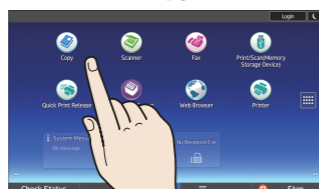# Quick Reference Copy Guide

*The shape of the machine and screen displays varies according to models.
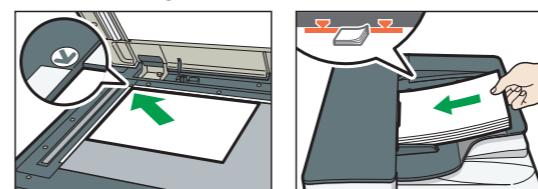
## How to make Copies

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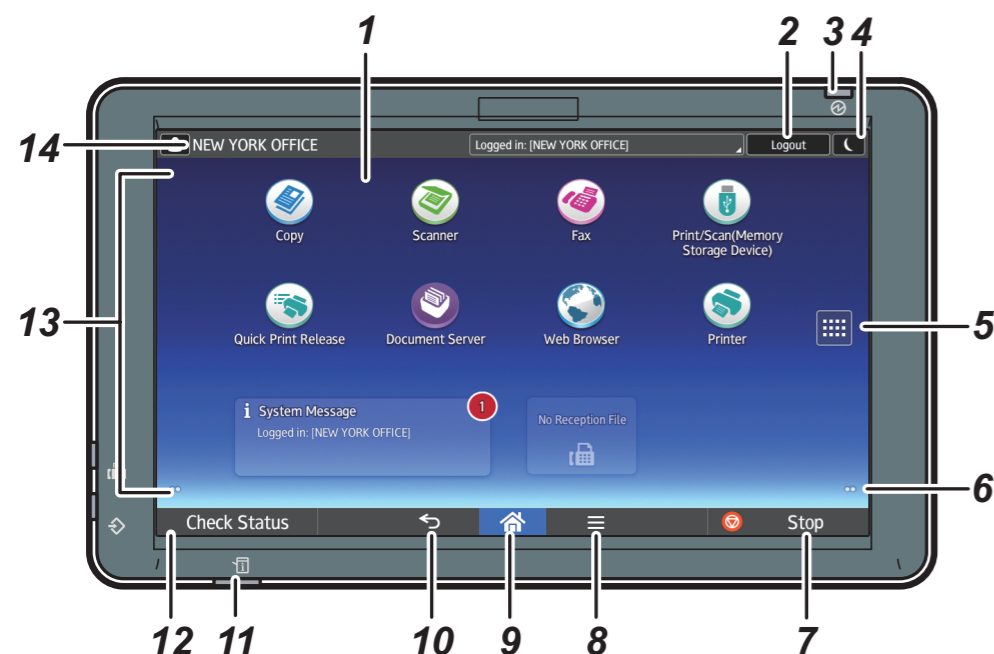4. Place the Originals.
5. Flick the screen up and down, and make desired settings.
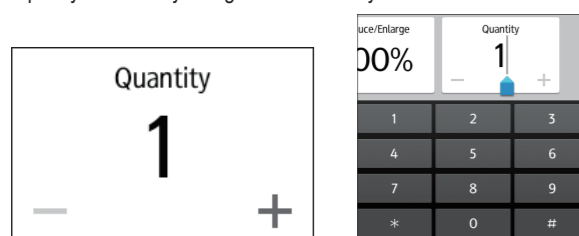6. Enter the number of copies.
7. Press [Start].

## How to use the Control Panel

1. **Display panel**
2. **[Login]/[Logout]**
3. **Main power indicator**
4. **[Energy Saver]**
5. **Application list icon**
   Press to display the application list that contains shortcuts to the applications on the [Home] screen.
6. **Icons to switch between screens**
7. **[Stop]**
   Press to stop a job such as copying if it is in progress.
8. **[Menu]**
   Displays the menu screen of the application you are using. Depending on the application, this key may be disabled.
9. **[Home]**
   Press to display the [Home] screen.
10. **[Return]**
11. **Status indicator**
    Indicates the status of the system. It stays lit when an error occurs or the toner runs out.
12. **[Check Status]**
13. **Icon/Widget display area**
14. **Name of the Log-in User**
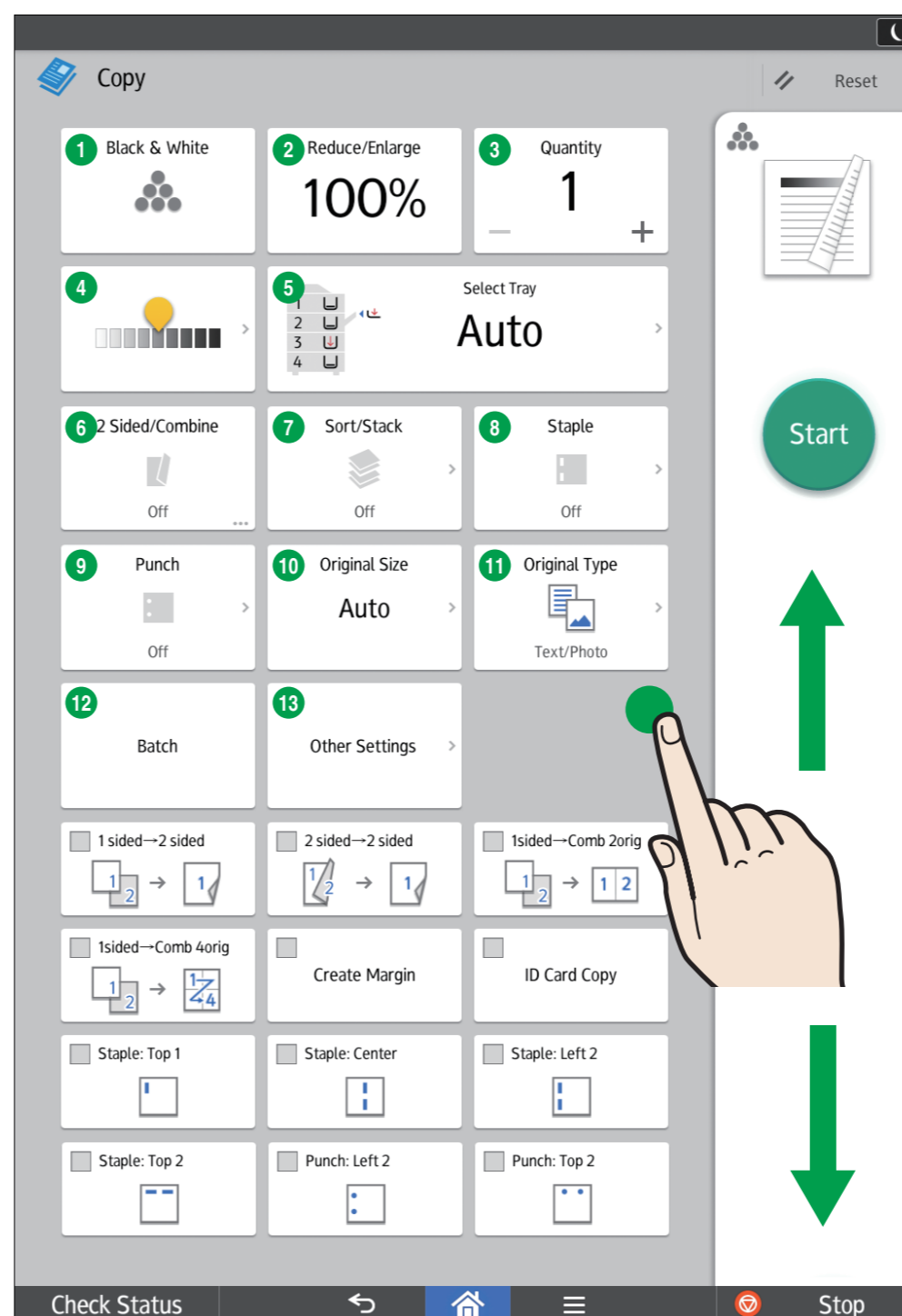
## How to make settings

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.

## How to use the [Copy] screen

Copy — Reset

1. Black & White
2. Reduce/Enlarge — 100%
3. Quantity — 1
4. (Adjust density)
5. Select Tray — Auto
6. 2 Sided/Combine — Off
7. Sort/Stack — Off
8. Staple — Off
9. Punch — Off
10. Original Size — Auto
11. Original Type — Text/Photo
12. Batch
13. Other Settings

- 1 sided→2 sided
- 2 sided→2 sided
- 1sided→Comb 2orig
- 1sided→Comb 4orig
- Create Margin
- ID Card Copy
- Staple: Top 1
- Staple: Center
- Staple: Left 2
- Staple: Top 2
- Punch: Left 2
- Punch: Top 2

Start

Check Status — Stop

1. Color Mode
2. Reduce/Enlarge
3. Quantity
4. Adjust density
5. Select Tray
6. 2 Sided/Combine
7. Sort/Stack
8. Staple
9. Punch
10. Original Size
11. Original Type
12. Batch (switch to SADF)
13. Other Settings
    - Series
    - Book
    - Spread 2 Sided
    - Stamp
    - Data Security Copying
    - Margin Adjustment
    - Erase Center/Border
    - Erase Selected Color
    - Color Balance Adjustment
    - Adjust Color
    - Poster
    - Double Copies
    - Centering

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

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