

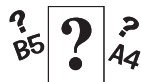


Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

Tips

Paper Size



Paper Size

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

Auto Image Density

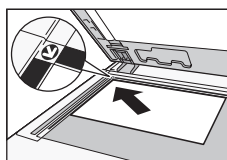
Adjusts the image density (darker/lighter) automatically for copying.

Auto Paper Select

Selects a suitable size of paper automatically.

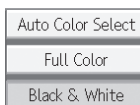
How to make Copies... (1. Placing Originals, 2. Basic Copying)

- 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 color mode... (3. Color Copying)

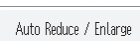
- 1 Select a color mode.



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

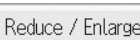
Auto Reduce/Enlarge

- 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.)

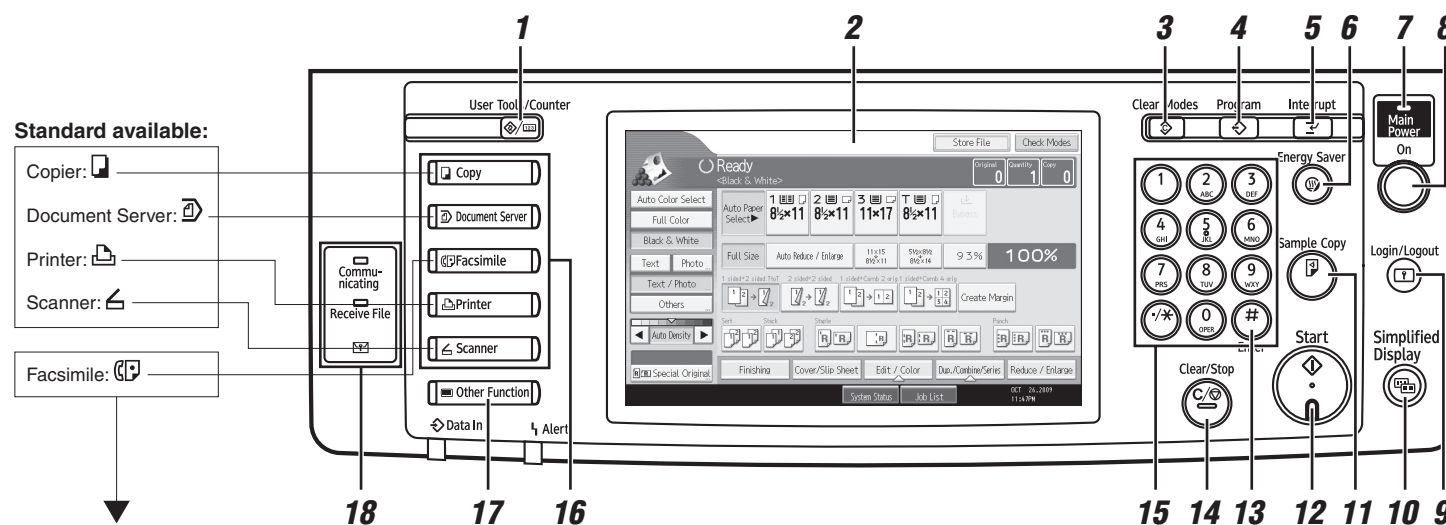


1. **[User Tools/Counter]** key
 2. **Display panel**
 3. **[Clear Modes]** key
 4. **[Program]** key
- Press to register frequently used settings, or to recall registered settings.

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
 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. **[Other Function]** key
18. **Indicators**



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



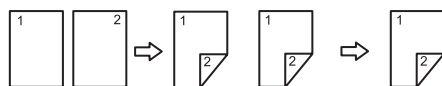
How to save paper... (2. Basic Copying)

- 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.



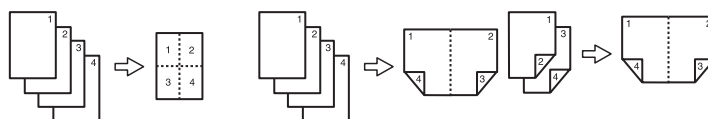
Duplex

- 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.

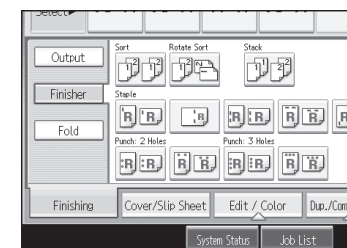


! For more functions on Combine, see "2. Basic Copying".

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

Staple

- 1 Press **[Finishing]**.
- 2 Press **[Finisher]**.
- 3 Select one of the stapling positions (Copies will be sorted automatically).
- 4 Press **[OK]**.
- 5 Enter the number of copies.
- 6 Place the originals, and then press the **[Start]** key.



Punch

- 1 Press **[Finishing]**.
- 2 Press **[Finisher]**.
- 3 Select one of the punch hole positions (Copies will be hole punched).
- 4 Press **[OK]**.
- 5 Enter the number of copies.
- 6 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.

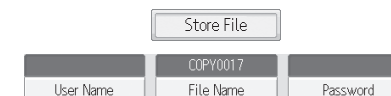
Document Server (2. Basic Copying)

Why use it...

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

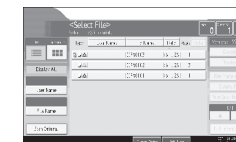
How to use in copy mode...

- 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 "6. 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.
- **Centering:** Moves image to center.
- **Erase:** Erases the center and/or all four sides of the original image.
- **Stamps:** Copies with the date, page numbers, etc.
- **Cover/Slip Sheet**
 - **Front Cover / Back Cover:** Create cover sheets.
 - **Designate:** Copies certain pages of the original onto designation sheets.