



## 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.

#### Auto Paper Select

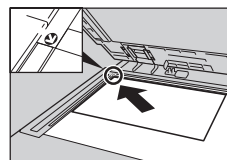
Selects a suitable size of paper automatically.

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

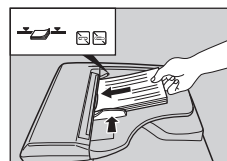
1 Press the [Clear Modes] key.

2 Place the originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



3 Make desired settings.

4 Enter the number of copies.

5 Press the [Start] key.

### How to select a colour mode... (3. Colour Copying)

1 Select a colour mode.



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

#### Auto Reduce/Enlarge

1 Press [Auto Reduce / Enlarge].



2 Select the paper size.

3 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 Place the originals, and then press the [Start] key. (Paper size is selected automatically.)

1. [User Tools/Counter] key

2. [Display panel]

3. [Clear Modes] key

Press to clear the current settings.

4. [Program] key

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

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, printing, scanning, or sending.

13. [#] key (Enter key)

14. [Clear/Stop] key

• Clear: Press to delete a number entered.

• Stop: Press to stop a 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. 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 Place the originals, and then press the [Start] key.



#### Duplex

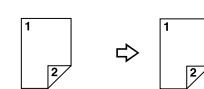
1-Sided → 2-Sided

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



2-Sided → 2-Sided

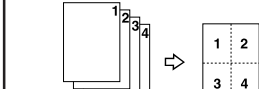
Copies one 2-sided page on one 2-sided page.



#### Combine

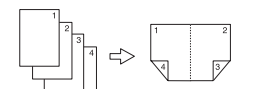
1-sided Combine

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

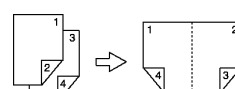


2-sided Combine

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

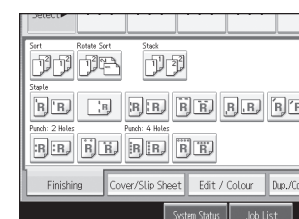
1 Press [Finishing].

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

3 Press [OK].

4 Enter the number of copies.

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



#### Punch

1 Press [Finishing].

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

3 Press [OK].

4 Enter the number of copies.

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

! Staple and Punch can be done at the same time.

! Availability of finishing depends on your configuration.

### Document Server (2. Basic Copying)

#### Why use it...

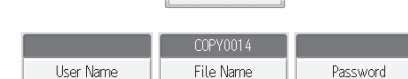
- To store often used documents centrally and print on demand.
- To reduce network load.

#### How to use in copy mode...

1 Press [Store File].



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



3 Press [OK].

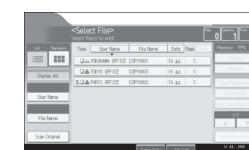
4 Place the originals.

5 Make the scanning settings for the original.

6 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/Double Copies:** The original image is copied repeatedly.
- Centring:** Moves image to centre.
- Erase:** Erases the centre 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.