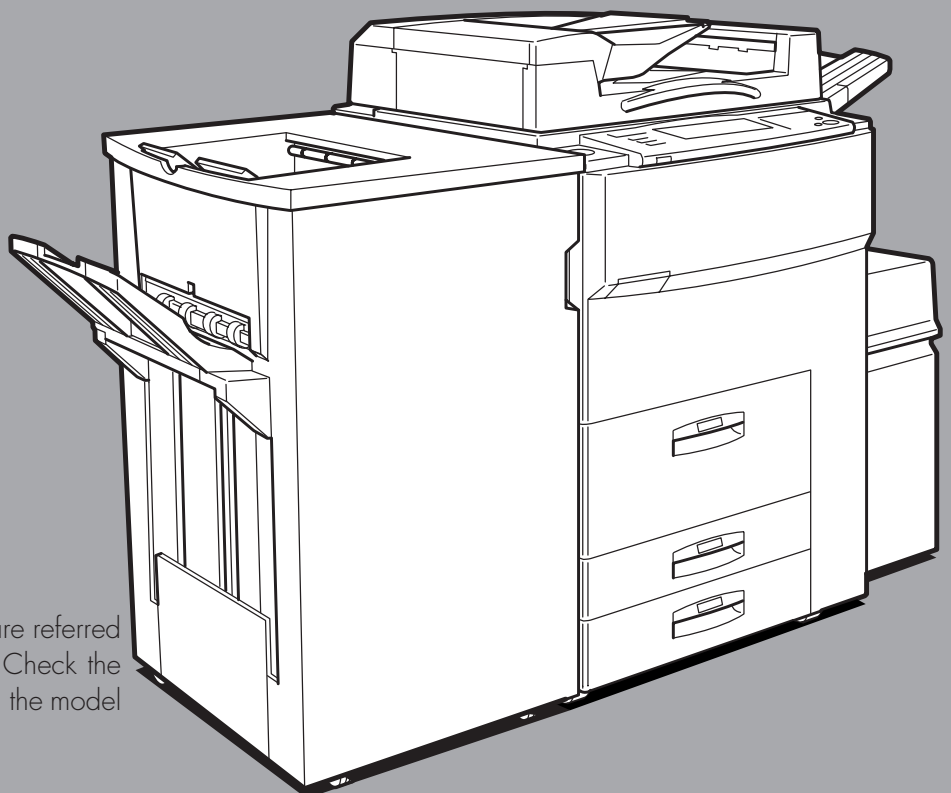


<b>1. Basics</b>	
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# COPY QUICK GUIDE



This machine comes in two models which are referred to in this manual as Type 1 and Type 2. Check the inside front cover of the Copy Reference for the model you have before reading this guide.

Some limitations apply to the functions. For details, please read the Copy Reference manual.

# How to Make Copies

## Useful Functions

You can make copies without having to worry about paper size and image density since they are chosen automatically.

● **Auto Image Density**

Automatically selects the image density.

● **Auto Paper Select**

Automatically selects a suitable size of copy paper.

# 1

**Set the original.**

# 2

**Make sure that**

**A: [Auto Image Density] is highlighted.**

**B: [Full Size] (100%) is highlighted.**

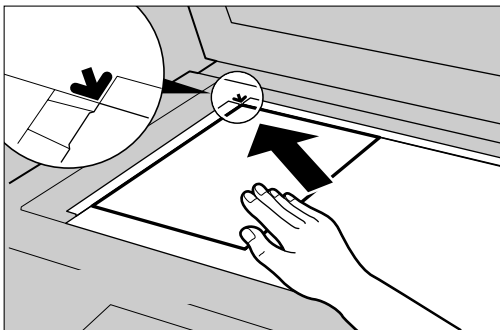
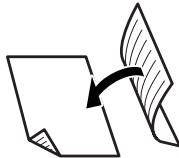
**C: [Auto Paper Select] is highlighted.**

**Tip**

**On the exposure glass**

★ **Face down**

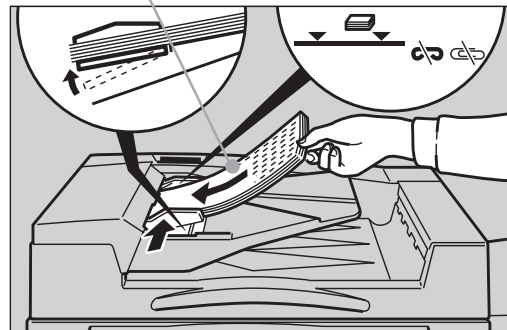
Set the first page of the originals.



**In the document feeder**

★ **Face up**

Set the originals in page order.

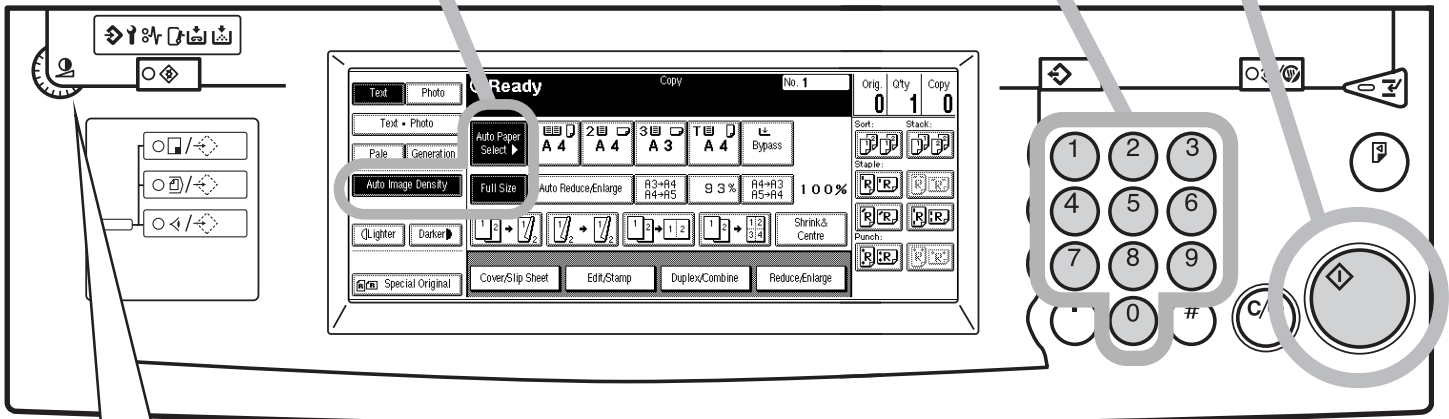


# 3

Enter the number of copies with the number keys.

# 4

Press the **[Start]** key.



**If the panel display is too light or too dark**

Adjust the brightness using the screen contrast knob in the left corner of the operation panel.

# Make a Sample Copy Before

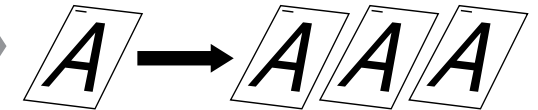
## In this situation ...

To avoid large numbers of waste copies, make one sample copy to check the output quality.



## Use this function:

Using the Sample Copy function, you can check the output quality by making one sample copy first. If the setting is correct, continue copying.



One sample copy

Make remaining copies.

(When making 4 copies, for example)

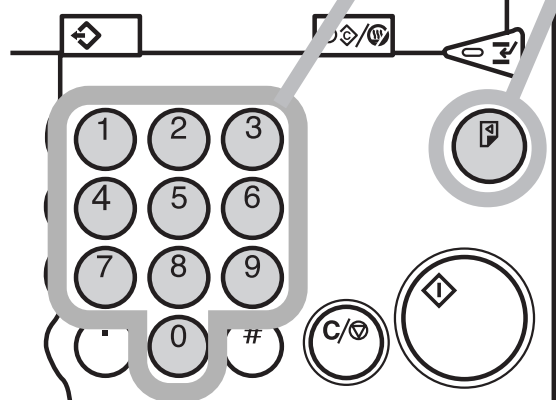
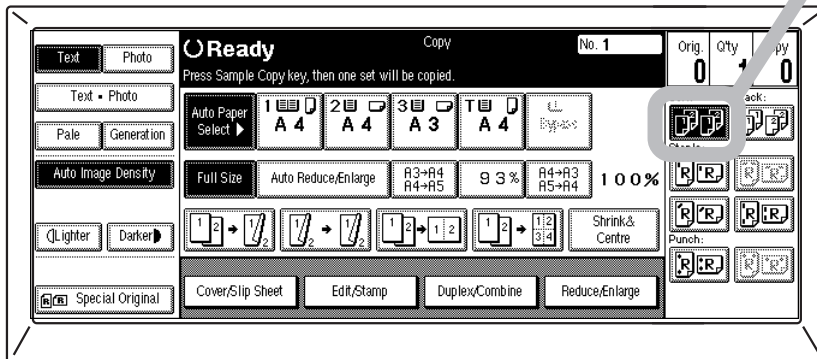
# 1

Set the originals in the document feeder.

# 2

Press the [Sort] key and select any other functions you require.

- e.g., • Staple
- Punch
- Duplex
- Image Density Adjustment



# Copying a Large Volume

\* If it is not acceptable, press the [Cancel] key and return to Step 2.

**3**

Enter the number of copies with the number keys.

**5**

Check the Sample copy. If it is acceptable, press the [Resume] key.\*

**4**

Press the [Sample Copy] key.

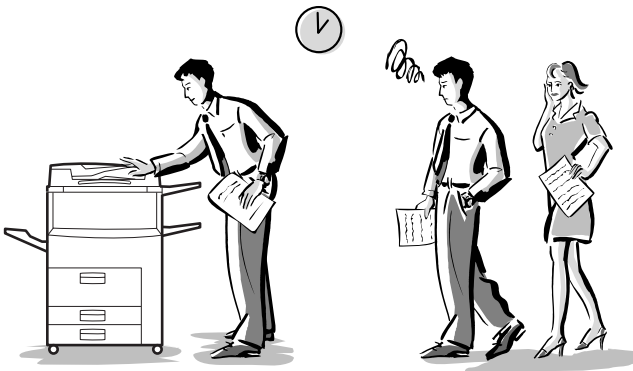
One sample set is copied.

The remaining copies are made.

# Presetting the Next

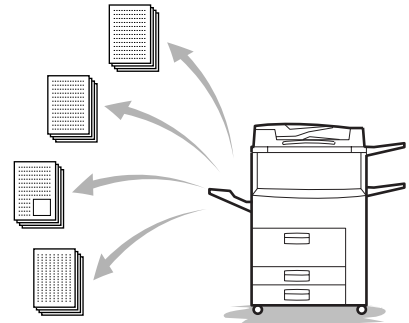
## In this situation ...

To avoid a waste of time, preset the next copy job.



## Use this function:

Using the Copy New Job function, you can set up to 8 job settings while copying. After the preset job is finished, new jobs are copied in order automatically.



# 1

Press the **[Copy New Job]** Key.

# 2

Set the next copy job.

# Job While Copying

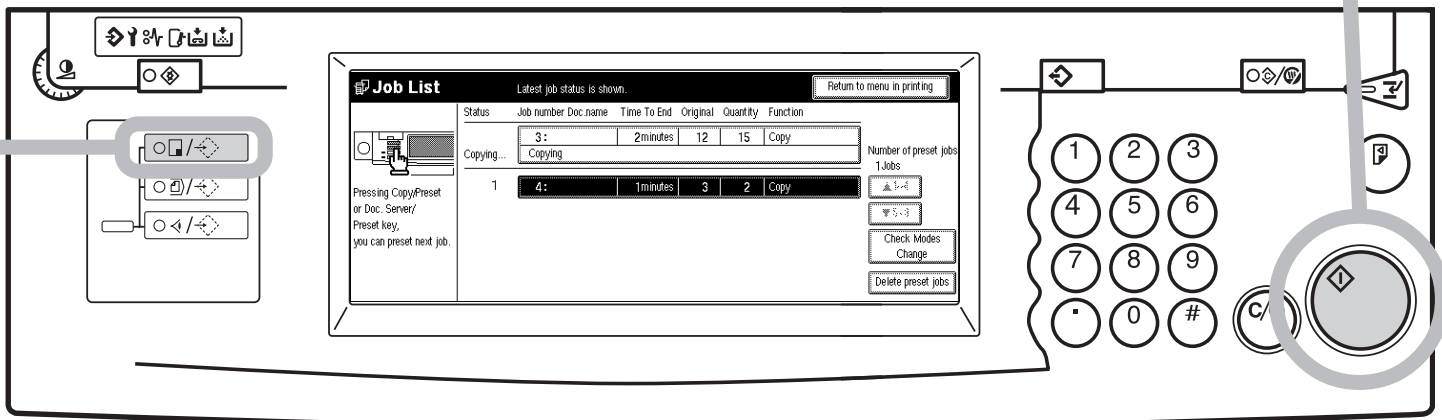
3

Set the originals.

4

Press the **[Start]** key.\*

\* The originals are scanned. After the previous copy job is finished, the next job automatically starts.



# Stapling

# Stapling While Copying

The optional finisher is required to use this function.

## In this situation ...

You don't have time to staple each copy set together by hand.



## Use this function

Each copy set can be stapled together automatically.



## Tip



Orientation of the Original		Select these keys on the Panel Display	Copies
Standard Orientation	90° Turn		

\* You can select the stapling position. For details, see the User Tools in the Copy Reference manual.

You can set the original orientation separately in the following ways.

- **Standard Orientation**

Use this function for copying in the standard orientation.

- **90° Turn**

Use this function when you want to copy onto A3, B4 or 11" x 17" paper.

	Original	Exposure glass	Document feeder
Standard Orientation			
90° Turn			

1

Set the originals in the document feeder.

4

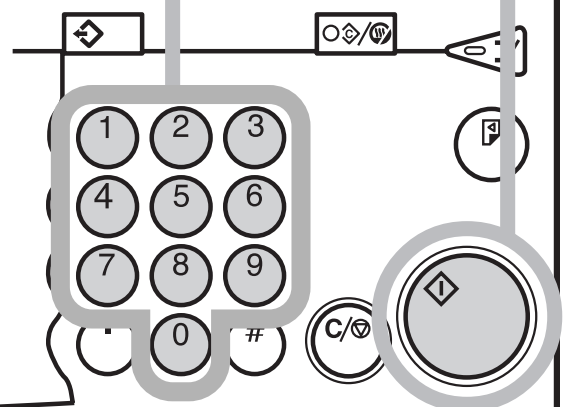
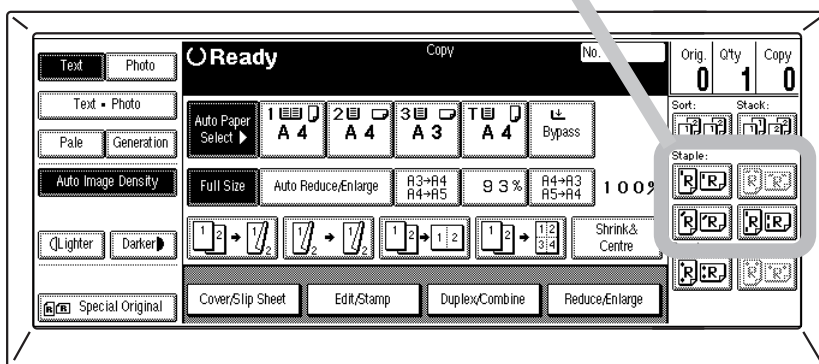
Press the **[Start]** key.

2

Select the stapling position based on the direction of the originals.

3

Enter the number of copies with the number keys.



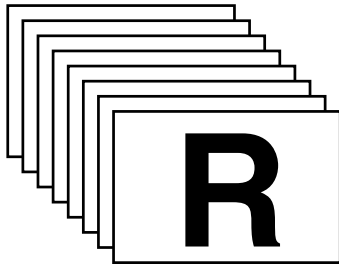
# Combine

# Stapling Combine

The optional finisher is required to use this function.

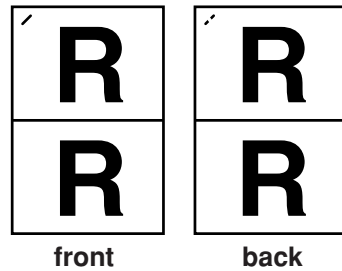
## In this situation ...

You wish to combine your originals and staple them automatically.

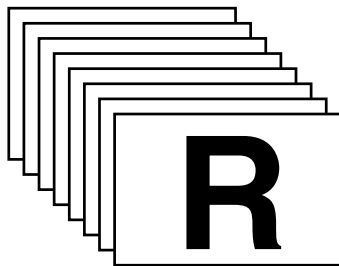


## Use this function:

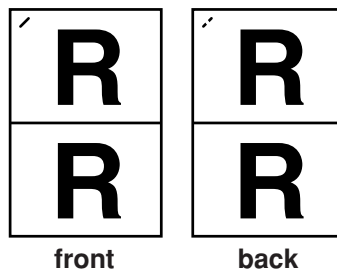
Using the Combine 2 Sided function and the Staple function, you can make two-sided copies and staple them together.



## Example: A4



A4




1

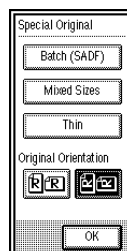
Set the originals in the document feeder.

2

Press the [Special Original] key.

3

Press the  key, then press the [OK] key.



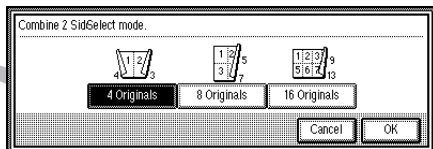
4

Press the [Duplex/Combine] key.

# 2-Sided Copies

6

Press the [4 Originals] key, then press the [OK] key twice.



8

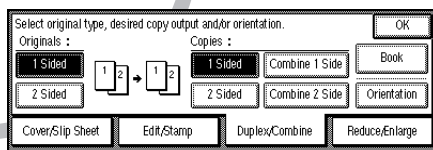
Enter the number of copies with the number keys.

7

Select the stapling position based on the direction of the originals.

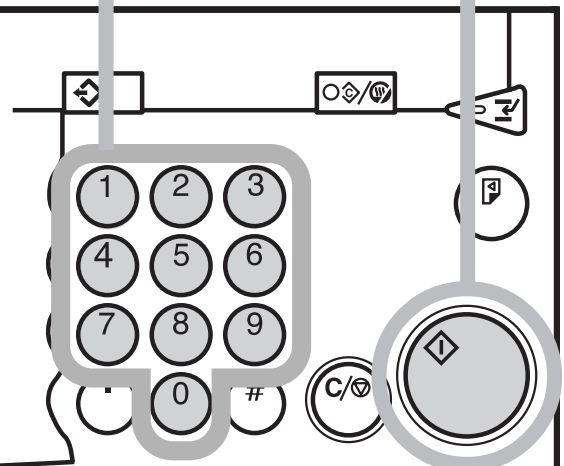
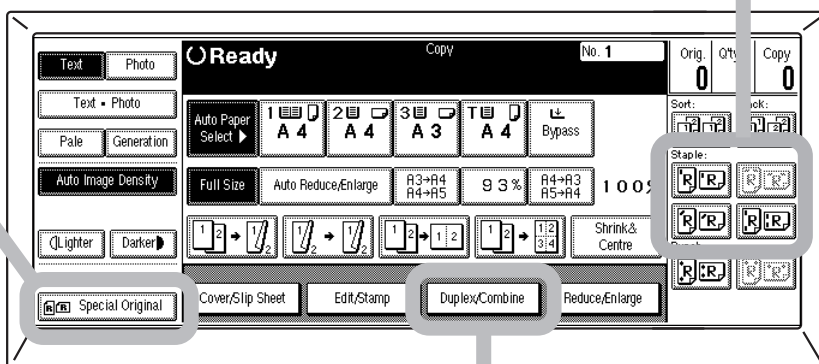
5

Press the [1 Sided] key, then press the [Combine 2 Side] key.

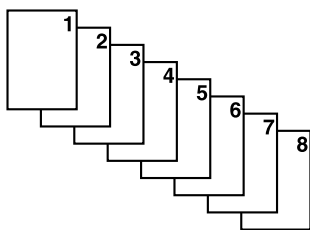


9

Press the [Start] key.

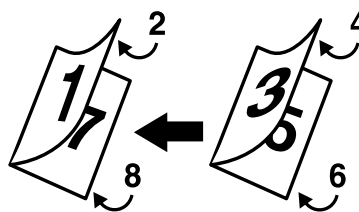


In this situation ...



You wish to bind copies into a book-like format.

Use this function:



Using the Magazine function, you can make copies in page order when they are folded and stacked.

# 1

Set the originals in the document feeder.

# 3

Press the [Book] key, select the [Magazine] key, and then press the [OK] key.

# 2

Select the paper size, then press the [Duplex/Combine] key.

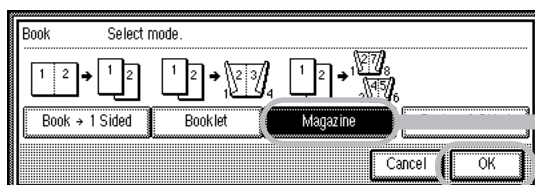
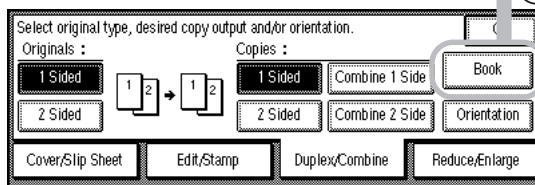
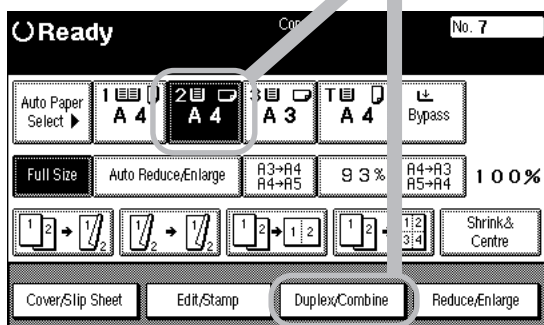
### \*Paper Size Selection

When copying at 100%, select the paper size equal to 2 original pages.

Example:

Originals	Copy paper
A4 → A3	
B5 → B4	

If the correct size of paper is not available, use the Auto Reduce/Enlarge function.



# Book-Like Format

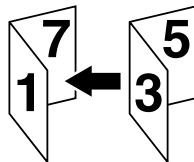
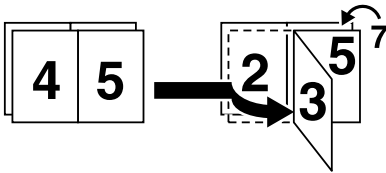
**Tip**



## Magazine style binding

① Fold all of the copies in half.

② Put them in order.



**6**

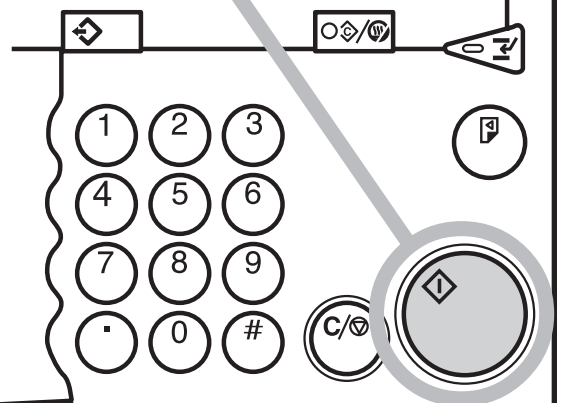
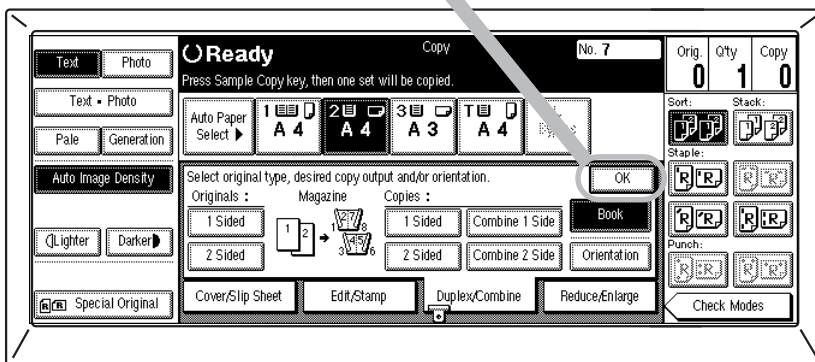
Fold the copies in half and bind.

**4**

Press the [OK] key.

**5**

Press the [Start] key.

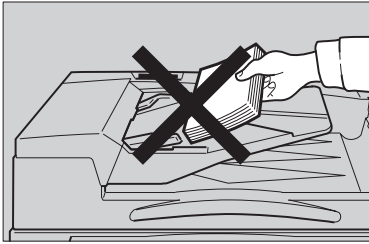


# Batch Mode

# When the Original Stack is too

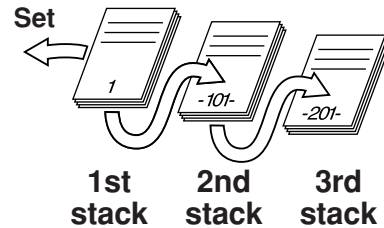
## In this situation ...

You can set maximum 100 originals in the document feeder. If there are more than 100 originals...



## Use this function:

Split your originals into stacks and use the Batch (SADF) mode.



# 1

Split your original into stacks, then set the first stack in the document feeder.

# 2

Press the [Special Original] key.

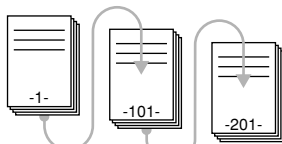
# 3

Press the [Batch (SADF)] key, then press the [OK] key.

## Tip

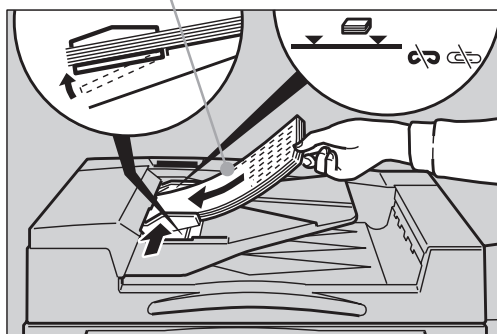


Split the originals into stacks of about 100 pages.



1st stack 2nd stack 3rd stack

Start with the first stack.



# Large to Fit in the Document Feeder

# 4

Enter the number of copies with the number keys, then press the [Start] key.

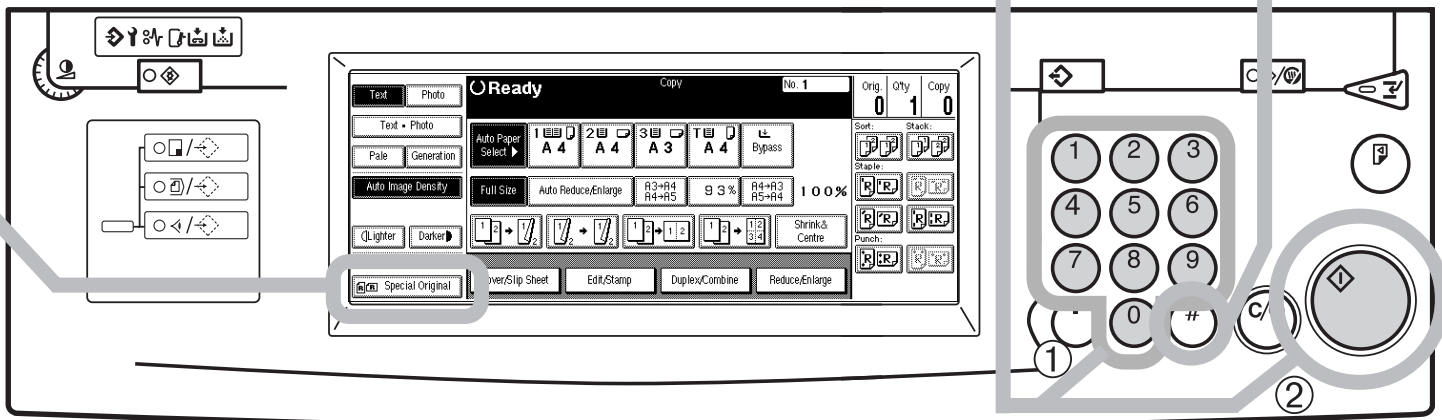
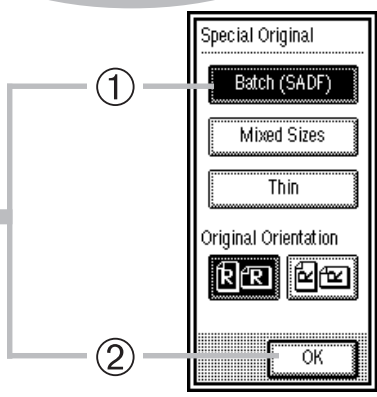
# 5

After the first stack of originals has been scanned, set the next stack of originals.\*

\* If the next stack of originals is not fed automatically, press the [Start] key.

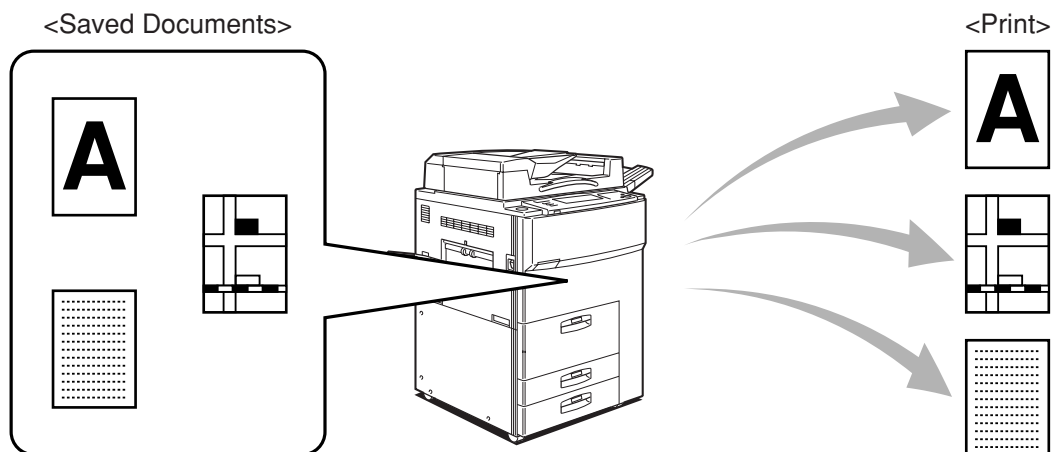
# 6

After the final original has been scanned in, press the [#] key.



## Useful Functions

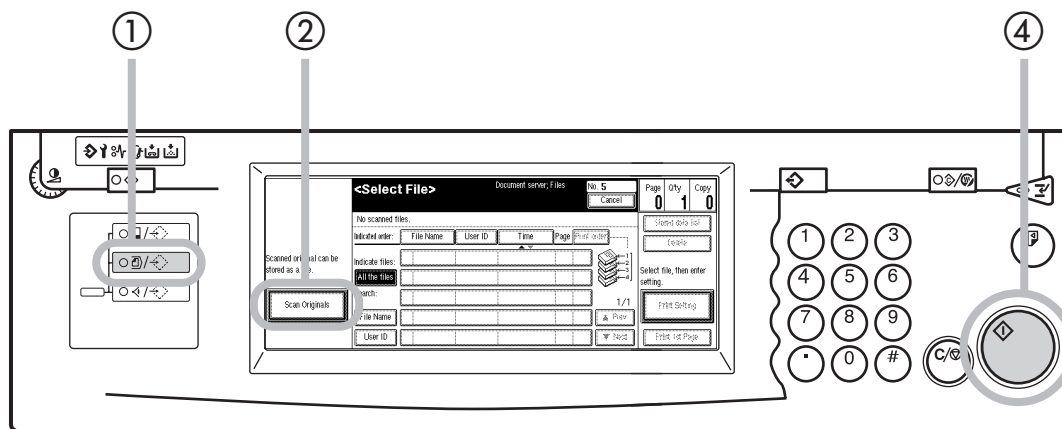
The Document Server enables you to save documents in the machine memory and then edit and print them as you want.



## Saved Documents

Prepare the documents you want to save.

- ① Press the [Document Server/New Job] key.
- ② Press the [Scan Originals] key.
- ③ Set the originals in the document feeder.
- ④ Press the [Start] key.



\* You can edit the filenames of documents stored in the Document Server or set the password. For details, see the Copy Reference manual.

# Print Documents as You Want

# 1

Press the [Document Server/New Job] key.

# 2

Select the document you want to print.

# 3

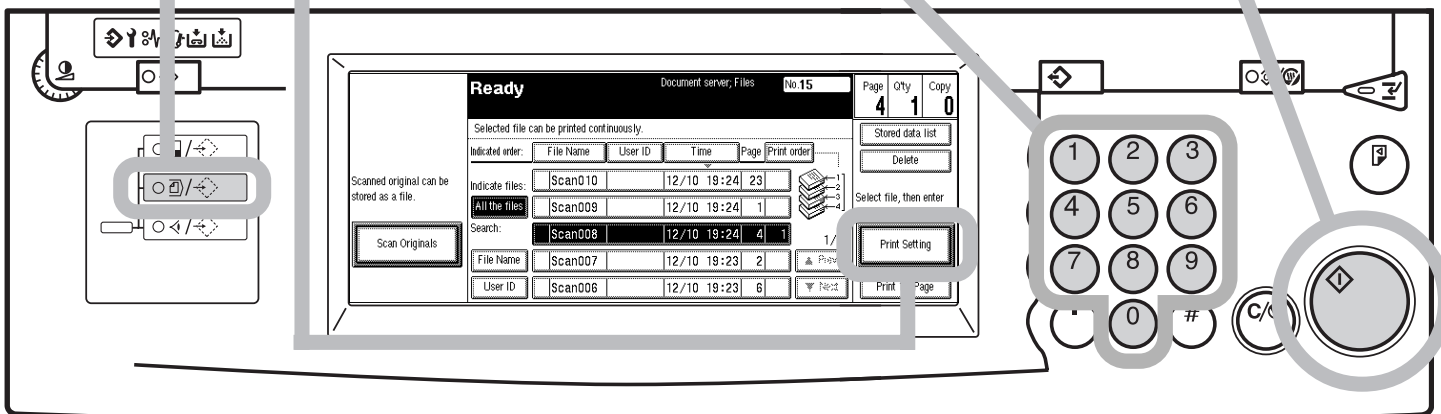
Press the [Print Setting] key, then make sure the printing setting.

# 4

Enter the number of copies with the number keys.

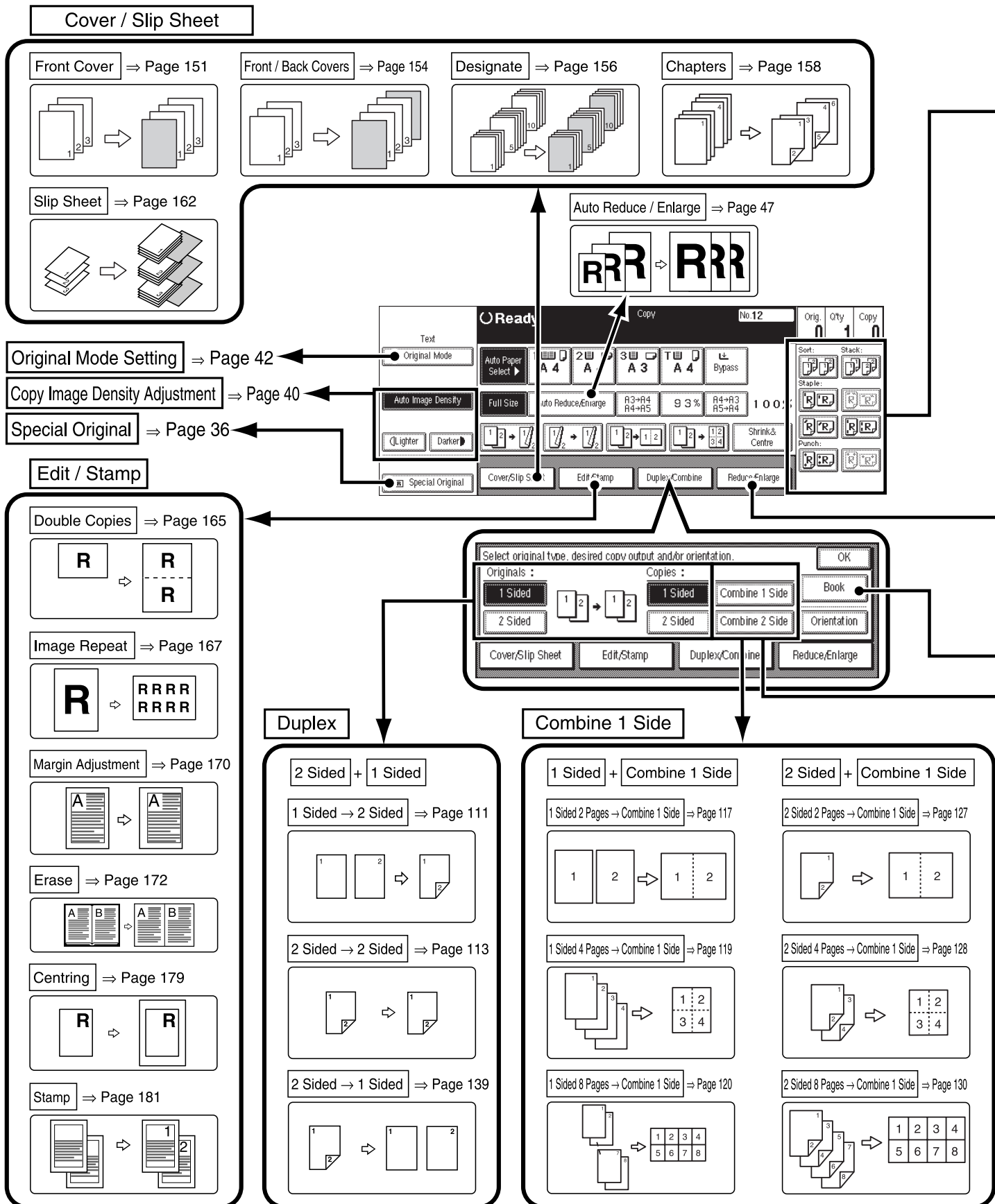
# 5

Press the [Start] key.



# Features at a Glance

For details, see the following pages in the Copy Reference manual.

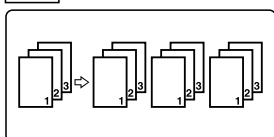


\*1 Optional finisher is required.

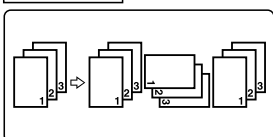
\*2 Optional finisher and punch kit are required.

**Sort    Stack    Staple**

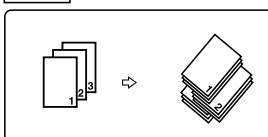
Sort ⇒ Page 55



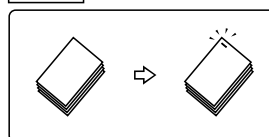
Rotate Sort ⇒ Page 56



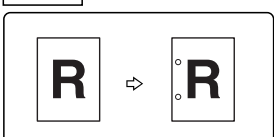
Stack ⇒ Page 58 \*1



Staple ⇒ Page 60 \*1

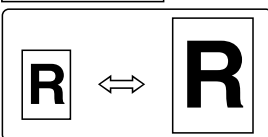


Punch ⇒ Page 69 \*2



**Reduce / Enlarge**

Reduce / Enlarge ⇒ Page 94



Zoom ⇒ Page 97

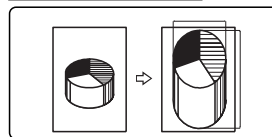


**Size Magnification**

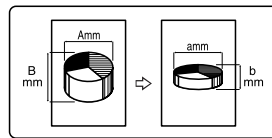
Size Magnification ⇒ Page 99



Directional Magnification (%) ⇒ Page 101



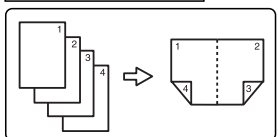
Directional Size Magnification (mm) ⇒ Page 104



**Combine 2 Side**

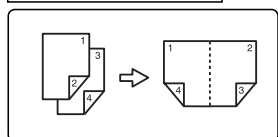
1 Sided + Combine 2 Side

1 Sided 4 Pages → Combine 2 Side ⇒ Page 122

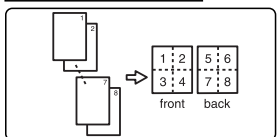


2 Sided + Combine 2 Side

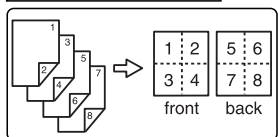
2 Sided 4 Pages → Combine 2 Side ⇒ Page 131



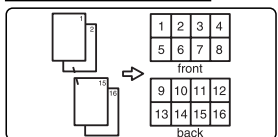
1 Sided 8 Pages → Combine 2 Side ⇒ Page 123



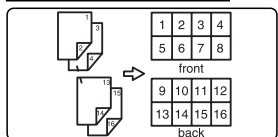
2 Sided 8 Pages → Combine 2 Side ⇒ Page 133



1 Sided 16 Pages → Combine 2 Side ⇒ Page 125

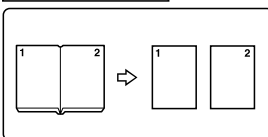


2 Sided 16 Pages → Combine 2 Side ⇒ Page 135

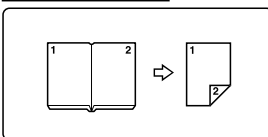


**Book**

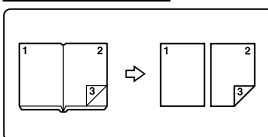
Book → 1 Sided ⇒ Page 138



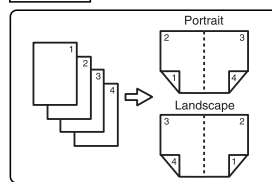
Book → 2 Sided ⇒ Page 141



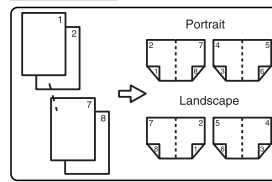
Multi → 2 Sided ⇒ Page 143



Booklet ⇒ Page 145



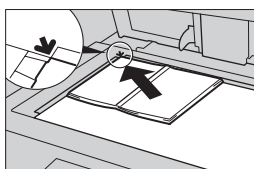
Magazine ⇒ Page 147



# Make copies of the pages and put them up on the wall.

1

Set this manual face down on the exposure glass.



2



Press the [Start] key.

Put up the copies on the wall.

