



# 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

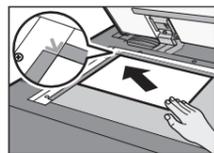
Selects a suitable size of paper automatically.

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

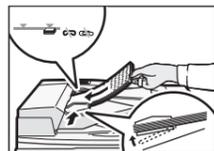
1 Press the [Clear Modes] key.

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 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].

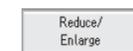


2 Select the paper size.

3 Place the originals, and then press the [Start] key.

#### Preset Reduce/Enlarge

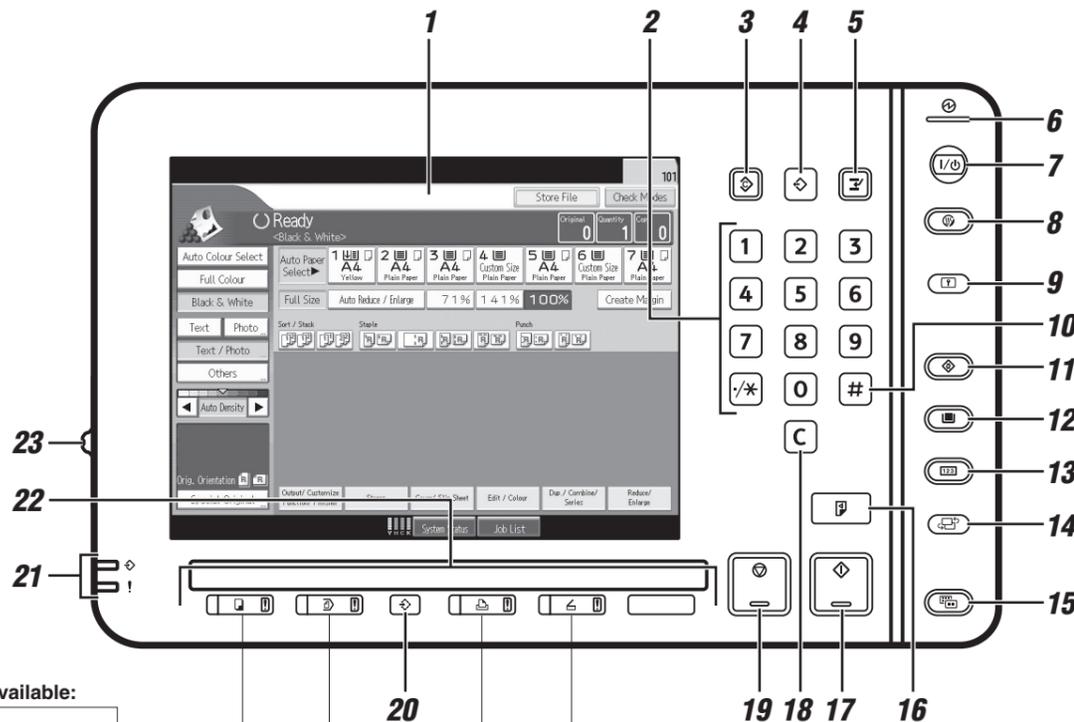
1 Press [Reduce / Enlarge].



2 Select a ratio, and then press [OK].

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

1. Display panel
2. Number keys
3. [Clear Modes] key
4. [Program] key
5. [Interrupt] key
6. Main power indicator
7. Operation switch
8. [Energy Saver] key
9. [Login/Logout] key
10. [#] key (Enter key)
11. [User Tools] key
12. [Paper Setting] key
13. [Counter] key
14. [Language] key
15. [Simple Screen] key
16. [Sample Copy] key
17. [Start] key
18. [Clear] key
19. [Stop] key
20. [New Job] key
21. Indicators
22. Function keys
23. Screen contrast slider



#### Standard available:

- Copier:
- Document Server:
- Printer:
- Scanner:

\* The standard functions will vary depending on your machine's configuration.

### 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.

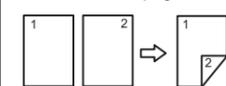
(2. Basic Copying)



#### Duplex

1-Sided → 2-Sided

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



2-Sided → 2-Sided

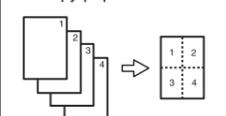
Copies one 2-sided page on one 2-sided page.



#### Combine

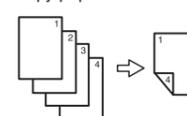
1-sided Combine

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

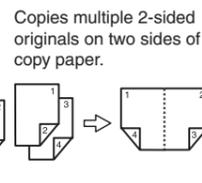


2-sided Combine

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].

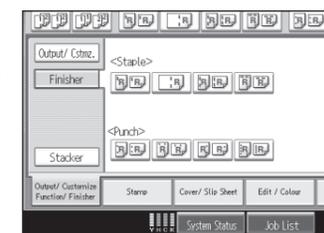
2 Press [Finisher].

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)

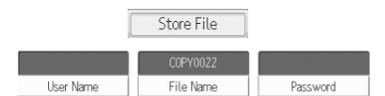
#### Why use it...

- 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".

### Simple Screen

When you press the [Simple Screen] key, the screen changes to the simple screen. Letters and keys are displayed at a larger size, making operations easier. Certain keys do not appear on the simple screen.

### 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: Create cover sheets.
- Designate: Copies certain pages of the original onto designation sheets.