

Quick Reference Copy Guide

* The shape of the machine and screen displays varies according to models.

How to make Copies

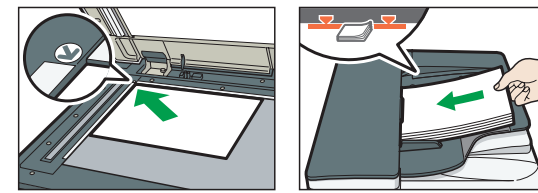
1. Press [Home] at the bottom of the screen in the Center.

2. Press the [Copy] icon on the Home screen.



3. Press [Reset].

4. Place the Originals.

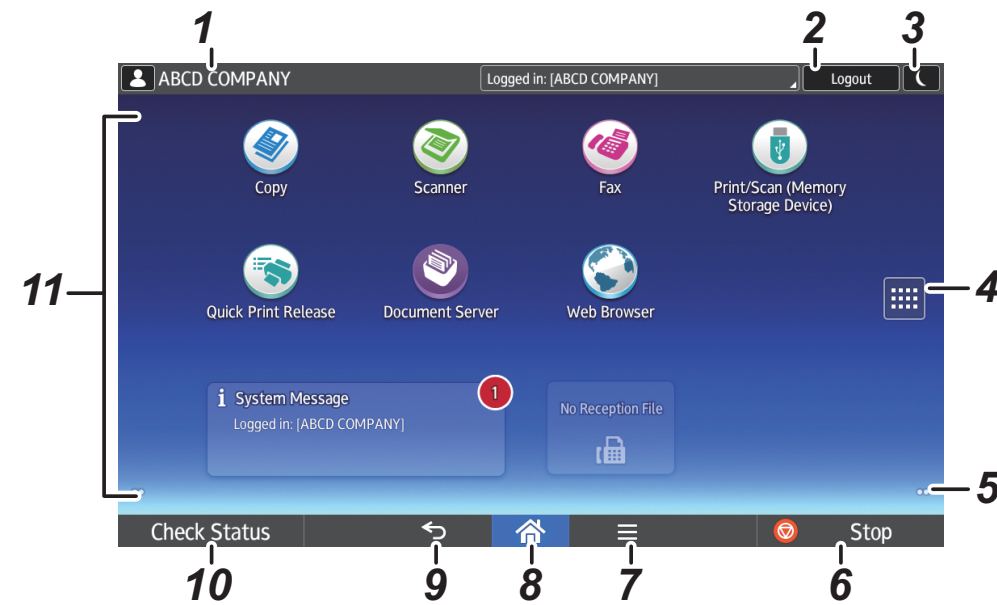


5. Flick the screen up and down, and make desired settings.

6. Enter the number of copies.

7. Press [Start].

How to use the Control Panel

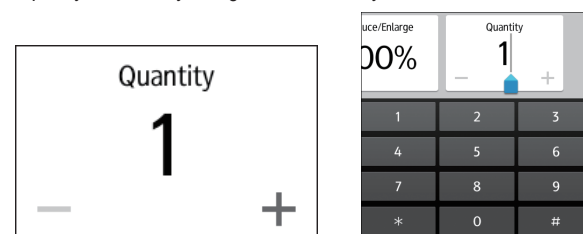


1. The name of the user who is logged in
2. [Login]/[Logout]
3. [Energy Saver]
4. Application list icon
5. Icons to switch between screens
6. [Stop]

7. [Menu]
8. [Home]
9. [Return]
10. [Check Status]
11. Icon display area

How to make settings

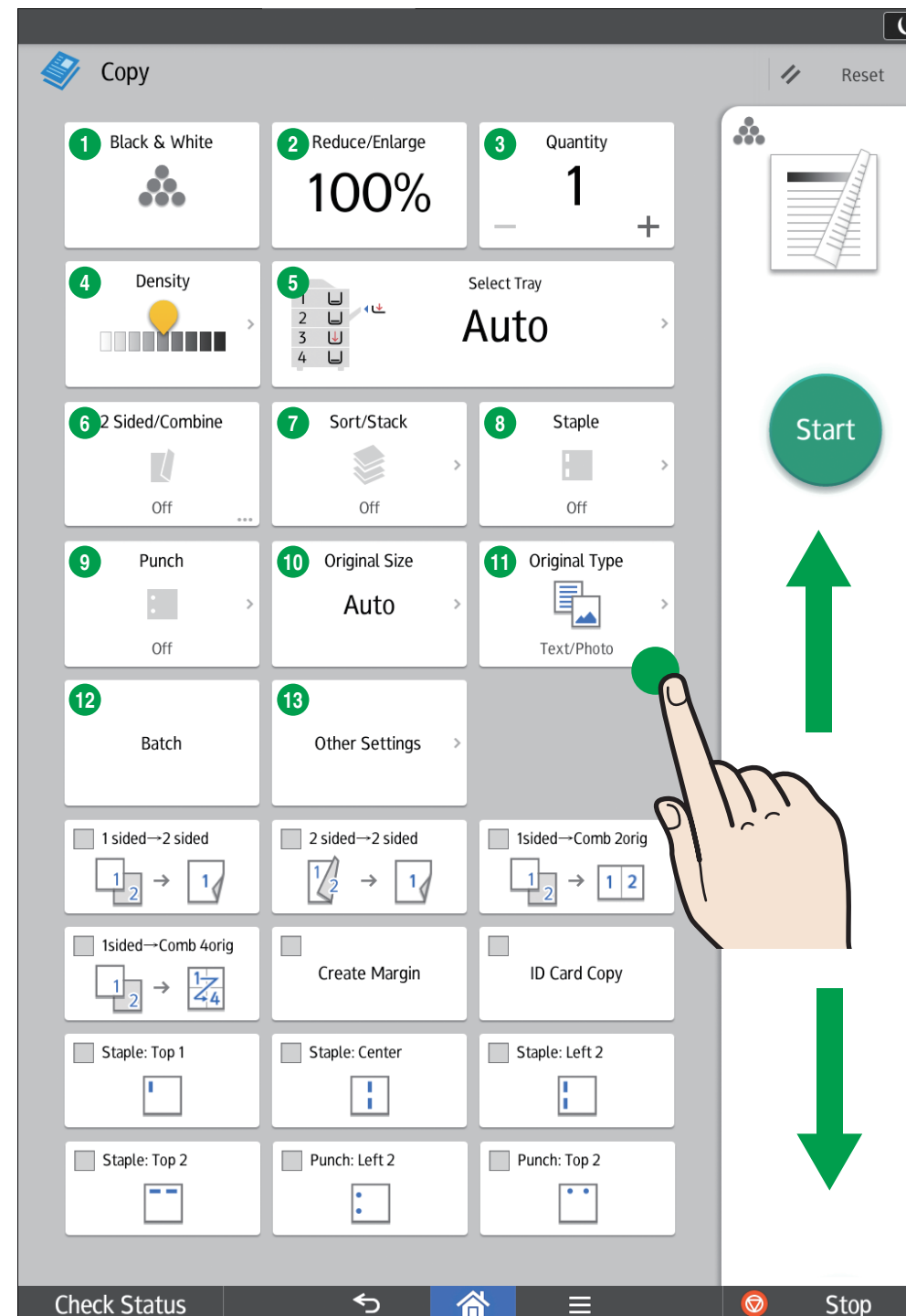
Specify the number of copies. You can also specify the number of copies you make by using the number keys.



Select the image density by flicking the screen.



How to use the [Copy] screen



- 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
- 13 Other Settings
 - Series
 - Book
 - Spread 2 Sided
 - Stamp
 - Unauth. Copy Prev.
 - Margin Adjustment
 - Erase Center/Border
 - Erase Color
 - Adjust Color Balance
 - Adjust Color
 - Poster
 - Double Copies
 - Centering
 - Original Orientation

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