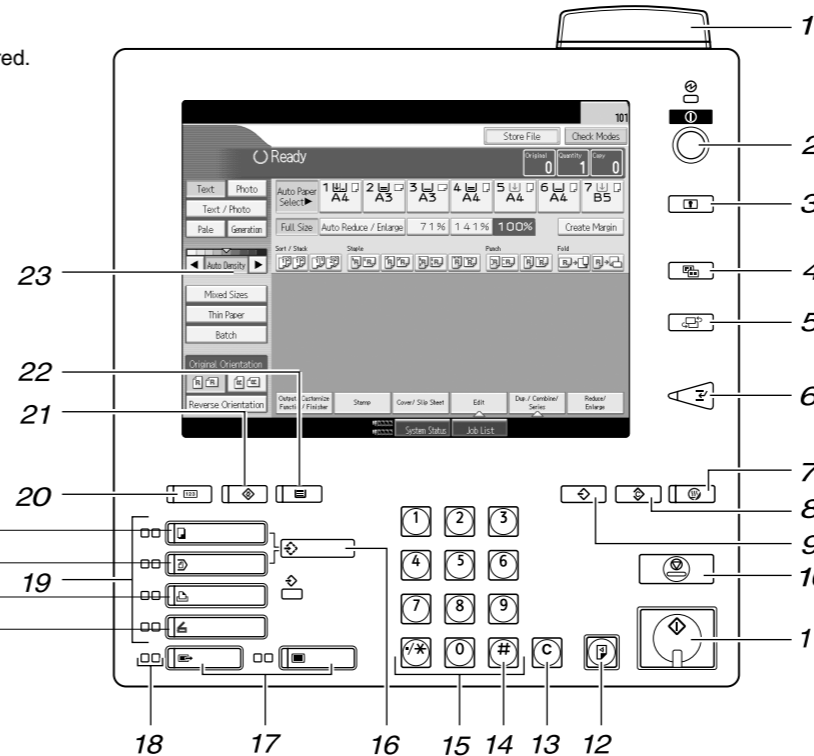


Quick Reference Copy Guide

⇒ Please put this guide above your machine ⇐

- | | | | |
|---|---|---|---|
| <ol style="list-style-type: none"> 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 | <ol style="list-style-type: none"> 10. [Stop] key
Press to stop a copy job in progress. 11. [Start] key
Press to start copying. Press to start scanning and printing in Document Server mode. 12. [Sample Copy] key 13. [Clear] key
Press to delete a number entered. 14. [#] key (Enter key) 15. Number keys | <ol style="list-style-type: none"> 16. [New Job] key 17. [Registered Program] key/ [Other Function] key 18. Function status indicators
• Green: active.
• Red: interrupted. | <ol style="list-style-type: none"> 19. Function keys 20. [Counter] key 21. [User Tools] key 22. [Tray Paper Settings] key 23. Display panel |
|---|---|---|---|

You can also print and scan on this machine!
Please ask your sales person for these options.

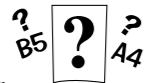


Standard available:

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

Tips

Copy Paper Size



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

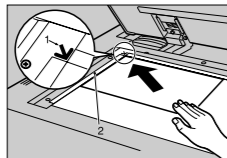
- **Auto Image Density**
Adjusts the image density (darker/lighter) automatically for copying.
- **Auto Paper Select**
Selects a suitable size of paper automatically.

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

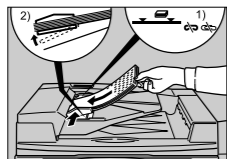
1 Press the [Clear Modes] key (8).

2 Place Originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



3 Enter number of copies.

4 Press the [Start] key (11).

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

Auto Reduce/Enlarge

1 Press [Auto Reduce / Enlarge].

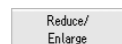


2 Select the paper tray.

3 Place original and press the [Start] key (11).

Preset Reduce/Enlarge

1 Press [Reduce/ Enlarge].



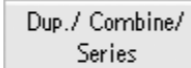
2 Select a ratio, and then press [OK].

3 Place original and press the [Start] key (11). (Paper tray is selected automatically).

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

1 See if original is 1-sided or 2-sided (duplex).

2 Press [Dup./ Combine/ Series].

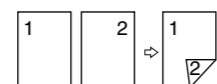


3 Select original and copy type and / or orientation.

4 Place original and press the [Start] key (11).

Double-sided copies

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

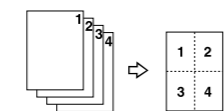


2-Sided → 2-Sided
Copies one 2-sided page on one 2-sided page.

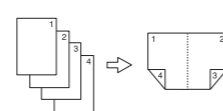


Combining copies

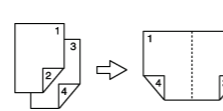
Copies multiple 1-sided originals on one side of copy paper.



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 Select one of the stapling positions (Pages will be sorted automatically).

2 Enter number of copies.



3 Place Original.

4 Press the [Start] key (11).

If you want Punch

1 Select one of the punch hole positions (Pages will be hole punched).

2 Enter number of copies.



3 Place Original.

4 Press the [Start] key (11).

! Staple and Punch can be done at the same time.

! Availability of finishing depends on your configuration.

Document Server (2. Copying)

Why use it...

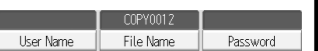
- To store often used documents centrally and print on demand.
- To reduce network load.

How to use in copy mode...

1 Press [Store File].



2 Enter a user name, file name, or password if necessary.



3 Press [OK].

4 Place Originals.

5 Make scanning settings for the original.

6 Press the [Start] key (11).

Originals are scanned and stored on the hard disk. To find your document, press the [Document Server] key (19). The preview display denotes the screen that allows confirming contents of the scanned documents.



! For more functions on Document Server, see "4. Document Server".

Simplified Display

You can view the simplified display from the Copier/Document Server's initial screen by pressing the [Simplified Display] key. 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.