

Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

Tips

Copy Paper Size



Copy Paper Size

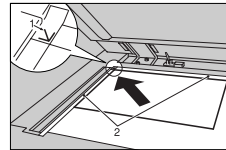
You can check the copy paper size using the scale on the exposure glass.

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

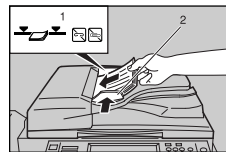
How to make a copy... (1. Placing Originals)

1 Placing Originals.

- **Exposure Glass**
(Face down)



- **Document Feeder**
(Face up)



- Press [Clear Modes] key (5).
- Enter Number of Copies.
- Press [Start] key (14).

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

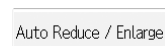
- Select the type of colour.



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

Auto Reduce/Enlarge

- Press this button for Auto Reduce/Enlarge.



- Select Paper Tray.

- Place original and press [Start] key (14).

Preset Reduce/Enlarge

- Press this button for [Reduce].



- Press this button for [Enlarge].



- Place original and press [Start] key (14)
(Paper Tray is selected automatically).

- Screen contrast knob
- Colour circle
- [User Tools/Counter] key
- Display panel
- [Clear Modes] key

Press to clear the current settings.

- [Program] key
Press to select the program mode.
- [Interrupt] key
- [Energy Saver] key
- Main power indicator
- Operation switch
- [Login/Logout] key

- [Simplified Display] key
- [Sample Copy] key
- [Start] key
Press to start copying. Press to start scanning and printing in Document Server mode.
- [#] key

- [Clear/Stop] key
 - Clear: Press to delete a number entered.
 - Stop: Press to stop a copy job in progress.
- Number keys
- Function keys
- Indicators

Standard available:

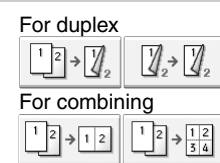
- Copier:
- Document Server:
- Facsimile:
- Printer:
- Scanner:

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



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

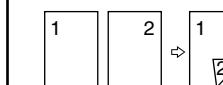
- See if original is 1-sided or 2-sided (duplex).
- Press one of the preset icons.
- Place original and press the [Start] key (14).



Double-sided copies

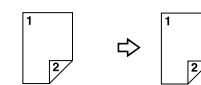
1-Sided → 2-Sided

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



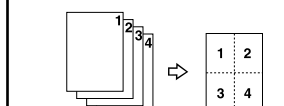
2-Sided → 2-Sided

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

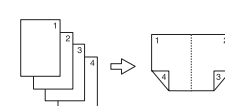


Combining copies

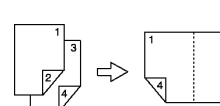
Copies multiple 1-sided originals on one side of copy paper.



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



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

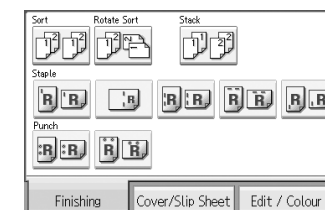


- ! For more combining, please see advanced features.

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

If you want Staple

- Press [Finishing].
- Choose a 'Staple' position (Pages will be sorted automatically).
- Enter number of copies.
- Place Original.
- Press [Start] key (14).



If you want Punch

- Press 'Punch' (Pages will be hole punched).
 - Enter number of copies.
 - Place Original.
 - Press [Start] key (14).
- ! Staple and Punch can be done at the same time.
- ! Availability of finishing depends on your configuration.

Document Server (2. Copying)

Why use it...

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

How to use in copy mode...

- Press [Store File].
- Give file a name.
- Press [OK].
- Place Originals.
- Make preferred settings.
- Press [Start] key (14).



Originals are scanned and stored in memory. To find your document, press [Document Server] key (see panel).



- ! For more functions on Document Server, see "3. Document Server".

Simplified Display

You can view the simplified display from the Copier/Document Server's initial screen by pressing the [Simplified Display] key. The simplified display contains main functions only. Characters and keys are enlarged on this screen, making for easier operation.

Advanced features

Reduce/Enlarge

- Zoom: you can change with 1% steps.
- Magnification: reduce/enlarge horizontally and vertically.

Series Copies

- Orientation: top-to-top or top-to-bottom.
- Series: copies front and back of a 2-sided original on 2 sheets.
- Booklet/Magazine: copies in page order

Edit/Stamp

- Image Repeat/Double copies
- Centring: move image to center
- Erase: centres and borders are erased
- Stamps: background numbering etc.

Cover/Slip Sheet

- Front/Back covers – copied or blank
- Designate: certain pages copied on slip sheets.