Quick Reference Copy Guide

How to make Copies

- **1.** Press [Home] at the bottom of the screen in the Center.
- 2. Press the [Copy] icon on the Home screen. 1

3. Press [Reset].



- 7. Press [Start].





How to make settings

Specify the number of copies. You can also specify the number of copies you make by using the number keys.





Select the image density by flicking the screen.

Density

How to use the [Copy] screen



* The shape of the machine and screen displays varies according to models.

5. Flick the screen up and down, and make desired settings.

6. Enter the number of copies.

- Color Mode
- 2 Reduce/Enlarge
- **3** Quantity
- 4 Adjust density
- 6 Select Tray
- 6 2 Sided/Combine
- Sort/Stack
- **8** Staple
- 9 Punch
- 10 Original Size
- 1 Original Type
- 12 Batch
- 13 Other Settings
 - Series
 - Book
 - Spread 2 Sided
 - Stamp
 - · Unauth. Copy Prev.
 - · Margin Adjustment
 - Erase Center/Border
 - Erase Color
 - · Adjust Color Balance
 - · Adjust Color
 - Poster
 - · Double Copies
 - Centering
 - Original Orientation

* Settings vary depending on the models or options you use. For details, see "How to Use Each Application", Getting Started.