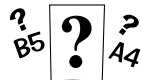


Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

Tips

Copy Paper Size



Copy Paper Size

You can check the copy paper size using the scale on the exposure glass.

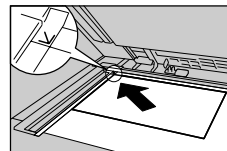
- **Auto Image Density**
Adjusts the image density (darker/lighter) automatically for copying.
- **Auto Paper Select**
Selects a suitable size of paper automatically.

How to make a copy... (1. Placing Originals)

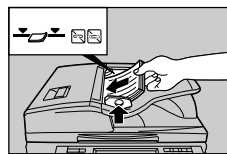
1 Press the [Clear Modes] key (3).

2 Place the originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



3 Enter the number of copies.

4 Press the [Start] key (12).

How to select colour mode... (2. Copying)

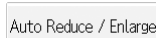
1 Select the type of colour.



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

Auto Reduce/Enlarge

1 Press [Auto Reduce / Enlarge].

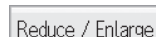


2 Select the paper size.

3 Place the originals, and then press the [Start] key (12).

Preset Reduce/Enlarge

1 Press [Reduce / Enlarge].



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

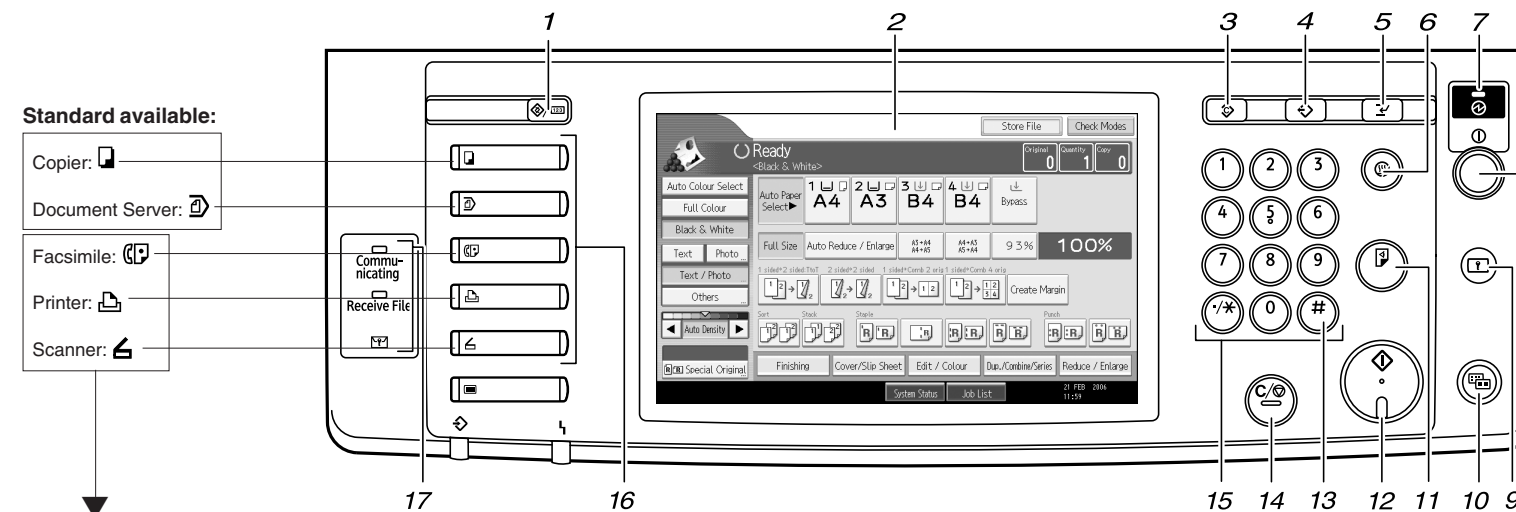
3 Place the originals, and then press the [Start] key (12). (Paper size is selected automatically.)

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
13. [#] key

14. [Clear/Stop] key
15. Number keys
16. Function keys
17. Indicators



Standard available:

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

You can also fax on this machine!
Please ask your sales person for this option.



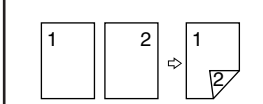
How to save paper... (2. Copying)

- 1 See if original is 1-sided or 2-sided (duplex).
- 2 Press [Dup./Combine/Series].
- 3 Select original and copy type and / or orientation.
- 4 Place the originals, and then press the [Start] key (12).

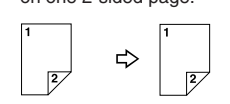


• Double-sided copies

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

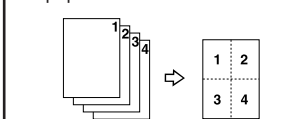


2-Sided → 2-Sided
Copies one 2-sided page on one 2-sided page.

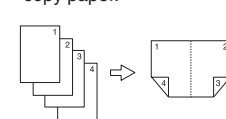


• Combining copies

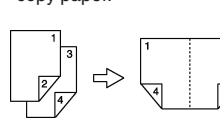
Copies multiple 1-sided originals on one side of copy paper.



Copies multiple 1-sided originals on two sides of copy paper.



Copies multiple 2-sided originals on two sides of copy paper.



! For more combining, see "Copier Functions".

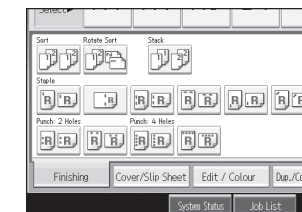
How to finish your document... (2. Copying)

If you want Staple

- 1 Press [Finishing].
- 2 Select one of the stapling positions (Pages will be sorted automatically).
- 3 Enter the number of copies.
- 4 Place the originals, and then press the [Start] key (12).

If you want Punch

- 1 Press [Finishing].
 - 2 Select one of the punch hole positions (Pages will be hole punched).
 - 3 Enter the number of copies.
 - 4 Place the originals, and then press the [Start] key (12).
- ! Staple and Punch can be done at the same time.
- ! Availability of finishing depends on your configuration.



Document Server (2. 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.



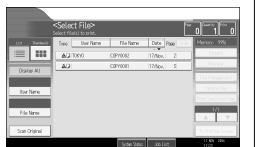
3 Press [OK].

4 Place the originals.

5 Make the scanning settings for the original.

6 Press the [Start] key (12).

Originals are scanned and stored in the memory. To find your document, press the [Document Server] key (16).



- ! For more functions on Document Server, see "3. Document Server".

Simplified Display

You can view the simplified display from the Copier/Document Server's initial screen by pressing the [Simplified Display] key (10). The simplified display contains main functions only. Characters and keys are enlarged on this screen, making for easier operation.

Advanced features

Reduce/Enlarge

- Zoom: you can change with 1% steps.
- Magnification: reduce/enlarge horizontally and vertically.

Series Copies

- Orientation: top-to-top or top-to-bottom.
- Series: copies front and back of a 2-sided original on 2 sheets.
- Booklet/Magazine: copies in page order

Edit/Stamp

- Image Repeat/Double copies
- Centring: move image to centre
- Erase: centres and borders are erased
- Stamps: background numbering, etc.

Cover/Slip Sheet

- Front/Back covers – copied or blank
- Designate: certain pages copied on slip sheets.