

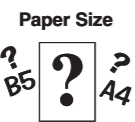


# Quick Reference Copy Guide

## Please put this guide above your machine

- 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
- 10. [Stop] key
- 11. [Start] key
- 12. [Sample Copy] key
- 13. [Clear] key
- 14. [#] key
- 15. Number keys
- 16. [New Job] key
- 17. Data In indicator
- 18. [Registered Program] key/[Other Function] key
- 19. Function status indicators
- 20. Function keys
- 21. [Counter] key
- 22. [User Tools] key
- 23. [Tray Paper Setting] key
- 24. Display panel

### Tips

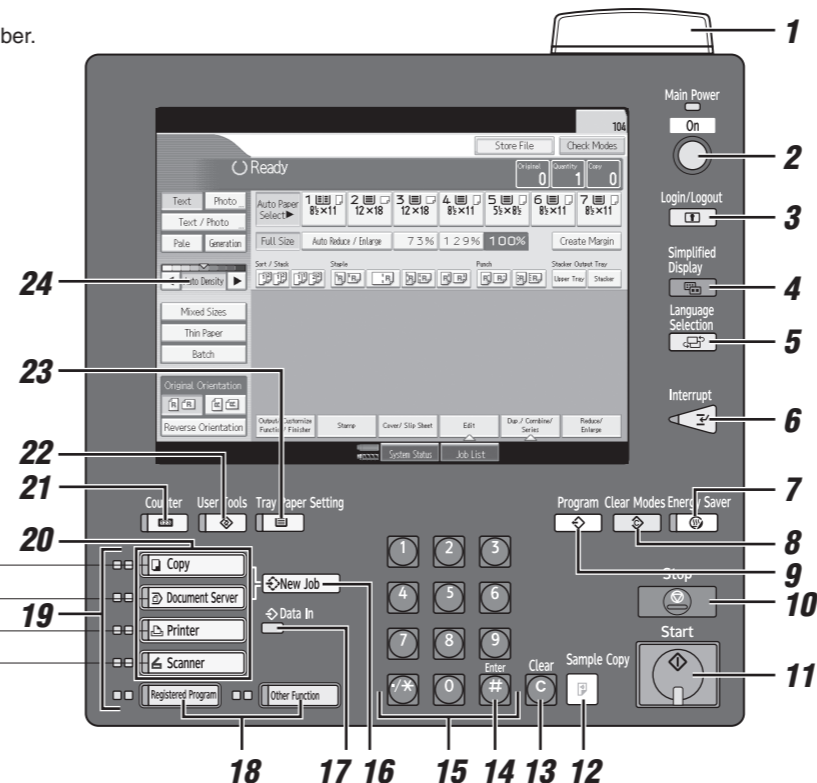


**Paper Size**  
You can check the paper size using the scale on the exposure glass.

**Auto Image Density**  
Adjusts the image density (darker/lighter) automatically for copying.

**Auto Paper Select**  
Selects a suitable size of paper automatically.

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

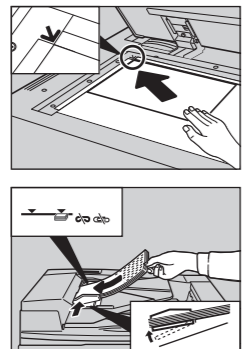


### Standard available:

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

### 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 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.)

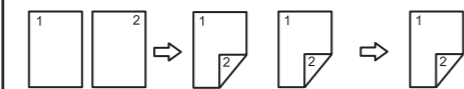
### How to save paper... (2. Basic Copying)

- 1 See if the 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.

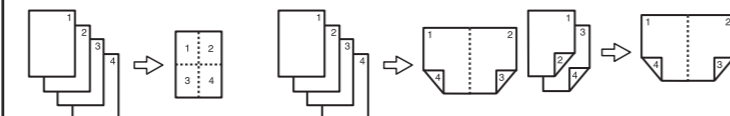


#### Combine

**1-sided Combine**  
Copies multiple 1-sided or 2-sided originals on one side of copy paper.

**2-sided Combine**  
Copies multiple 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 "2. Basic Copying".

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

#### Staple

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



#### Punch

- 1 Select one of the punch hole positions (copies will be hole punched).
- 2 Enter the number of copies.
- 3 Place the originals.
- 4 Press the [Start] key.



- ! Staple and Punch can be done at the same time.
- ! Availability of finishing depends on your configuration.

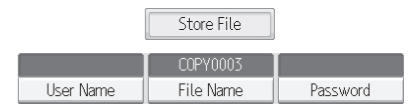
### Document Server (2. Basic Copying)

#### 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/Back Cover:** Create cover sheets.
  - **Designate:** Copies certain pages of the original onto designation sheets.