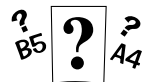# Quick Reference Copy Guide

⇨ Please put this guide above your machine ⇦

Tips !

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.
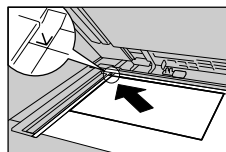
- **Auto Paper Select**
  Selects a suitable size of paper automatically.

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

1. Press the 【Clear Modes】 key (3).

2. Place the originals.

   - Exposure Glass (Face down)

   - Auto Document Feeder (Face up)

3. Enter the number of copies.

4. Press the 【Start】 key (12).
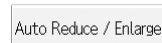

How to select colour mode... (2. Copying)

1. Select the type of colour.
   - Auto Colour Select
   - Full Colour
   - Black & White

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

Auto Reduce/Enlarge
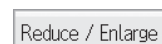1. Press [Auto Reduce / Enlarge]. _Auto Reduce / Enlarge_

2. Select the paper size.

3. Place the originals, and then press the 【Start】 key (12).

Preset Reduce/Enlarge
1. Press [Reduce / Enlarge]. _Reduce / Enlarge_

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

3. Place the originals, and then press the 【Start】 key (12). (Paper size is selected automatically.)

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1. 【User Tools/Counter】 key
2. Display panel
3. 【Clear Modes】 key
   Press to clear the current settings.
4. 【Program】 key
   Press to select the program mode.
5. 【Interrupt】 key
6. 【Energy Saver】 key
7. Main power indicator
8. Operation switch
9. 【Login/Logout】 key
10. 【Simplified Display】 key
11. 【Sample Copy】 key
12. 【Start】 key
    Press to start copying. Press to start scanning and printing in Document Server mode.
13. 【#】 key
14. 【Clear/Stop】 key
    - Clear: Press to delete a number entered.
    - Stop: Press to stop a copy job in progress.
15. Number keys
16. Function keys
17. Indicators

Standard available:

Copier: 🖨
Document Server: 🗐
Facsimile: 📠
Printer: 🖨
Scanner: ✎
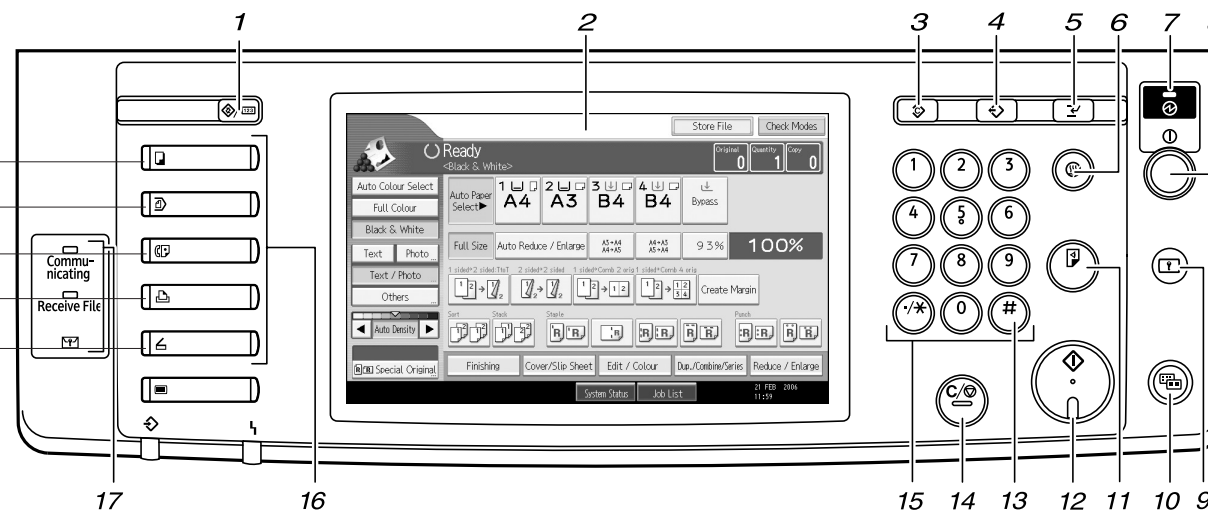
You can also fax on this machine!
Please ask your sales person for this option. ☺

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

1. See if original is 1-sided or 2-sided (duplex).
2. Press [Dup./Combine/Series]. _Dup./Combine/Series_
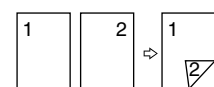3. Select original and copy type and / or orientation.
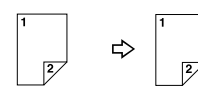4. Place the originals, and then press the 【Start】 key (12).

- **Double-sided copies**

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

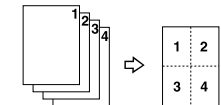 **2-Sided → 2-Sided**
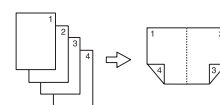 Copies one 2-sided page on one 2-sided page.
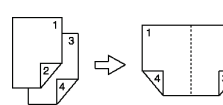
- **Combining copies**

  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, see "Copier Functions".
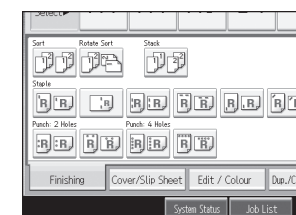

How to finish your document... (2. Copying)

If you want Staple

1. Press [Finishing].

2. Select one of the stapling positions (Pages will be sorted automatically).

3. Enter the number of copies.

4. Place the originals, and then press the 【Start】 key (12).

If you want Punch

1. Press [Finishing].

2. Select one of the punch hole positions (Pages will be hole punched).

3. Enter the number of copies.

4. Place the originals, and then press the 【Start】 key (12).

! 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...

1. Press [Store File]. _Store File_

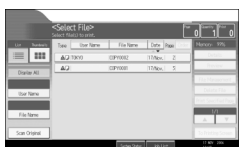2. Enter a file name, user name, or password if necessary.

3. Press [OK].

4. Place the originals.

5. Make the scanning settings for the original.

6. Press the 【Start】 key (12).

Originals are scanned and stored in the memory. To find your document, press the 【Document Server】 key (16).

! 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 (10).
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 centre
- 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.

Chapter references in this guide refer to the bundled OI CD; Copy/Document Server Reference.