

Quick Reference Copy Guide

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

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.



3. Enter the number of copies.

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

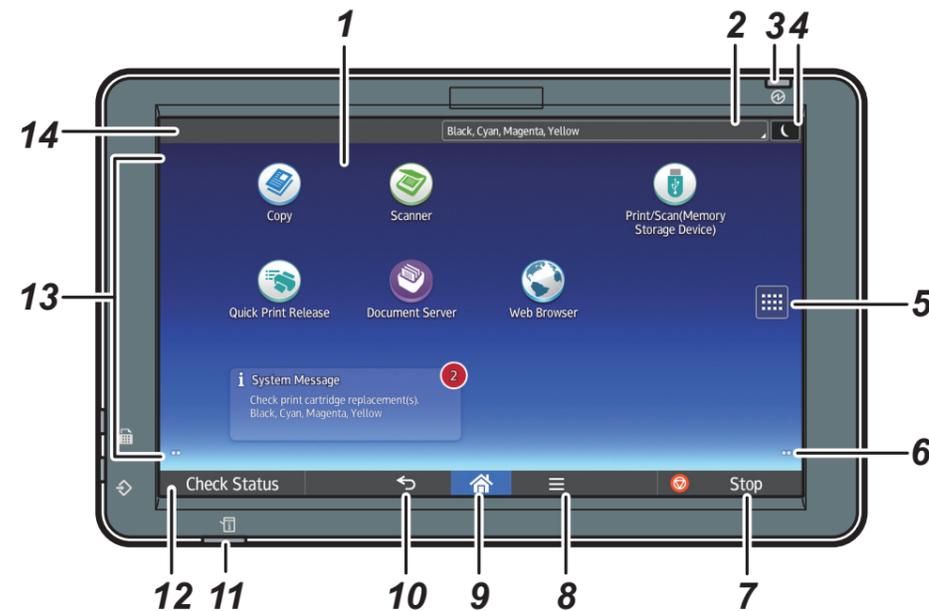
5. Adjust the original guides to the original size.

6. Using both hands, insert the original between the original guides, scan side down.



7. Press [Start].

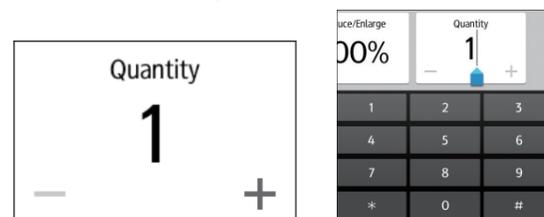
How to use the Control Panel



1. **Display panel**
2. **[Login]/[Logout]**
3. **Main power indicator**
4. **[Energy Saver]**
5. **Application list icon**
Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. **Icons to switch between screens**
7. **[Stop]**
Press to stop a job such as copying if it is in progress.
8. **[Menu]**
Displays the menu screen of the application you are using. Depending on the application, this key may be disabled.
9. **[Home]**
Press to display the [Home] screen.
10. **[Return]**
11. **Status indicator**
Indicates the status of the system. It stays lit when an error occurs or the ink runs out.
12. **[Check Status]**
13. **Icon/Widget display area**
14. **Name of the Log-in User**

How to make settings

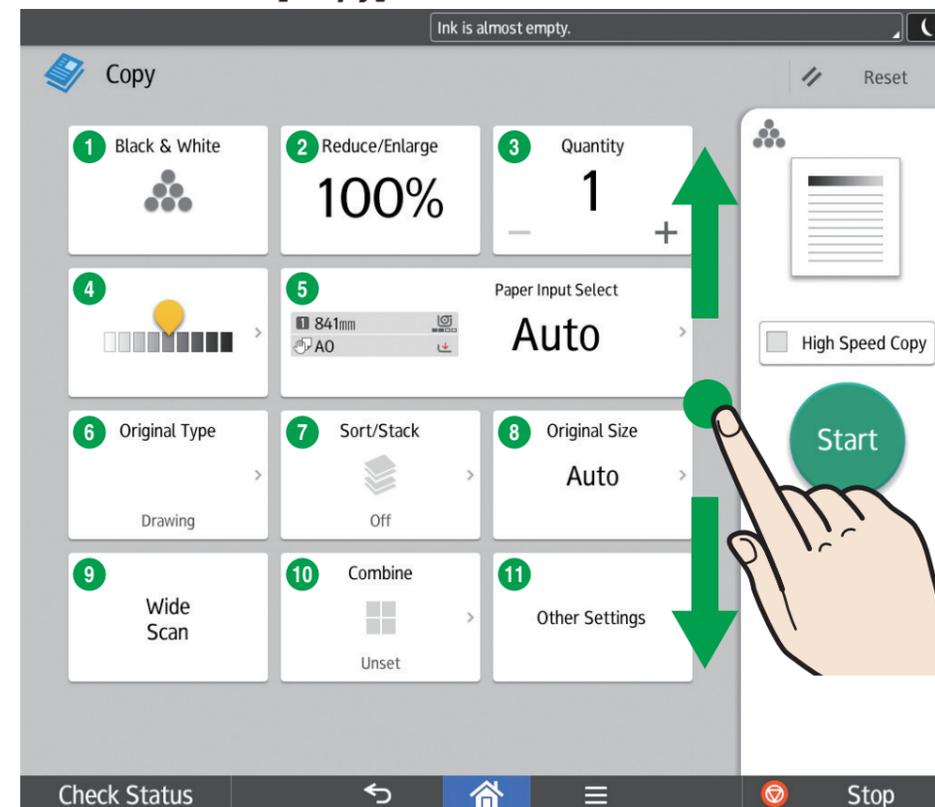
Specify the number of copies. You can also specify the number of copies you make by using the number keys.



Select the image density by flicking the screen.



How to use the [Copy] screen



1. **Color Mode**
2. **Reduce/Enlarge**
3. **Quantity**
4. **Adjust density**
5. **Paper Input Select**
6. **Original Type**
7. **Sort/Stack**
8. **Original Size**
9. **Wide Scan**
10. **Combine**
11. **Other Settings**
 - Adjust Print Position
 - Erase Color
 - Adjust Color Balance
 - Adjust Color
 - Erase Border
 - Erase Inside
 - Erase Outside
 - Margin
 - Stamp
 - Double Copies
 - Partial Copy
 - Original Orientation

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