Quick Reference Copy Guide

**How to make Copies**

1. Press [Home] at the bottom of the screen in the Center.
3. Press [Reset].
4. Place the Originals.
5. Flick the screen up and down, and make desired settings.
6. Enter the number of copies.
7. Press [Start].

**How to use the Control Panel**

1. The name of the user who is logged in
2. [Login]/[Logout]
3. [Energy Saver]
4. Application list icon
5. Icons to switch between screens
6. [Stop]
7. [Menu]
8. [Home]
9. [Return]
10. [Check Status]
11. Icon display area

**How to use the [Copy] screen**

- **Color Mode**
- **Reduce/Enlarge**
- **Quantity**
- **Adjust density**
- **Select Tray**
- **2 Sided/Combine**
- **Sort/Stack**
- **Staple**
- **Punch**
- **Original Size**
- **Original Type**
- **Batch**
- **Other Settings**
  - Series
  - Book
  - Spread 2 Sided
  - Stamp
  - Margin Adjustment
  - Erase Center/Border
  - Erase Color
  - Adjust Color Balance
  - Adjust Color
  - Poster
  - Double Copies
  - Centering
  - Original Orientation

Specify the number of copies. You can also specify the number of copies you make by using the number keys.

Select the image density by flicking the screen.

*Settings vary depending on the models or options you use. For details, see "How to Use Each Application", Getting Started.