



D0887526

# 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

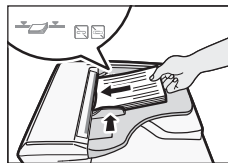
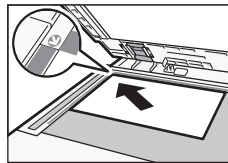
Adjusts the image density (darker/lighter) automatically for copying.

#### Auto Paper Select

Selects a suitable size of paper automatically.

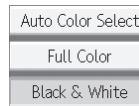
### How to make Copies... (1. Placing Originals, 2. Basic Copying)

- 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 color mode... (3. Color Copying)

- 1 Select a color 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

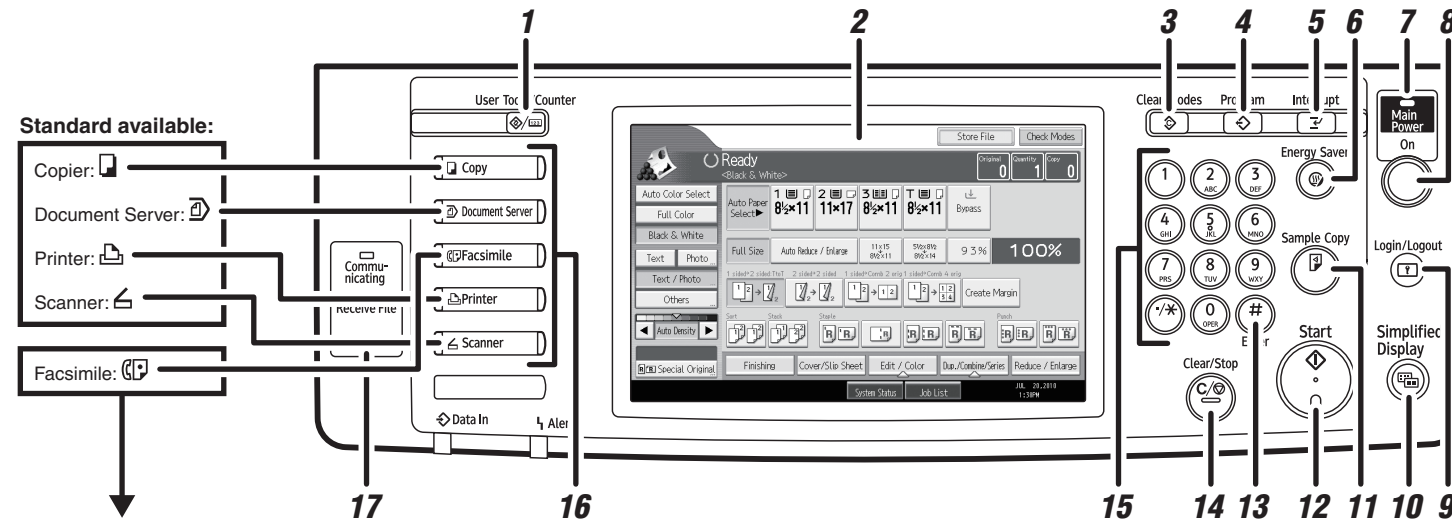
- 1 Press [Reduce / Enlarge].
- 2 Select a ratio, and then press [OK].
- 3 Place the originals, and then press the [Start] key. (Paper size is selected automatically.)

1. [User Tools/Counter] key
  2. Display panel
  3. [Clear Modes] key
  4. [Program] key
- Press to clear the current settings.  
Press to register frequently used settings, or to recall registered settings.

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 (Enter key)
  14. [Clear/Stop] key
- Press to start copying, printing, scanning, or sending.  
Clear: Press to delete a number entered.  
Stop: Press to stop a job in progress.

15. Number keys
16. Function keys
17. Indicators



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

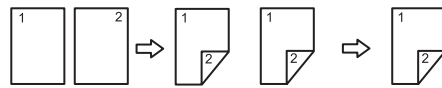


### How to save paper... (2. Basic Copying)

- 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.

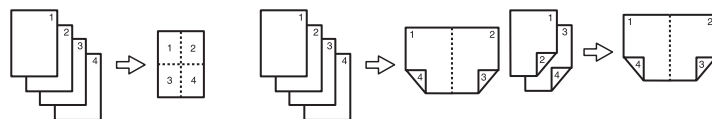
#### Duplex

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

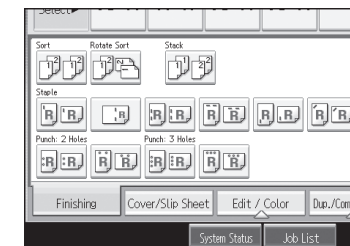


! For more functions on Combine, see "2. Basic Copying".

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

#### Staple

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



#### Punch

- 1 Press [Finishing].
- 2 Select one of the punch hole positions (Copies will be hole punched).
- 3 Press [OK].
- 4 Enter the number of copies.
- 5 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...

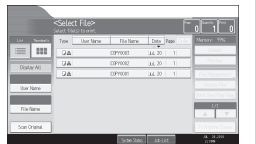
- To store often used documents centrally and print on demand.
- To reduce network load.

#### 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".

### Simplified Display

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

### 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.
- Centering: Moves image to center.
- Erase: Erases the center and/or all four sides of the original image.
- Stamps: Copies with the date, page numbers, etc.
- Cover/Slip Sheet
  - Front Cover / Front/Back Cover: Create cover sheets.
  - Designate: Copies certain pages of the original onto designation sheets.