

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 original table.

Auto Image Density

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

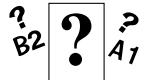
Auto Paper Select

Selects a suitable size of paper automatically.

Manual Paper Select

You can choose the tray containing the paper you want to copy onto.

Paper Size



1. [User Tools/Counter] key
2. Display panel
3. [Clear Modes] key
4. [Program] key
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 or printing documents stored using the Document Server function.
13. [#] 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

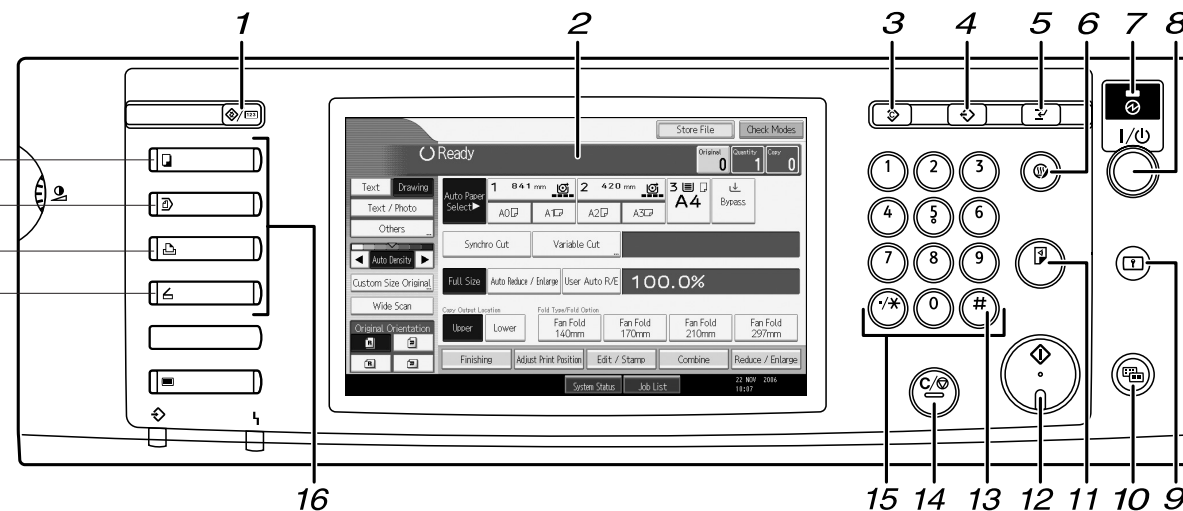
Standard available:

Copier:

Document Server:

Printer:

Scanner:

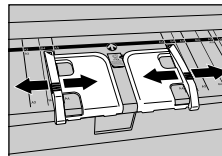


You can also print and scan on this machine!
Please ask your sales person for these options.



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

- 1 Press the [Clear Modes] key.
- 2 Make the necessary settings.
- 3 Enter the number of copies.
- 4 Adjust the original guides to the original width.
- 5 Insert the original between the guides, copy side down.

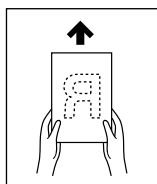


The original feeds into the machine automatically, and copying starts.



Original Orientation (1. Placing Originals)

Place the original face down on the original table.
When you cannot place the original as shown in the illustration, change the orientation by selecting or .



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

Auto Reduce/Enlarge

Selects an appropriate reproduction ratio based on the paper and original sizes.

- 1 Press [Auto Reduce / Enlarge].
- 2 Select the paper size.
- 3 Place the originals face down.

Preset Reduce/Enlarge

Select a preset ratio for copying.

- 1 Press [Reduce / Enlarge].
- 2 Select a ratio, and then press [OK].
- 3 Place the originals face down.

How to make copies of custom size originals... (2. Copying)

Wide Scan

Scans using a predetermined width, regardless of the actual width of the original.

- 1 Press [Wide Scan].
- 2 Place the originals face down.



Custom Size Original

Specify the size of the originals.

- 1 Press [Custom Size Original].
- 2 Enter the horizontal size, and then press [#].
- 3 Enter the vertical size, and then press [#].
- 4 Press [OK].
- 5 Place the originals face down.

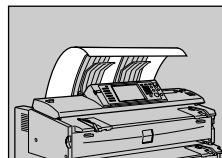
Copy Output Locations

(1. Placing Originals)

Upper copy output

Copies come out between the upper output stacker and upper output guide.

- 1 Make sure [Upper] is selected under Copy Output Location.



Lower copy output

Copies come out to the lower output stacker.

- 1 Select [Lower] under Copy Output Location.



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

Sort/Rotate Sort

Copies are assembled as sets in sequential order.

- 1 Press [Finishing].
- 2 Press [Sort].
- 3 Select [Sort] or [Rotate Sort].
- 4 Press [OK].
- 5 Enter the number of copy sets.
- 6 Place the originals face down.



Fan Fold

Automatically folds copies.

- 1 Press [Finishing].
- 2 Press [Fold Type].
- 3 Select a fold width for Fan Fold.
- 4 Press [OK].
- 5 Place the originals face down.



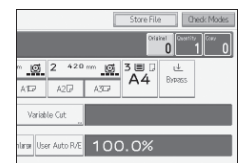
Document Server (2. Copying) (3. Document Server)

Why use it...

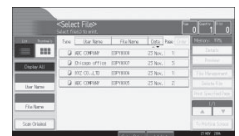
- To store often used documents centrally and print them on demand.
- To reduce network load.

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 Make the scanning settings.
- 5 Place the originals face down.



Originals are scanned and stored in the memory. To find your document, press the [Document Server] key.

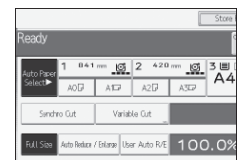


How to set the length of copy paper cut (2. Copying)

Synchro Cut

Cuts the paper at the same length as the original.

- 1 Select [Synchro Cut].
- 2 Select a paper roll tray.



Preset Cut

Cuts the paper at a preset size, regardless of the size of the original.

- 1 Select a preset cut size of the paper roll tray 1 or 2.

Variable Cut

Cuts the paper to the size entered.

- 1 Select [Variable Cut].
- 2 Enter the length, and then press [#].
- 3 Press [OK].
- 4 Select a paper roll tray.