

## 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.

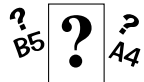
#### Auto Image Density

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

#### Auto Paper Select

Selects a suitable size of paper automatically.

#### Paper Size

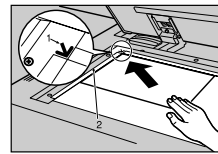


### How to make Copies... (1. Placing Originals, 2. Basic Copying)

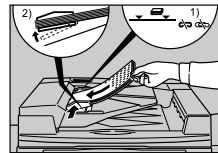
1 Press the [Clear Modes] key.

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].

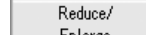


2 Select the paper size.

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].

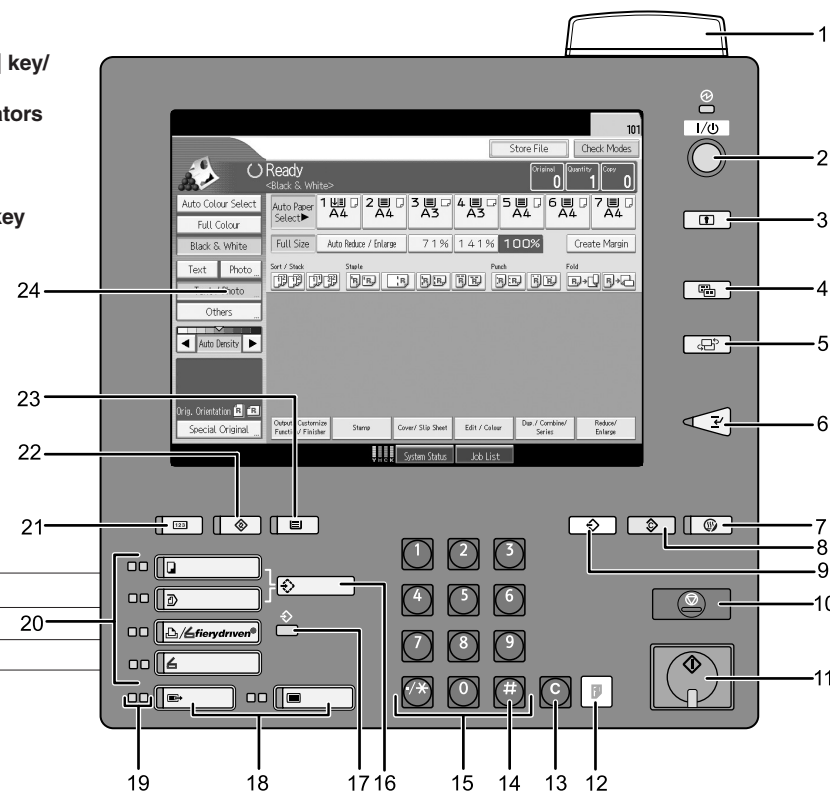
3 Place the originals, and then press the [Start] key. (Paper size is selected automatically.)

1. Status indicator
2. Operation switch
3. [Login/Logout] key
4. [Simplified Display] key
5. [Language Selection] key
6. [Interrupt] key
7. [Energy Saver] key
8. [Clear Modes] key
9. [Program] key
10. [Stop] key
11. [Start] key

12. [Sample Copy] key
13. [Clear] key
14. [#] key
15. Number keys
16. [New Job] key
17. Data in indicator
18. [Registered Program] key/ [Other Function] key
19. Function status Indicators
20. Function keys
21. [Counter] key
22. [User Tools] key
23. [Tray Paper Setting] key
24. Display panel

#### Standard available:

Copier:   
Document Server:   
Printer / Scanner:   
Scanner:



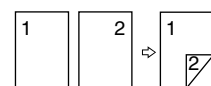
### How to save paper... (2. Basic Copying)

- 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

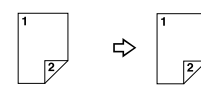
##### 1-Sided → 2-Sided

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



##### 2-Sided → 2-Sided

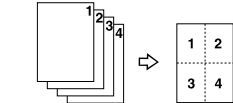
Copies one 2-sided page on one 2-sided page.



#### Combine

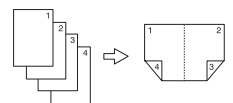
##### 1-sided Combine

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

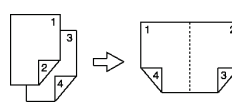


##### 2-sided Combine

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 [Output / Customize Function / Finisher].
- 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 [Output / Customize Function / Finisher].
- 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 "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/Back Cover: Create cover sheets.
  - Designate: Copies certain pages of the original onto designation sheets.