

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.

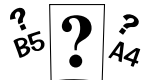
Auto Image Density

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

Auto Paper Select

Selects a suitable size of paper automatically.

Paper Size

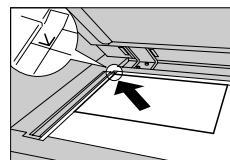


How to make a copy... (1. Placing Originals)

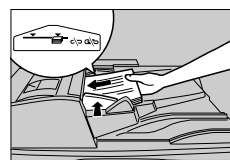
1 Press the [Clear Modes] key.

2 Place the originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



3 Enter the number of copies.

4 Press the [Start] key.

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

Auto Reduce/Enlarge

1 Press [Auto Reduce / Enlarge].

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].

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. Screen contrast knob
2. [User Tools/Counter] key
3. Function keys
4. Display panel
5. [Clear Modes] key

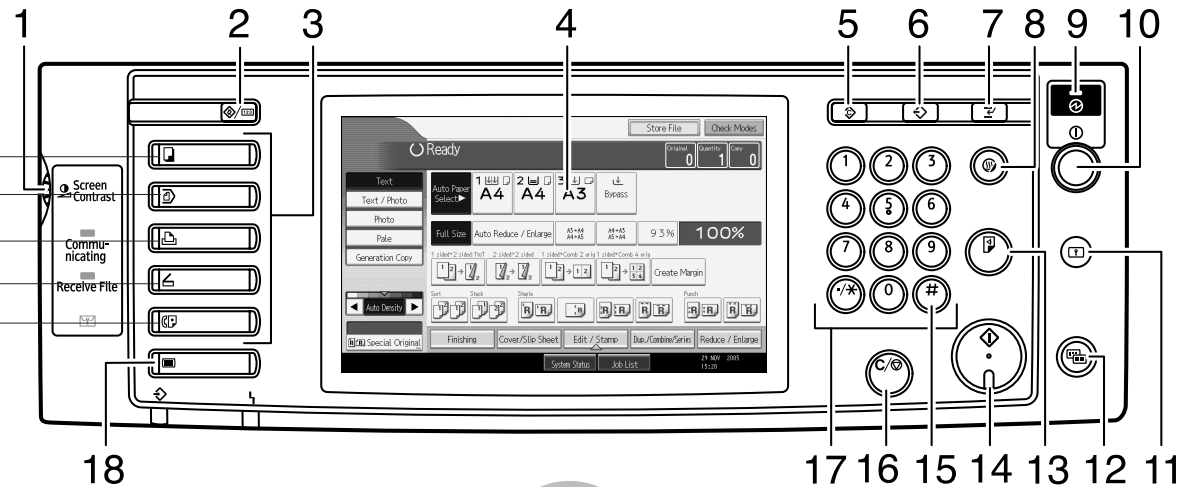
6. [Program] key
7. [Interrupt] key
8. [Energy Saver] key
9. Main power indicator

10. Operation switch
11. [Login/Logout] key
12. [Simplified Display] key
13. [Sample Copy] key
14. [Start] key

15. [#] key (Enter key)
16. [Clear/Stop] key
17. Number keys
18. [Registered Program] key/[Other Function] key

Standard available:

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



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



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

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

2 Press [Dup./Combine/Series].

Dup./Combine/Series

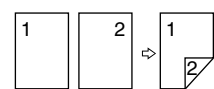
3 Select the original and copy types and / or orientation.

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

Duplex

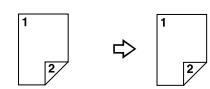
1-Sided → 2-Sided

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



2-Sided → 2-Sided

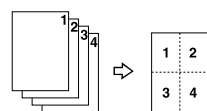
Copies one 2-sided page on one 2-sided page.



Combine

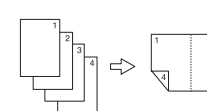
One-Sided Combine

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

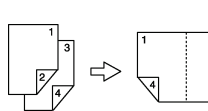


Two-Sided Combine

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 "Copier Functions".

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

Staple

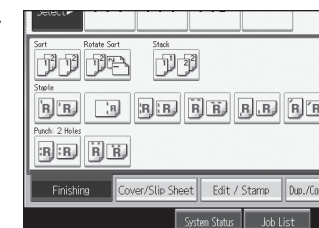
1 Press [Finishing].

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

3 Enter the number of copies.

4 Place the originals.

5 Press the [Start] key.



Punch

1 Press [Finishing].

2 Select one of the punch hole positions (Copies will be hole punched).

3 Enter the number of copies.

4 Place the originals.

5 Press the [Start] key.

! 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 the originals.

5 Make the scanning settings for the original.

6 Press the [Start] key.

The originals are scanned and stored on the hard disk. To find your document, press the [Document Server] key.

- ! 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.

- Copies the front and back of a 2-sided original on 2 sheets.

Booklet/Magazine

- Copies in page order.

Edit/Stamp

- Image Repeat/Double Copies: the original image is copied repeatedly.

- Centring: move image to centre.

- Erase: centres and borders are erased.

- Stamps: background numbering, etc.

Cover/Slip Sheet

- Front/Back Cover: copied or blank.

- Designate: certain pages copied on slip sheets.