

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. Indicators

Display errors and machine status.

2. Display

Displays operational 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.

8. Main power indicator

Lights when the main power switch is turned on.

9. Operation switch

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

10. [Combine/Series] key

Press to make combine or series copies.

11. [Duplex] key

Makes two-sided copies.

12. [Sort] key (finisher not installed) / [Sort/Staple] key (finisher installed)

Automatically sorts or staples 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] 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

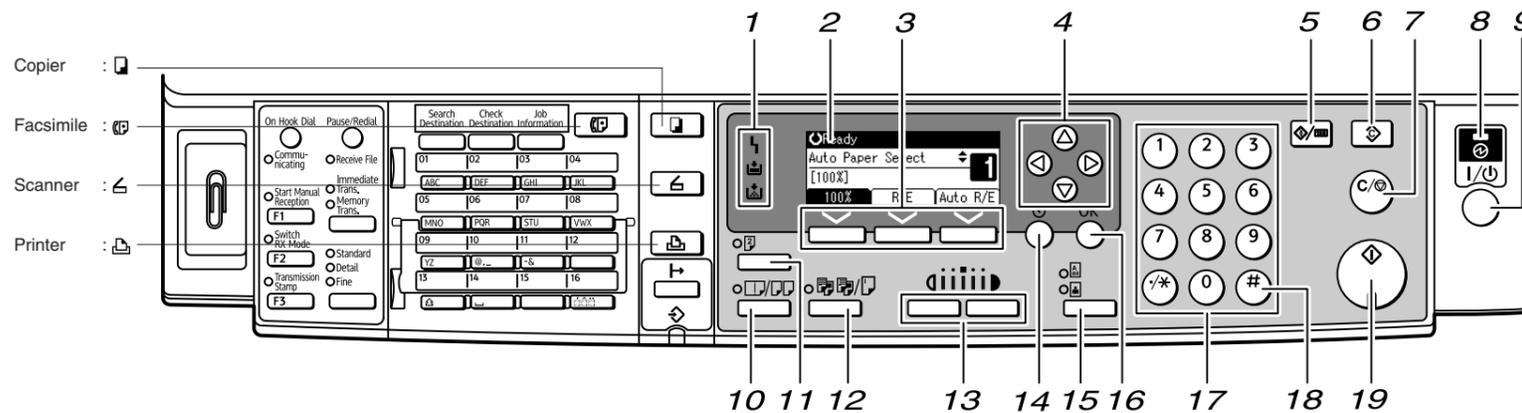
Press to enter numeric values.

18. [#] key

Press to set a selected item or an entered numeric value.

19. [Start] key

Press to start copying, printing, scanning or sending.



Copier :

Facsimile :

Scanner :

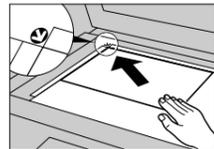
Printer :

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

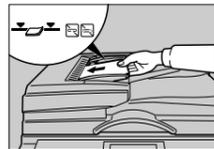
1 Press the [Clear Modes] key.

2 Place the originals.

- Exposure Glass (Face down)



- ARDF (Face up)



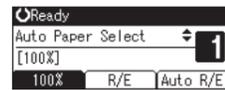
3 Enter the number of copies.

4 Press the [Start] Key.

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

Auto Reduce/Enlarge

1 Press [Auto R/E].

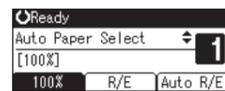


2 Select the paper size using [▲] or [▼].

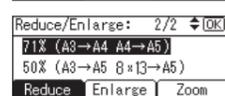
3 Place the originals, and then press the [Start] key.

Preset Reduce/Enlarge

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



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

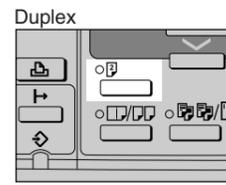


3 Place the originals, and then press the [Start] key.

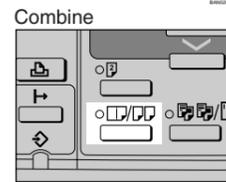
How to save paper... (2. Copying)

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

2 • Press this key for Duplex.



• Press this key for Combine.



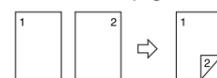
3 Select one of the settings, and then press the [OK] key.

4 Place the originals, and then press the [Start] key.

Duplex

1-Sided → 2-Sided

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



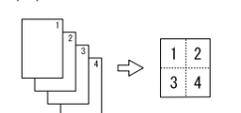
2-Sided → 2-Sided

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

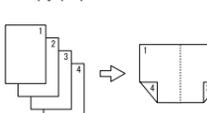


Combine

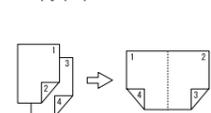
Copies multiple 1-sided originals on one side of copy paper.



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 "Copy Functions".

How to staple your document... (2. Copying)

1 Press the [Sort/Staple] key.

2 Select [Sort and Staple], and then press the [OK] key.

3 Select the staple position, and then press the [OK] key.

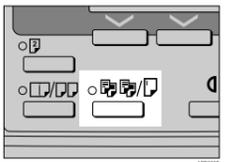
4 Select the original orientation, and then press the [OK] key.

5 Enter the number of copy sets.

6 Place the originals and then press the [Start] key.

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

1 Press this key for Sort.



2 Select [Sort] or [Rotate Sort], and then press the [OK] key. (finisher not installed)
Select [Sort and Staple] or [Rotate Sort], and then press the [OK] key. (finisher installed)

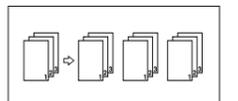
3 If you selected [Sort and Staple] in Step 2, select [Sort Only], and then press the [OK] key. (Otherwise, proceed straight to 4.)

4 Enter the number of copy sets.

5 Place the originals and then press the [Start] key.

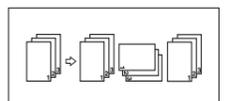
Sort

Copies are assembled as sets in sequential order.



Rotate Sort

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



Advanced features (2. Copying)

Reduce/Enlarge

• Zoom: you can change with 1% steps.

Series Copies

• Orientation: top-to-top or top-to-bottom.

• Series: copies front and back of a 2-sided original on 2 sheets.