

Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

- 1. Function keys**
- 2. Display panel**
- 3. Selection key**
Correspond to items on the display. Press to select the corresponding item.
- 4. Scroll keys**
Press to select an item.
[▲]:scroll upward
[▼]:scroll downward
[▶]:scroll right
[◀]:scroll left

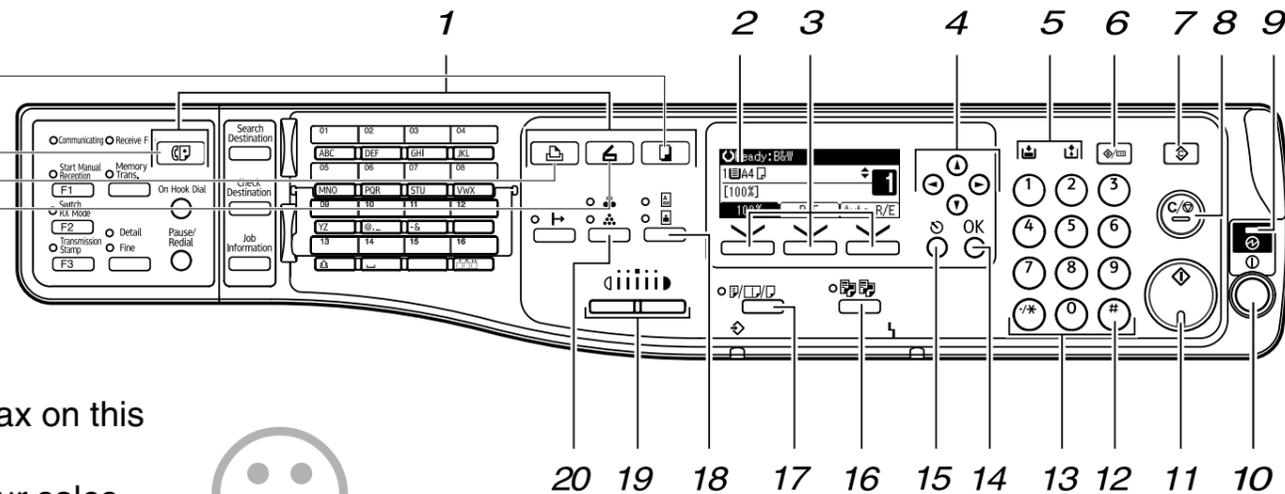
- 5. Indicators**
- 6. [User Tools/Counter] key**
- 7. [Clear Modes] key**
Press to clear the current settings.
- 8. [Clear/Stop] key**
• Clear: Clears an entered numeric value.
• Stop: Stops a job in progress, such as scanning, faxing, or printing.
- 9. Main power indicator**
- 10. Operation switch**

- 11. [Start] key**
Press to start copying.
- 12. [#] key**
- 13. Number keys**
- 14. [OK] key**
- 15. [Escape] key**
- 16. [Sort] key**

- 17. [Duplex/Combine/Series] key**
• Duplex: perform duplex printing when copying a multiple-sheet original.
• Combine: combine and print the pages of a multiple-sheet original onto a single-sheet.
• Series: print each page of a double-page spread as a single-page copy.
- 18. [Original] key**
- 19. [Lighter] key, [Darker] key**
- 20. [Full Colour/B&W] key**

Standard available:

- Copier:
- Facsimile:
- Printer:
- Scanner:



You can also fax on this machine!
Please ask your sales person for the option.



Tips

Copy Paper Size



Copy Paper Size

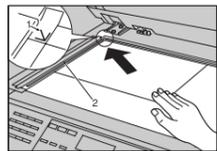
You can check the copy paper size using the scale on the exposure glass.

- Auto Image Density**
Adjusts the image density (darker/lighter) automatically for copying.
- Auto Paper Select**
Selects a suitable size of paper automatically.

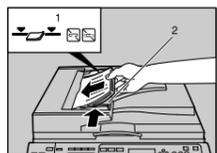
How to make a copy... (1. Placing Originals)

1 Placing Originals.

- Exposure Glass (Face down)**



- ADF or ARDF (Face up)**



- Press [Clear Modes] key (7).
- Enter Number of Copies.
- Press [Start] Key (11).

How to select colour mode... (2. Copying)

- Press the [Full Colour/B&W] key (20) to select the desired colour mode.

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

Auto Reduce/Enlarge

- Press [Auto R/E].
- Select the paper size using [▲] or [▼] (4).
- Place the originals, and then press the [Start] key (11).

Preset Reduce/Enlarge

- Press [R/E].
- Press [Enlarge] or [Reduce].
- Select a ratio using [▲] or [▼] (4), and then press the [OK] key (14).
- Place your originals, and then press the [Start] key (11).

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

- Press the [Sort] key (16).
 - Enter the number of copy sets using the number keys (13).
 - Place your originals.
 - Exposure Glass
Start with the first page to be copied.
 - ADF or ARDF
Set so that the last page is on the bottom.
 - Press the [Start] key (11).
 - Exposure Glass
Press the [#] key (12) after all originals are scanned.
- ! For more functions on sorting, please see Copy Reference.

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

- See if original is 1-sided or 2-sided (duplex).
For duplex
1Sided Orig. → Duplex Copy
2Sided Orig. → Duplex Copy
- Press the [Duplex/Combine/Series] key (17).
For combining
Combine: 2 Orig. →
Combine: 4 Orig. →
Combine: 8 Orig. →
Combine: 1 Orig. →
Combine: 2 Orig. →
Combine: 4 Orig. →
- Select one of the setting of original and copy type using [▲] or [▼] (4), and then press the [OK] key (14).
- Place the originals, and then press the [Start] key (11).

• Double-sided copies

1-Sided → 2-Sided

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



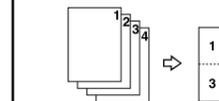
2-Sided → 2-Sided

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

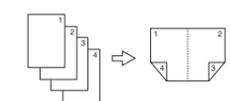


• Combining copies

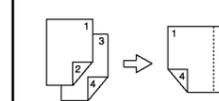
Copies multiple 1-sided originals on one side of copy paper.



Copies multiple 1-sided originals on two sides of copy paper.



Copies multiple 2-sided originals on two sides of copy paper.



! For more combining, please see advanced features.

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.
- Book: copies in page order