

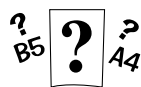


## Quick Reference Copy Guide

# ⇒ 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 Image Density

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

#### Auto Paper Select

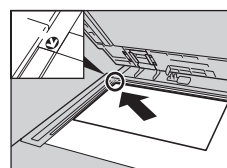
Selects a suitable size of paper automatically.

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

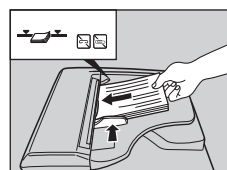
1 Press the [Clear Modes] key.

2 Place the originals.

- Exposure Glass (Face down)



- ADF (Face up)



3 Make desired settings.

4 Enter the number of copies.

5 Press the [Start] Key.

- Function keys**
- Indicators**
- [B&W/Full Colour] key**
- Display panel**
- Selection keys**  
Correspond to items on the display. Press to select the corresponding item.
- [Escape] key**  
Press to cancel an operation or return to the previous display.
- Scroll keys**  
Press to select an item.  
[▲]: scrolls upward  
[▼]: scrolls downward  
[▶]: scrolls right  
[◀]: scrolls left

- [OK] key**  
Press to set a selected item or an entered numeric value.
- [User Tools/Counter] key**
- [Clear Modes] key**  
Press to clear the current settings.
- [Clear/Stop] key**
  - Clear: Clears an entered numeric value.
  - Stop: Stops a job in progress.
- Main power indicator**
- Operation switch**
- [Start] key**  
Press to start copying.
- [#] key (Enter key)**
- Number keys**
- [Lighter] key, [Darker] key**

- [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.
- [Sort] key**
- [Original] key**  
Press to select the most suitable scanning method for the original.

#### Standard available:

Copier: ☐

Printer: ☐

Scanner: ☐

Facsimile: ☐

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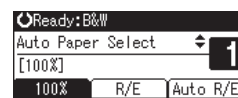
You can also fax on this machine!  
Please ask your sales person for this option.



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

#### Auto Reduce/Enlarge

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

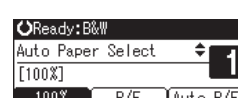


2 Select the paper size using [▲] or [▼].

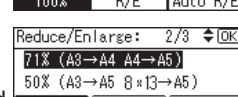
3 Place the originals, and then press the [Start] key.

#### Preset Reduce/Enlarge

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



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



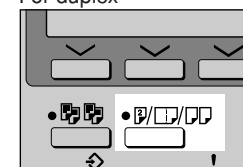
3 Place the originals, and then press the [Start] key.

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

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

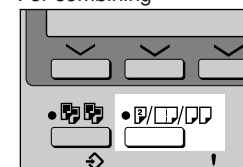
2 Press this key for Duplex.

For duplex



Press this key for Combine.

For combining



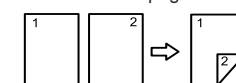
3 Select one of the settings, and then press the [OK] key.

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

Double-sided copies

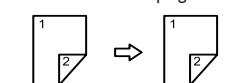
1-Sided → 2-Sided

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



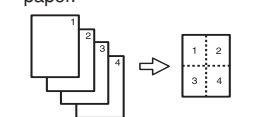
2-Sided → 2-Sided

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

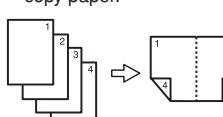


Combining copies

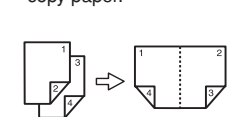
Copies multiple 1-sided originals on one side of copy paper.



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



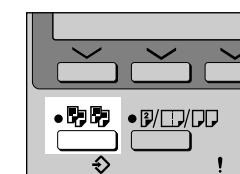
Copies multiple 2-sided originals on two sides of copy paper.



! For more functions on Combine, see "Copy Functions".

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

1 Press this key for Sort.



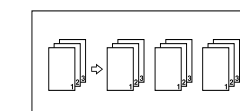
2 Select [Sort] or [Rotate Sort], and then press the [OK] key.

3 Enter the number of copy sets.

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

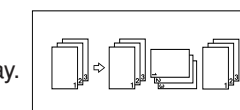
#### Sort

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

#### Series Copies

- Orientation: top-to-top or top-to-bottom.
- Series: copies front and back of a 2-sided original on two sheets.
- Book: copies two facing pages of a bound original on two sheets.