

Quick Reference Copy Guide

➔ Please put this guide above your machine ➔

*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

Tips

Paper Size

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



Auto Image Density

Dark texture originals will be copied so that background will not be reproduced.

Auto Paper Select

Selects a suitable size of paper automatically.

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...

(Placing Originals, Paper Specifications and Adding Paper, Basic Copying)

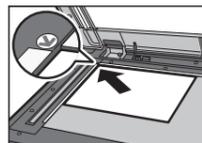
1 Press the [Home] key on the top left of the control panel, and press the [Copier] icon on the [Home] screen.

2 Press the [Reset] key.

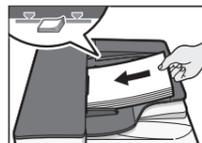
3 Select the paper tray.

4 Place the originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



5 Make desired settings.

6 Enter the number of copies.

7 Press the [Start] key.

How to select a color mode...

(Color Copying)

1 Select a color mode.



Simple Screen

When you press the [Simple Screen] key, the screen changes to the simple screen. Letters and keys are displayed at a larger size, making operations easier. Only the main functions can be used.

1. [Home] key

Press to display the [Home] screen.

2. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.

3. Display panel

4. [Reset] key

Press to clear the current settings.

5. [Program] key

Press to register frequently used settings, or to recall registered settings.

6. Main power indicator

7. [Energy Saver] key

8. [Login/Logout] key

Press to stop a job in progress, such as copying, scanning, faxing, or printing.

9. [User Tools/Counter] key

Press to delete a number entered.

10. [Simple Screen] key

Press to start copying, printing, scanning, or sending.

11. [#] key (Enter key)

Press to delete a number entered.

12. [Start] key

Press to delete a number entered.

14. [Stop] key

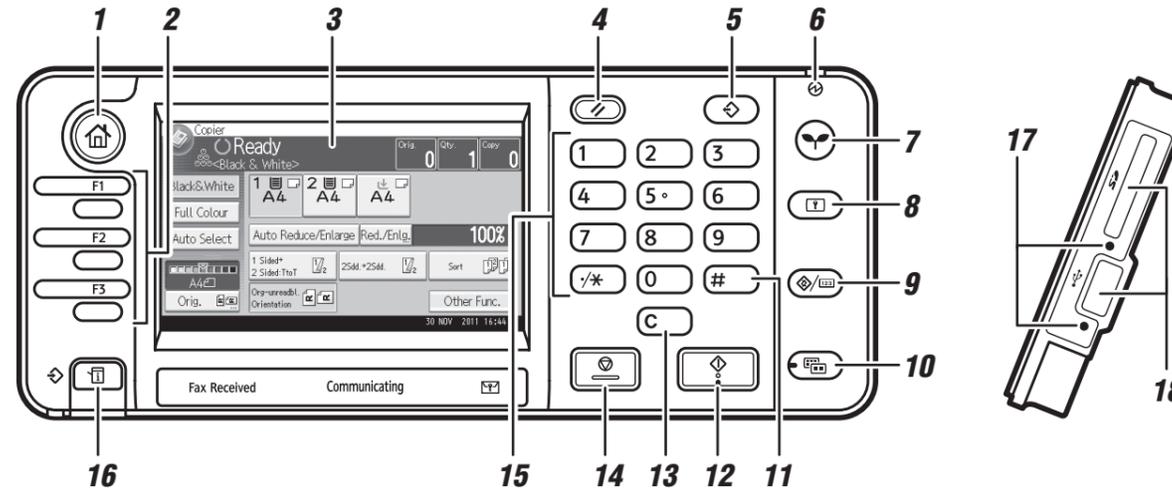
Press to stop a job in progress, such as copying, scanning, faxing, or printing.

15. Number keys

16. [Check Status] key

17. Media access lamp

18. Media slots



How to save paper...

(Basic Copying)

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

2 Press [Other Func.].

3 Press [Duplex] or [Combine].

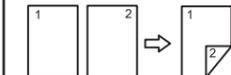
4 Select the original and copy types and/or the orientation.

5 Select the paper tray.

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

Duplex

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

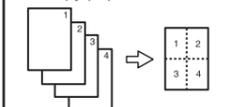


2-Sided → 2-Sided
Copies one 2-sided page on one 2-sided page.

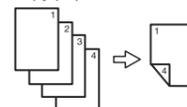


Combine

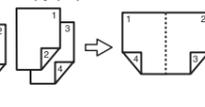
1-sided Combine
Copies multiple 1-sided or 2-sided originals on one side of copy paper.



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 "Basic Copying", Copy/ Document Server.

How to sort your copies...

(Basic Copying)

1 Press [Sort].

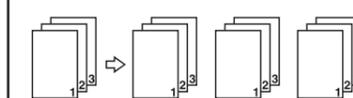
2 Enter the number of copy sets.

3 Select the paper tray.

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

Sort

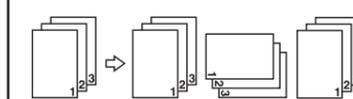
Copies are assembled as sets in sequential order..



Rotate Sort

Every other copy set is rotated by 90 degrees and delivered to the copy tray.

To specify the Rotate Sort function, specify the settings on the screen displayed after pressing [Other Func.].



How to Reduce/Enlarge...

(Basic Copying)

Auto Reduce/Enlarge

1 Specify the original size and orientation.

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 [Red./Enlg.].

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

3 Select the paper tray.

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

Document Server

(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 [Other Func.].

2 Press [▼].

3 Press [Store File].

4 Enter a user name, file name, or password if necessary.



5 Press [OK] twice.

6 Select the paper tray.

7 Place the originals.

8 Make the scanning settings for the original.

9 Press the [Start] key.

The machine stores scanned originals in memory and makes one set of copies.

To find your document, press the [Home] key on the top left of the control panel, and press the [Document Server] icon on the [Home] screen.



! For more functions on Document

Server, see "Document Server", Copy/ Document Server.

Advanced features

(Basic Copying)

Reduce/Enlarge

- Zoom: You can specify the reproduction ratio in increments of 1%.

Series Copies

- Separately copies the front and back of a 2-sided original onto two sheets.