

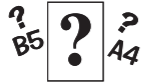
# Quick Reference Copy Guide

➔ Please put this guide above your machine ➔

\*The shape of the machine, screen displays, procedures, and titles in references vary depending on the machine you are using. Also, not all functions are available on all machines.

## Tips

### Paper Size



### 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.

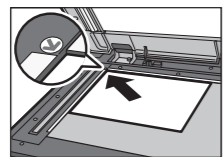
## How to make Copies... (Placing Originals, Paper Specifications and Adding Paper, Basic Copying)

1 Press the [Home] key on the top left of the control panel, and press the [Copier] icon on the [Home] screen.

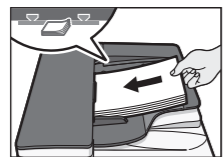
2 Press the [Reset] key.

3 Place the originals.

- Exposure Glass (Face down)



- Auto Document Feeder (Face up)



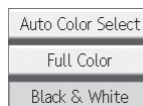
4 Make desired settings.

5 Enter the number of copies.

6 Press the [Start] key.

## How to select a color mode... (Color Copying)

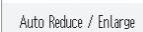
1 Select a color mode.



## How to Reduce/Enlarge... (Basic Copying)

### Auto Reduce/Enlarge

1 Press [Auto Reduce / Enlarge].

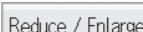


2 Select the paper size.

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. [Home] key

Press to display the [Home] screen.

### 2. Function keys

No functions are registered to the function keys as a factory default. You can register often used functions, programs, and Web pages.

### 3. Display panel

### 4. [Reset] key

Press to clear the current settings.

### 5. [Program] key

Press to register frequently used settings, or to recall registered settings.

### 6. [Interrupt] key

### 7. Main power indicator

### 8. [Energy Saver] key

### 9. [Login/Logout] key

### 10. [User Tools/Counter] key

### 11. [Simple Screen] key

### 12. [#] key (Enter key)

### 13. [Start] key

Press to start copying, printing, scanning, or sending.

### 14. [Sample Copy] key

### 15. [Stop] key

Press to stop a job in progress, such as copying, scanning, faxing, or printing.

### 16. [Clear] key

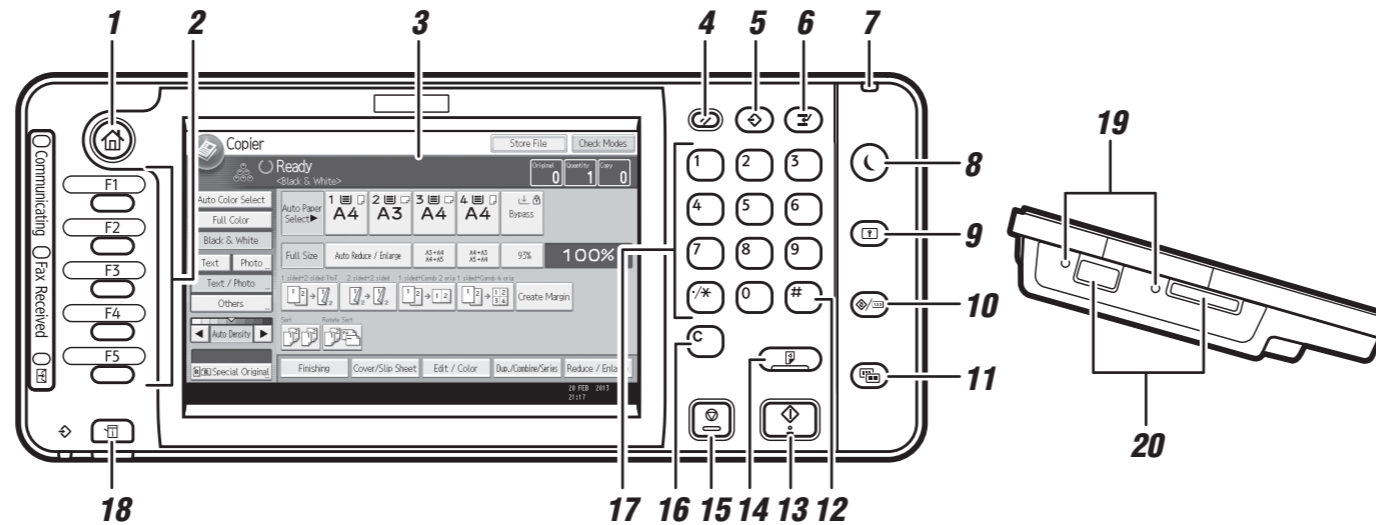
Press to delete a number entered.

### 17. Number keys

### 18. [Check Status] key

### 19. Media access lamp

### 20. Media slots



## How to save paper... (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.

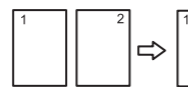
4 Place the originals, and then press the [Start] key.



### Duplex

#### 1-Sided → 2-Sided

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



#### 2-Sided → 2-Sided

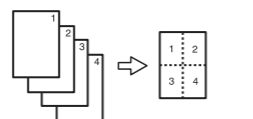
Copies one 2-sided page on one 2-sided page.



### Combine

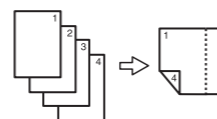
#### 1-sided Combine

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

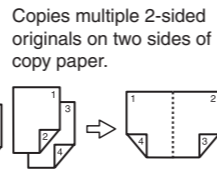


#### 2-sided Combine

Copies multiple 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 "Basic Copying", Copy/Document Server.

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

### Staple

1 Press [Finishing].

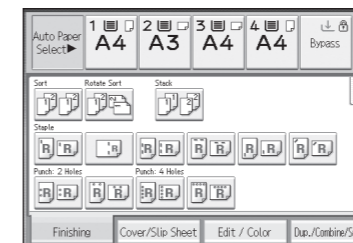
2 Press [Finisher] when the key is displayed.

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

4 Press [OK].

5 Enter the number of copies.

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



### Punch

1 Press [Finishing].

2 Press [Finisher] when the key is displayed.

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

4 Press [OK].

5 Enter the number of copies.

6 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.

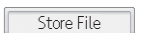
## Document Server (Basic Copying)

### 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 user name, file name, or password if necessary.



3 When [Target Folder to Store] is displayed, specify a folder in which to store the document if necessary.

4 Press [OK].

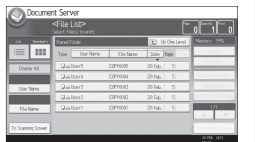
5 Place the originals.

6 Make the scanning settings for the original.

7 Press the [Start] key.

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.



! For more functions on Document

! Server, see "Document Server", Copy/Document Server.

## Simple Screen

When you press the [Simple Screen] key, the screen changes to the simple screen. Letters and keys are displayed at a larger size, making operations easier. Only the main functions can be used.

## Advanced features (Basic Copying, Advanced Copying)

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