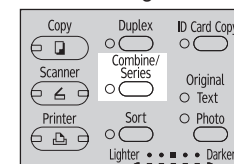
##### 2 • Press this button for Duplex.

For duplex



##### • Press this button for Combine.

For combining



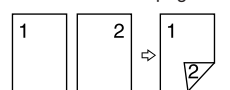
##### 3 Select one of the settings and press the [OK] key.

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

#### • Double-sided copies

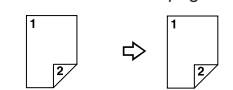
##### 1-Sided → 2-Sided

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



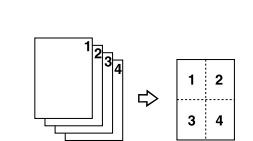
##### 2-Sided → 2-Sided

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

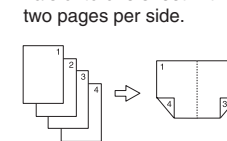


#### • Combining copies

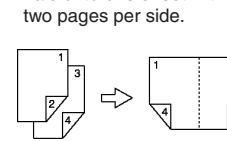
Copies 4 one-sided originals onto one side of a sheet.



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 sort your copies... (2. Copying)

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

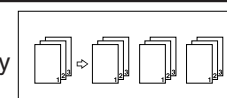
#### 2 Select [Sort] or [Rotate Sort], and press the [OK] key.

#### 3 Enter number of copy sets.

#### 4 Place originals and press the [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.

