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
Dark texture originals will be copied so that background will not be reproduced.

Auto Paper Select
Selects a suitable size of paper automatically.

Use Paper Tray Setting
The machine scans the originals based on the size and orientation of the paper loaded in the selected tray. You do not have to specify the size and orientation of the originals.

How to make Copies...

1. [Home] key
Press the [Home] key on the top left of the control panel, and press the [Copier] icon on the [Home] screen.
2. [Reset] key
Press the [Reset] key.
3. Paper Tray
Select the paper tray.
4. Place the originals.
Select the paper tray and place the originals. You must specify the size and orientation of the originals.
5. [Energy Saver] key
Press to start copying, printing, scanning, or sending.

How to save paper...

1. See if original is 1-sided or 2-sided (duplex).
2. Press [Other Func.].
3. Press [Duplex] or [Combine].
4. Select the paper tray.
5. Place the originals, and then press the [Start] key.

How to sort your copies...

1. Press [Sort].
2. Enter the number of copy sets.
3. Select the paper tray.
4. Place the originals, and then press the [Start] key.

How to select a color mode...

1. Select a color mode.

Color Copying

Black & White
Full Colour

How to Reduce/Enlarge...

Auto Reduce/Enlarge
- Specify the original size and orientation.
- Press [Auto Reduce/Enlarge].
- Select the paper tray.
- Place the originals, and then press the [Start] key.

Presets Reduce/Enlarge
- Press [Red./Enlg.].
- Select a ratio, and then press OK.
- Select the paper tray.
- Place the originals, and then press the [Start] key.

Document Server

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 [Other Func.].
2. Press [v].
3. Press [Store File].
4. Enter a user name, file name, or password if necessary.
6. Select the paper tray.
7. Place the originals.
8. Make the scanning settings for the original.

The machine stores scanned originals in memory and makes one set of copies. To find your document, press the [Home] key on the top left of the control panel, and press the [Document Server] icon on the [Home] screen.


Advanced features

Reduce/Enlarge
- Zoom: You can specify the reproduction ratio in increments of 1%
- Series Copies: Separately copies the front and back of a 2-sided original onto two sheets.