



## Quick Reference Copy Guide

# ➡ Please put this guide above your machine ⬅

### Tips

#### 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.

#### Use Paper Tray Settg

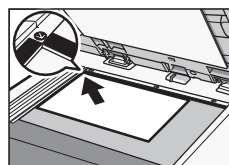
The machine scans the originals based on the size and orientation of the paper loaded in the selected tray. You do not have to specify the size and orientation of the originals.

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

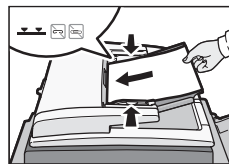
1 Press the [Clear Modes] key.

2 Place the originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



3 Make desired settings.

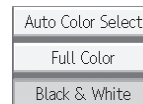
4 Enter the number of copies.

5 Select the paper tray.

6 Press the [Start] key.

### How to select a color mode... (3. Color Copying)

1 Select a color mode.

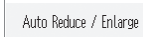


### How to Reduce/Enlarge... (2. Basic Copying)

#### Auto Reduce/Enlarge

1 Specify the original size.

2 Press [Auto Reduce / Enlarge].

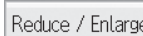


3 Select the paper tray.

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

#### Preset Reduce/Enlarge

1 Press [Reduce / Enlarge].



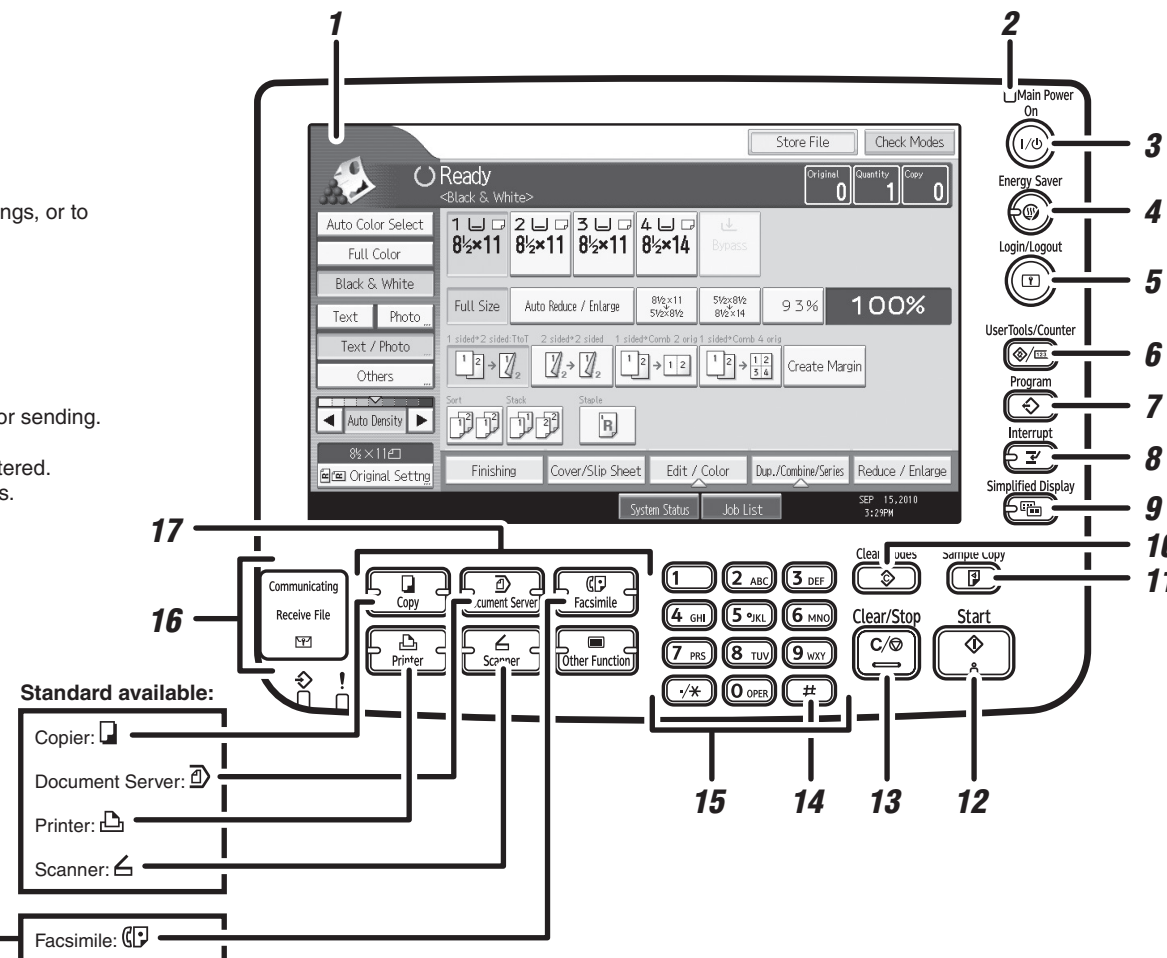
2 Select a ratio, and then press [OK].

3 Select the paper tray.

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

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

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

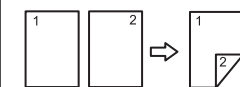


### How to save paper... (2. Basic Copying)

- 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 Select the paper tray.
- 5 Place the originals, and then press the [Start] key.

#### Duplex

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

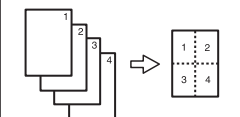


2-Sided → 2-Sided  
Copies one 2-sided page on one 2-sided page.

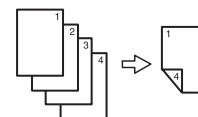


#### Combine

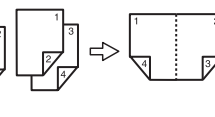
1-sided Combine  
Copies multiple 1-sided or 2-sided originals on one side of copy paper.



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.

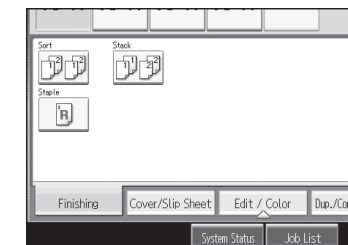


! For more functions on Combine, see "2. Basic Copying".

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

#### Staple

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



! Availability of finishing depends on your configuration.

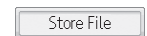
### Document Server (2. Basic Copying)

#### 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 Select the paper tray.

5 Place the originals.

6 Make the scanning settings for the original.

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