



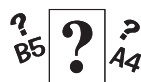
Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

1. [User Tools/Counter] key
 2. Display panel
 3. [Clear Modes] key
 4. [Program] key
 5. [Interrupt] key
 6. [Energy Saver] key
 7. Main power indicator
 8. Operation switch
 9. [Login/Logout] key
 10. [Simplified Display] key
 11. [Sample Copy] key
 12. [Start] key
 13. [#] key (Enter key)
 14. [Clear/Stop] key
 15. Number keys
 16. Function keys
 17. [Other Function] key
 18. Indicators
- Press to start copying, printing, scanning, or sending.
- Clear: Press to delete a number entered.
- Stop: Press to stop a job in progress.

Tips

Paper Size



Paper Size

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

Auto Image Density

Adjusts the image density (darker/lighter) automatically for copying.

Auto Paper Select

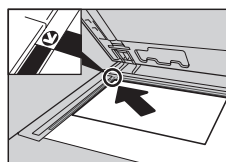
Selects a suitable size of paper automatically.

How to make Copies... (1. Placing Originals, 2. Basic Copying)

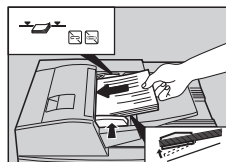
- 1 Press the [Clear Modes] key.

- 2 Place the originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



- 3 Make desired settings.
- 4 Enter the number of copies.
- 5 Press the [Start] key.

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

Auto Reduce/Enlarge

- 1 Press [Auto Reduce / Enlarge].

Auto Reduce / Enlarge

- 2 Select the paper size.

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

Preset Reduce/Enlarge

- 1 Press [Reduce / Enlarge].

Reduce / Enlarge

- 2 Select a ratio, and then press [OK].

- 3 Place the originals, and then press the [Start] key. (Paper size is selected automatically.)

You can also fax, print and scan on this machine!
Please ask your sales person for this option.



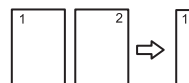
How to save paper... (2. Basic Copying)

- 1 See if original is 1-sided or 2-sided (duplex).
- 2 Press [Dup./Combine/Series].
- 3 Select the original and copy types and/or the orientation.
- 4 Place the originals, and then press the [Start] key.

Dup./Combine/Series

Duplex

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

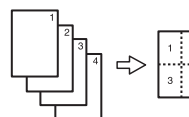


2-Sided → 2-Sided
Copies one 2-sided page on one 2-sided page.

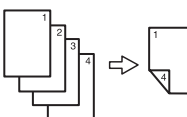


Combine

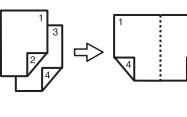
1-sided Combine
Copies multiple 1-sided or 2-sided originals on one side of copy paper.



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.

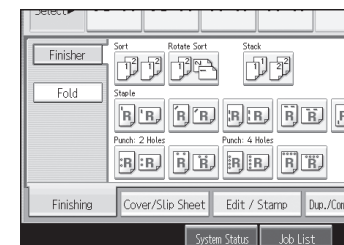


! For more functions on Combine, see "2. Basic Copying".

How to finish your document... (2. Basic Copying)

Staple

- 1 Press [Finishing].
- 2 Select one of the stapling positions (Copies will be sorted automatically).
- 3 Press [OK].
- 4 Enter the number of copies.
- 5 Place the originals, and then press the [Start] key.



Punch

- 1 Press [Finishing].
- 2 Select one of the punch hole positions (Copies will be hole punched).
- 3 Press [OK].
- 4 Enter the number of copies.
- 5 Place the originals, and then press the [Start] key.

! Staple and Punch can be done at the same time.

! Availability of finishing depends on your configuration.

Document Server

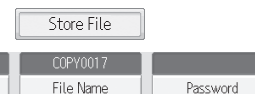
(2. Basic Copying)

Why use it...

- To store often used documents centrally and print on demand.
- To reduce network load.

How to use in copy mode...

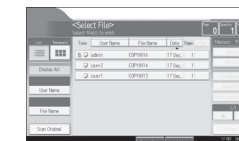
- 1 Press [Store File].
- 2 Enter a file name, user name, or password if necessary.
- 3 Press [OK].
- 4 Place the originals.
- 5 Make the scanning settings for the original.
- 6 Press the [Start] key.



The machine stores scanned originals in memory and makes one set of copies.

To find your document, press the [Document Server] key.

- ! For more functions on Document Server, see "5. Document Server".



Simplified Display

When you press the [Simplified Display] key, the screen changes to the simplified display. Letters and keys are displayed at a larger size, making operations easier. Certain keys do not appear on the simplified display.

Advanced features

Reduce/Enlarge

- Zoom: You can specify the reproduction ratio in increments of 1%.
- Magnification: You can specify the horizontal and vertical reproduction ratios, individually.

Series Copies

- Separately copies the front and back of a 2-sided original onto two sheets.

Booklet/Magazine

- Copies two or more originals in page order.

Edit/Stamp

- Image Repeat/Double Copies: The original image is copied repeatedly.
- Centring: Moves image to centre.
- Erase: Erases the centre and/or all four sides of the original image.
- Stamps: Copies with the date, page numbers, etc.
- Cover/Slip Sheet
 - Front Cover / Back Cover: Create cover sheets.
 - Designate: Copies certain pages of the original onto designation sheets.