

## 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.

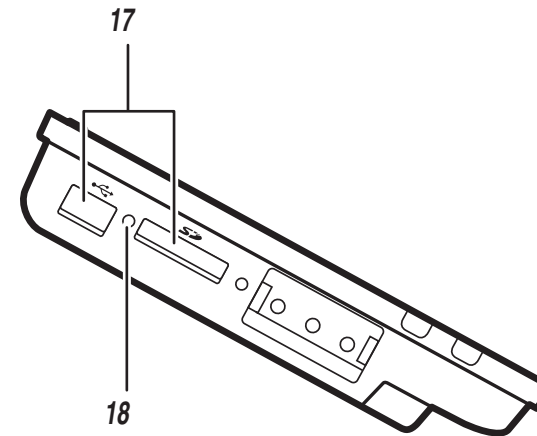
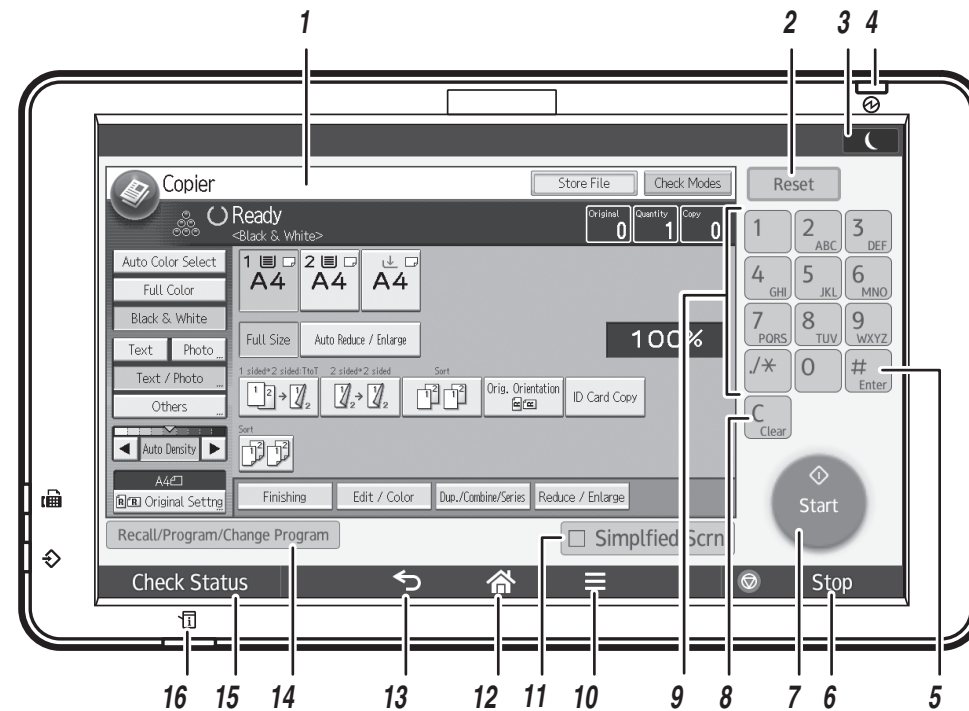


1. **Display panel**
2. **[Reset]**  
Press to clear the current settings.
3. **[Energy Saver]**
4. **Main power indicator**
5. **[#] (Enter)**

6. **[Stop]**  
Press to stop a job in progress, such as copying, scanning, faxing, or printing.
7. **[Start]**  
Press to start copying, printing, scanning, or sending.
8. **[C] (Clear)**  
Press to delete a number entered.

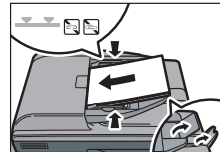
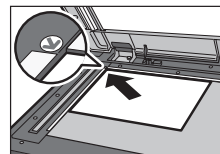
9. **Number keys**
10. **[Menu]**
11. **[Simplified Scrn.]**
12. **[Home]**  
Press to display the [Home] screen.
13. **[Return]**

14. **[Recall/Program/Change Program]**  
Press to register frequently used settings, or to recall registered settings.
15. **[Check Status]**
16. **Status indicator**
17. **Media slots**
18. **Media access lamp**



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

- 1 Press [Home] at the bottom of the screen in the center. Flick the screen to the left, and then press the [Copier] icon on Home screen 4.
- 2 Press [Reset].
- 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 [Start].



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

- 1 Select a color mode.



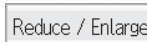
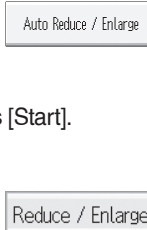
### How to Reduce/Enlarge... (Basic Copying)

#### Auto Reduce/Enlarge

- 1 Press [Auto Reduce / Enlarge].
- 2 Select the paper size.
- 3 Place the originals, and then press [Start].

#### Preset Reduce/Enlarge

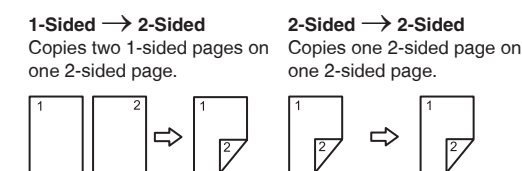
- 1 Press [Reduce / Enlarge].
- 2 Select a ratio, and then press [OK].
- 3 Place the originals, and then press [Start].  
(Paper size is selected automatically.)



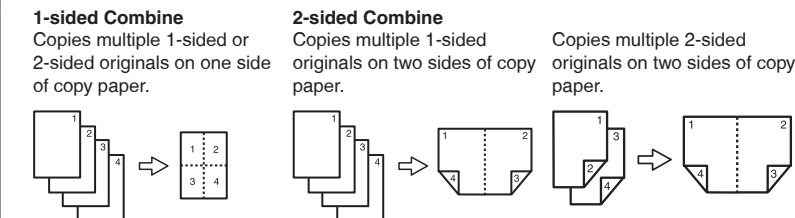
### How to save paper... (Basic Copying)

- 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 [Start].

#### Duplex



#### Combine



! For more functions on Combine, see "Basic Copying", Copy/ Document Server.

### Document Server (Basic Copying)

#### Why use it...

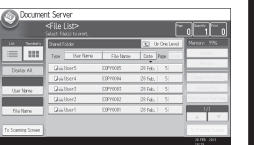
- To store often used documents centrally and print on demand.
- To reduce network load.

#### How to use in copy mode...

- 1 Press [Store File].
- 2 Enter a user name, file name, or password if necessary.
- 3 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 [Start].

The machine stores scanned originals in memory and makes one set of copies.

To find your document, press [Home] at the bottom of the screen in the center, and press the [Document Server] icon on the screen.



- ! For more functions on Document Server, see "Document Server", Copy/ Document Server.

### Simple Screen

When you press [Simplified Scrn.], 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.