



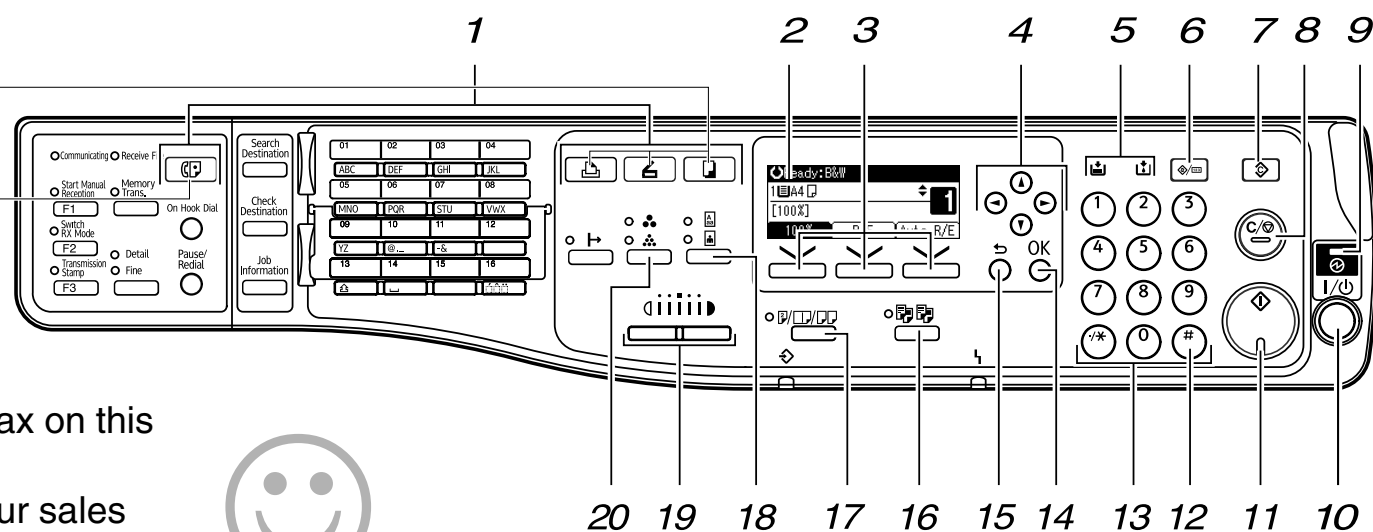
Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

- 1. **Function keys**
- 2. **Display panel**
- 3. **Selection keys**
Correspond to items on the display. Press to select the corresponding item.
- 4. **Scroll keys**
Press to select an item.
[▲]: scrolls upward
[▼]: scrolls downward
[▶]: scrolls right
[◀]: scrolls 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 (Enter 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: ☐
- Printer: ☐
- Scanner: ☐
- Facsimile: ☐

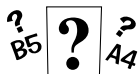


You can also fax on this machine!
Please ask your sales person for the option.



Tips

Copy Paper Size



Copy Paper Size

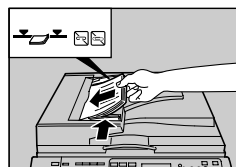
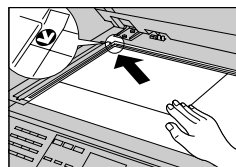
You can check the copy paper size using the scale on the exposure glass.

Auto Paper Select

Selects a suitable size of paper automatically.

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

- 1 Press the [Clear Modes] key.
- 2 Place the originals.
 - Exposure Glass (Face down)
 - ADF or ARDF (Face up)
- 3 Enter the number of copies.
- 4 Press the [Start] key.



How to select colour mode... (3. Colour Copying)

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

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].
 - 2 Press [Enlarge] or [Reduce].
 - 3 Select a ratio using [▲] or [▼], and then press the [OK] key.
 - 4 Place the originals, and then press the [Start] key.

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

- 1 Press the [Sort] key.
 - 2 Enter the number of copy sets using the number keys.
 - 3 Place your originals.
 - Exposure Glass
Start with the first page to be copied.
 - ADF or ARDF
Set so that the first page is on the top.
 - 4 Press the [Start] key.
 - Exposure Glass
Press the [#] key after all originals are scanned.
- ! For more functions on sorting, see "Copier Functions".

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

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

For duplex	1Sided Orig.->Duplex Copy
2Sided Orig.->Duplex Copy	
- 2 Press the [Duplex/Combine/Series] key.

For combining	Combine: 2 Orig. ☐->☐
Combine: 4 Orig. ☐->☐	Combine: 4 Orig. ☐->☐
Combine: 8 Orig. ☐->☐	Combine: 1 Orig. ☐->☐
Combine: 2 Orig. ☐->☐	Combine: 2 Orig. ☐->☐
Combine: 4 Orig. ☐->☐	Combine: 4 Orig. ☐->☐
- 3 Select one of the settings of original and copy type using [▲] or [▼], and then press the [OK] key.
- 4 Place the originals, and then press the [Start] key.

Duplex

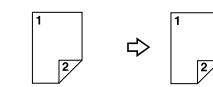
1-Sided → 2-Sided

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



2-Sided → 2-Sided

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

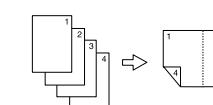


Combine

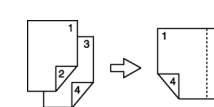
Copies multiple 1-sided originals on one side of copy paper.



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 "Copier Functions".

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 two facing pages of a bound original on 2 sheets.