



Copy Guide

HOW TO MAKE COPIES







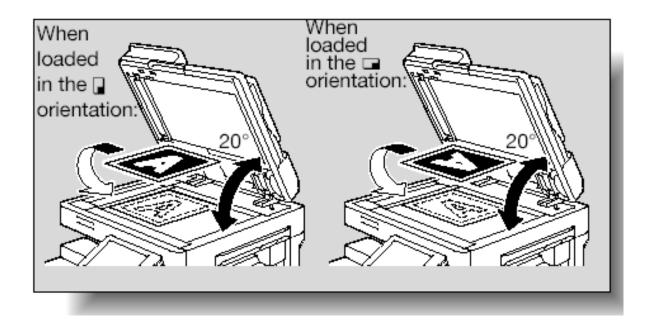
Contents Page

Table of Contents

How to copy a document	3
On the Glass	3
Through the ADF	4
Making a Colour or Black & White copy	5
Tray selection	6
Double-sided Copying	7
Enlarge or reduce the document	9
Stapling	11

On the Glass

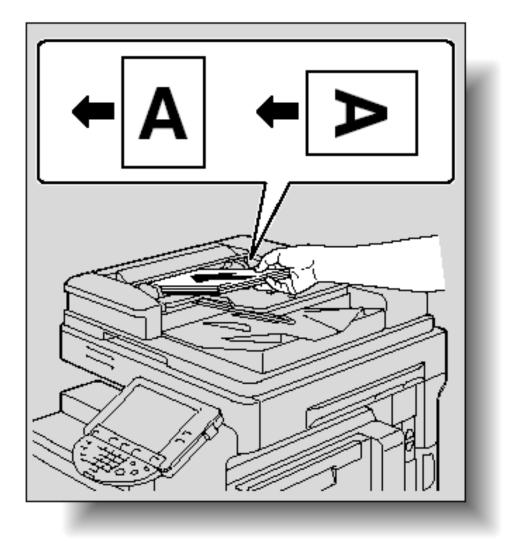
- □ Place document on the glass, face down
- □ Close the Copier unit
- Input the amount of copies required by using the numeric keypad
 Select the start button



How to Copy a Document

Through the ADF

- $\hfill\square$ Place the documents in the ADF, face up
- $\hfill\square$ Input the amount of copies required by using the numeric keypad
- $\hfill\square$ Select the start button



Making a Colour or Black & White copy

- $\hfill\square$ Select the Color tab on the LCD copy panel
- $\hfill\square$ Select the required colour option
- □ Input the amount of copies required by using the numeric keypad
- □ Select the start button

Auto Color:

The machine determines whether the document is black & white or colour.

Full Colour:

The machine makes a copy in CMYK (Full Colour).

Black:

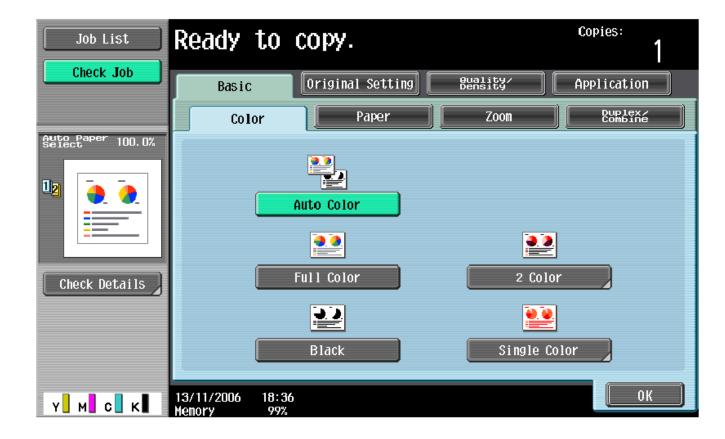
The machine will make a Black & White copy

Single Colour:

The copy is made in a single colour such as Red, Blue and Green, etc.

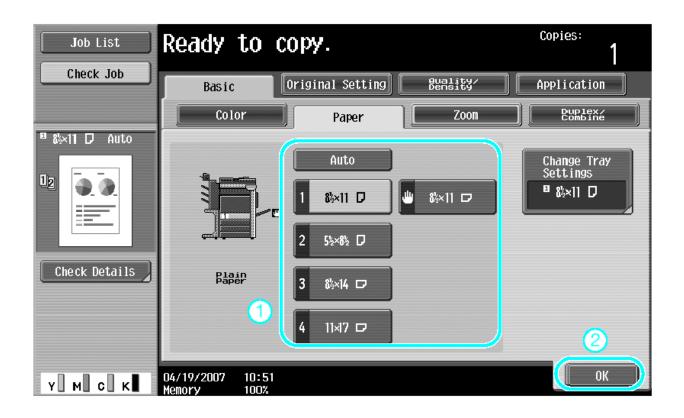
2 Color:

The copy is made in Black and any other colour you select such as Red, Blue, etc.



Tray selection

- □ Select the Basic tab on the LCD copy panel
- □ Select the Paper option
- \Box Select the required tray
- $\hfill\square$ Input the amount of copies required by using the numeric keypad
- $\hfill\square$ Select the start button



Double-sided Copying

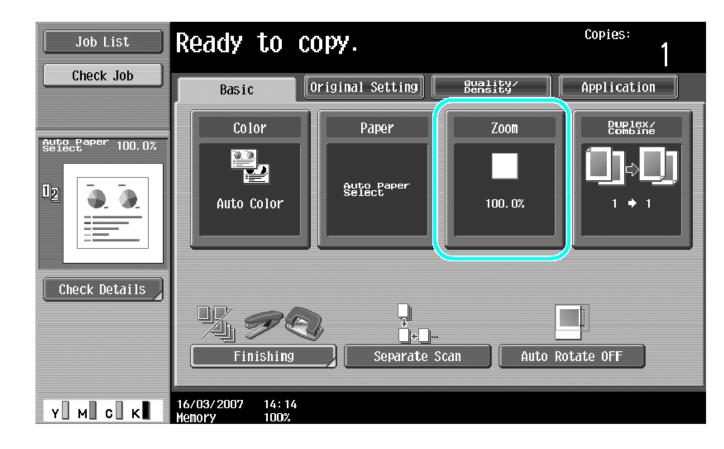
- $\hfill\square$ Select the Basic tab on the LCD copy panel
- $\hfill\square$ Select the Simplex/Duplex tab
- $\hfill\square$ Select the document i.e. Single (1) or Double (2) sided
- $\hfill\square$ Input the amount of copies required by using the numeric keypad
- $\hfill\square$ Select the start button



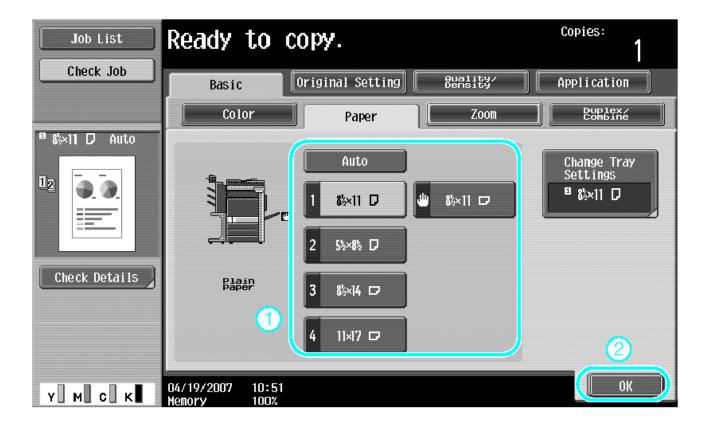
	Ready to copy	۷.	Copies: 1
Check Job	Basic Origi	nal Setting Buality	Application
	Color	Paper Zoon	Duplex/ Combine
Auto Paper 100.0% Select	Origin	al Com	Combine
	1-Sided > 1-Sided	1-Sided > 2-Sided	No
	2-Sided > 1-Sided	2-Sided > 2-Sided	2 12
	Bindin	g Position	2in1
Check Details			4in1/8in1
		→ AB B	Original Direction
Y. М. С. К	13/03/2007 15:00 Memory 100%		ОК

Enlarge or Reduce the document

- $\hfill\square$ Select the Basic tab on the LCD copy panel
- $\hfill\square$ Select the Zoom tab
- $\hfill\square$ Select the predefined option or customize the options to your requirements
- $\hfill\square$ Select the paper source from the specified trays
- $\hfill\square$ Input the amount of copies required by using the numeric keypad
- \Box Select the start button



	Ready to co	ру.		Copies: 1
Check Job	Basic Or	iginal Setting	Quality∕ Density	Application
	Color	Paper	Zoom	Duplex/ Combine
Auto Paper 100.0%	Auto	XY Zoom Minimal	100. 0%	25.0 - 400.0
		Fixed Zoom		Set Zoom Ratio
Check Details	■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	129.4% 154.5% 8½×11 5½×8½ ▶11×17 ▶8½×14	200.0%	400.0%
		ŶŶ		200. 0%
	78.5% 8½×14 Reduce ►8½×11	77.2% 64.7% 11×17 11×17 ▶8½×14 ▶8½×11	50.0%	50.0%
Y M C K	04/19/2007 10:51 Memory 100%			ОК



Stapling (if finishing option is installed)

- $\hfill\square$ Select the Basic tab on the LCD copy panel
- $\hfill\square$ Select the Finishing option
- $\hfill\square$ Under the Finishing option selected the required stapling option
- $\hfill\square$ Input the amount of copies required by using the numeric keypad
- $\hfill\square$ Select the start button



Job List	Ready to co	py.		Copies: 1		
	Check Job Finishing					
Auto Paper 100.0% Select	1,1,		Staple None	Punch None		
	Sort Group Offset		Corner	2-Hole		
Check Details	Yes	No				
	Output Tray	Center Staple/Fold	2 Position	3-Hole Setting		
Y M C K	04/29/2007 17:15 Memory 100%			ОК		

