

# Quick Reference Copy Guide

➔ Please put this guide above your machine ➔

\*The shape of the machine, screen displays, procedures, copy output locations, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

## Tips

### Paper Size



### Paper Size

You can check the paper size using the scale on the original table.

### Auto Image Density

Dark texture originals will be copied so that background will not be reproduced.

### Auto Paper Select

Selects a suitable size of paper automatically.

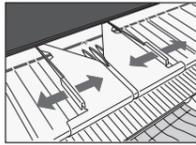
### Manual Paper Select

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

## How to make Copies...

(Placing Originals, Paper Specifications and Adding Paper, Basic Copying)

- Press the [Home] key on the top left of the control panel, and press the [Copier] icon on the [Home] screen.
- Press the [Reset] key.
- Make desired settings.
- Enter the number of copies.
- Adjust the original guides to the original width.



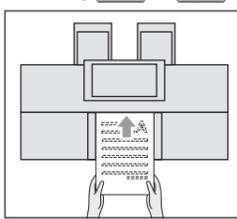
- Insert the original between the guides, copy side down.



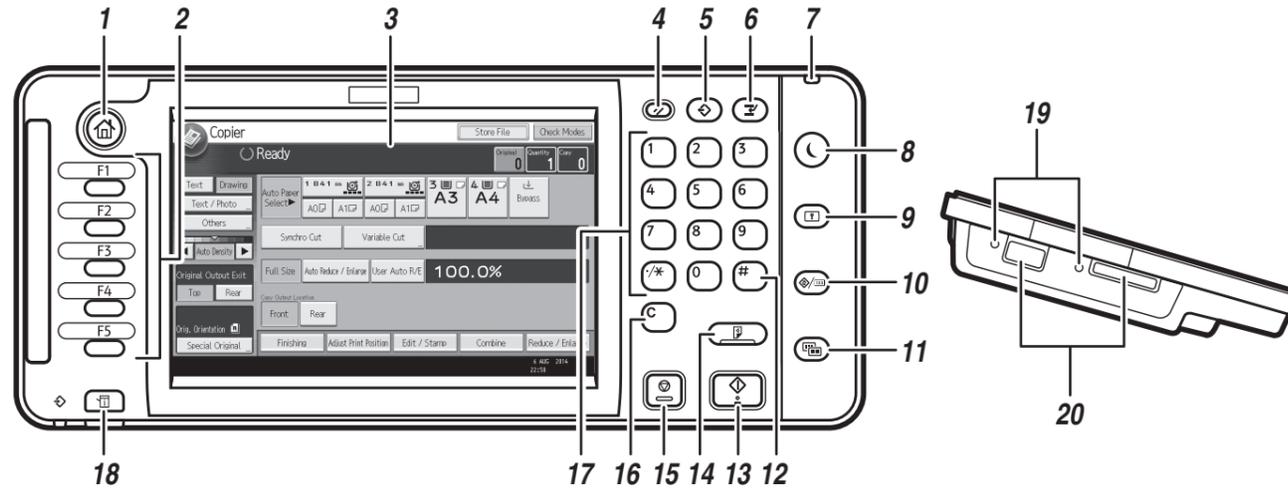
## Original Orientation

(Original Orientation)

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 .



- [Home] key**  
Press to display the [Home] screen.
- Function keys**  
No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.
- Display panel**
- [Reset] key**  
Press to clear the current settings.
- [Program] key**  
Press to register frequently used settings, or to recall registered settings.
- [Interrupt] key**
- Main power indicator**
- [Energy Saver] key**
- [Login/Logout] key**
- [User Tools/Counter] key**
- [Simple Screen] key**
- [#] key (Enter key)**
- [Start] key**  
Press to start copying, printing, scanning, or sending.
- [Sample Copy] key**
- [Stop] key**  
Press to stop a job in progress, such as copying, scanning, or printing.
- [Clear] key**  
Press to delete a number entered.
- Number keys**
- [Check Status] key**
- Media access lamp**
- Media slots**



## How to select a color mode...

(Color Copying)

- Select a color mode.

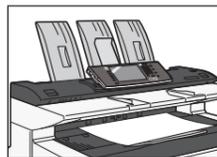


## Copy Output Locations

(Placing Originals, Paper Specifications and Adding Paper, Basic Copying)

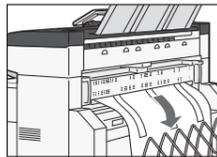
### Front copy output

Prints are delivered through the front paper output exit.



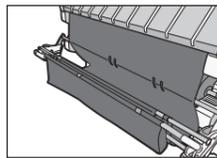
### Rear copy output

Prints are delivered through the rear paper output exit.



### Lower copy output

Prints are delivered through the lower paper output exit.



\*Change the mode of the basket according to the size of the paper.

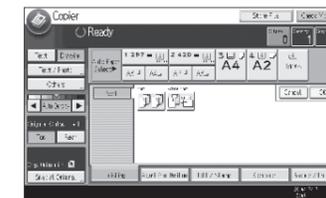
## How to finish your document...

(Basic Copying)

### Sort/Rotate Sort

Copies are assembled as sets in sequential order.

- Press [Finishing].
- Select [Sort] or [Rotate Sort].
- Press [OK].
- Enter the number of copy sets.
- Place the originals face down.



## How to Reduce/Enlarge...

(Basic Copying)

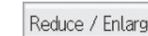
### Auto Reduce/Enlarge

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



### Preset Reduce/Enlarge

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



## Document Server

(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...

- Press [Store File].
- Enter a user name, file name, or password if necessary.
- When [Target Folder to Store] is displayed, specify a folder in which to store the document if necessary.
- Press [OK].
- Make the scanning settings for the original.
- Place the originals face down.



The machine stores scanned originals in memory and makes one set of copies.

To find your document, press the [Home] key on the top left of the control panel, and press the [Document Server] icon on the [Home] screen.



- For more functions on Document Server, see "Document Server", Copy/ Document Server.

## How to set the length of copy paper cut...

(Basic Copying)

### Synchro Cut

Cuts the paper at the same length as the original.

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

### Preset Cut

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

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

### Variable Cut

Cuts the paper to the size entered.

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

## Advanced features

(Basic Copying, Advanced Copying)

### Reduce/Enlarge

- Zoom:** You can specify the reproduction ratio in increments of 0.1%.
- Magnification:** You can specify the horizontal and vertical reproduction ratios, individually.

### Edit/Stamp

- Erase:** Erases the center and/or all four sides of the original image.
- Stamps:** Copies with the date, page numbers, etc.