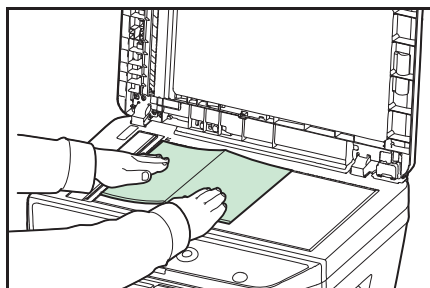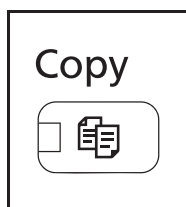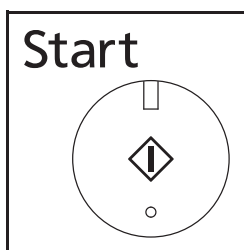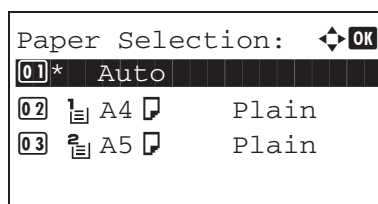## Copying

Follow the steps as below for basic copying.
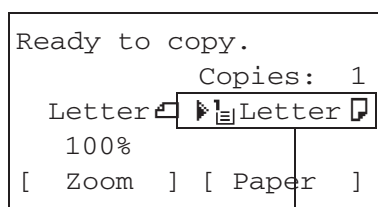
1 Press the **Copy** key when the **Copy** key/indicator is off.

NOTE: If the Message Display is turned off, press the any key on the operation panel and wait for the machine to warm up.

2 Place the originals on the platen or in the document processor.

NOTE: For loading instructions, refer to *Loading Originals on page 2-52*.

```
Ready to copy.
              Copies:  1
  Letter      Letter
   100%
[  Zoom  ] [ Paper  ]
```

Paper source

3 The paper source for copying is the location displayed on the panel.

```
Paper Selection:    OK
01 * Auto
02   A4      Plain
03   A5      Plain
```

When you need to change the paper source, use the Paper Selection menu. If [Auto] is selected, the most suitable paper source is automatically selected.

For specifying the paper source, refer to *Paper Selection on page 4-3*.

4 Use the numeric keys to enter the copy quantity. Specify the desired number up to 999.

5 Press the **Start** key to start copying.

6 Remove the finished copies from the inner tray.

Adjusting Density

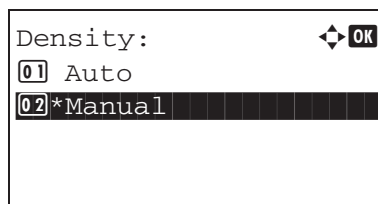Use this procedure to adjust the density when copying.

Density Adjustment Option	Description
Manual	Adjust density using 7 levels.
Auto	Optimum density is selected according to the density of the original.

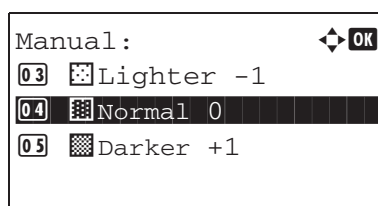**NOTE:** You may choose Auto mode as the default setting (refer to *Density on page 8-46*).

The procedure for adjusting the density of copies is explained below.

```
Function Menu:      ✦ OK
01 Paper Selection  □
02 Collate          □
03 Duplex           □
           [  Exit  ]
```
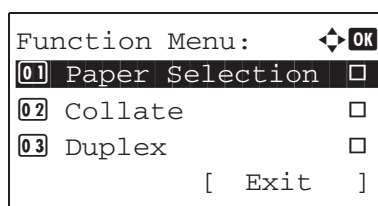
1 Press the **Function Menu** key. Function Menu appears.

2 Press the △ or ▽ key to select [Density].

3 Press the **OK** key. Density appears.

```
Density:            ✦ OK
01 Auto
02 *Manual
```

4 Press the △ or ▽ key to select [Auto] or [Manual].

5 Press the **OK** key.

```
Manual:             ✦ OK
03  ▨Lighter -1
04  ▦Normal 0
05  ▦Darker +1
```

When [Manual] is selected, Manual appears. Press the △ or ▽ key to select your desired density and then press the **OK** key.

Completed. is displayed and the screen returns to the basic screen.

6 Press the **Start** key. Copying begins.
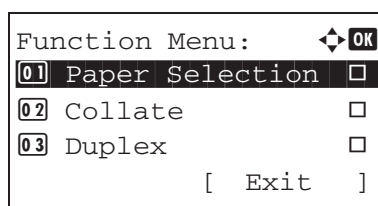
Selecting Image Quality

Select image quality suited to the type of original.

The table below shows the quality options.

| Image Quality Option	Description
Text+Photo	For originals with both text and photographs.
Photo	For photos taken with a camera.
Text	For originals primarily consisting of text.

The procedure for selecting the quality of copies is explained below.

```
Function Menu:      ✦ OK
01 Paper Selection  □
02 Collate          □
03 Duplex           □
            [  Exit  ]
```

1 Press the **Function Menu** key. Function Menu appears.

2 Press the △ or ▽ key to select [Original Image].

```
Original Image:     ✦ OK
01*Text+Photo
02 Photo
03 Text
```
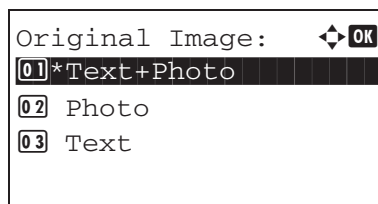
3 Press the **OK** key. Original Image appears.

4 Press the △ or ▽ key to select the image quality suited to the type of original.
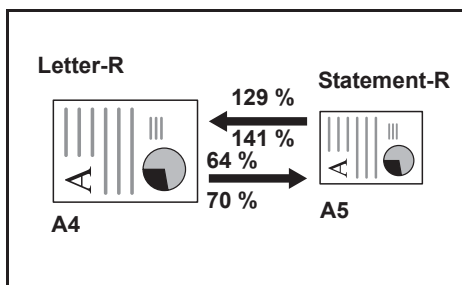
5 Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

6 Press the **Start** key. Copying begins.
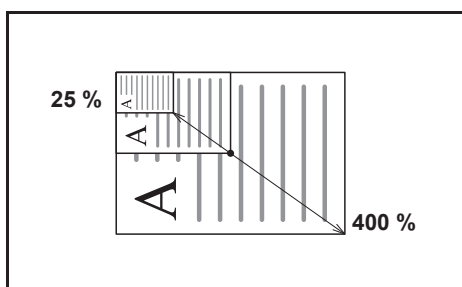
Zoom Copying

Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

Auto Zoom

Automatically reduces or enlarges the original image suitably to the selected paper size.

Zoom Entry

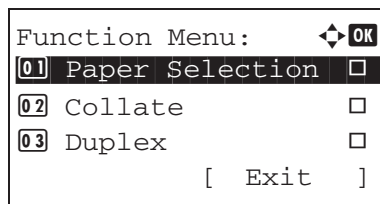Manually reduces or enlarges the original image in 1% increments between 25% and 400%.

Standard Zoom
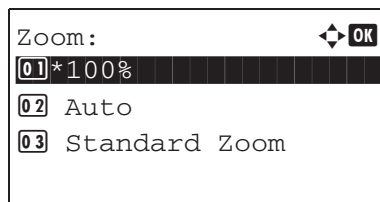
Reduces or enlarges at preset magnifications.

The following magnifications are available.

| Model		Zoom Level (OriginalCopy)
Inch Models	Standard	100%, 400% (Max.), 200%, 129% (Statement >> Letter), 78% (Legal >> Letter), 64% (Letter >> Statement), 50%, 25% (Min.)
	Other	141% (A5 >> A4), 115% (B5 >> A4), 90% (Folio >> A4), 86% (A4 >> B5), 70% (A4 >> A5)
Metric Models	Standard	100%, 400% (Max.), 200%, 141% (A5 >> A4), 115% (B5 >> A4), 86% (A4 >> B5), 70% (A4 >> A5), 50%, 25% (Min.)
	Other	129% (Statement >> Letter), 90% (Folio >> A4), 78% (Legal >> Letter), 64% (Letter >> Statement)
Metric Models (Asia Pacific)	Standard	100%, 400% (Max.), 200%, 141% (A5 >> A4), 115% (B5 >> A4), 90% (Folio >> A4), 86% (A4 >> B5), 70% (A4 >> A5), 50%, 25% (Min.)
	Other	129% (Statement >> Letter), 78% (Legal >> Letter), 64% (Letter >> Statement)

3

The procedure for using zoom copying is explained below.

```
Function Menu:        ◆ OK
01 Paper Selection   □
02 Collate           □
03 Duplex            □
          [  Exit  ]
```

1 Press the **Function Menu** key. Function Menu appears.

2 Press the △ or ▽ key to select [Zoom].

3 Press the **OK** key. Zoom appears.

```
Zoom:                 ◆ OK
01*100%
02 Auto
03 Standard Zoom
```
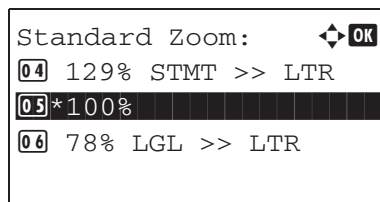
**4** Press the △ or ▽ key to select the desired magnification.

To copy in the same size as the original, select [100%].

To select automatic zoom, select [Auto].

```
Standard Zoom:        ◆ OK
04 129% STMT >> LTR
05*100%
06 78% LGL >> LTR
```

To use fixed magnifications, select [Standard Zoom] and press the **OK** key. Standard Zoom appears. Press the △ or ▽ key to select the desired magnification. If you select [Other] and press the **OK** key, you can select from additional magnifications.

```
Zoom Entry:           ⋮ OK
        (25 - 400)
            100%
```
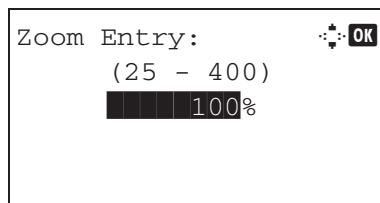
To enter a magnification, select [Zoom Entry] and press the **OK** key. Zoom Entry appears. Use the numeric keys to enter the any magnification.

**5** Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

6 Press the **Start** key. Copying begins.

Duplex Copying

Produce two-sided copies. The following duplex options are available.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. The following modes are available.
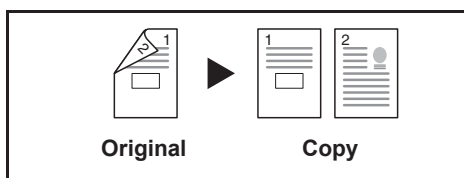
One-sided to Two-sided
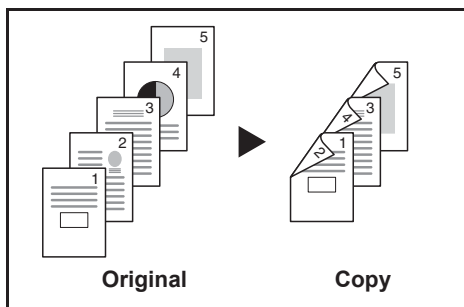
Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.
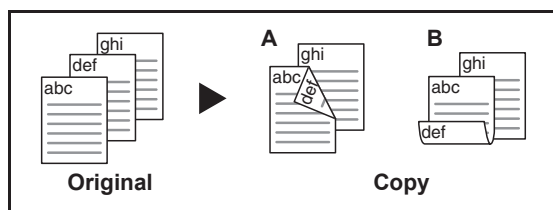
The following binding options are available.

A *Binding Left/Right*: Images on the second sides are not rotated.

B *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.
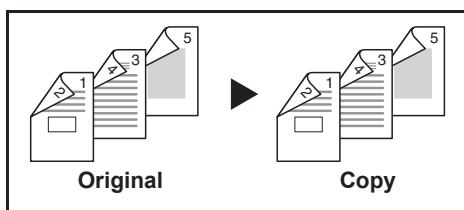
Two-sided to One-sided

Copies each side of a two-sided original onto two individual sheets.

The following binding options are available.

• *Binding Left/Right*: Images on the second sides are not rotated.
• *Binding Top*: Images on the second sides are rotated 180°.
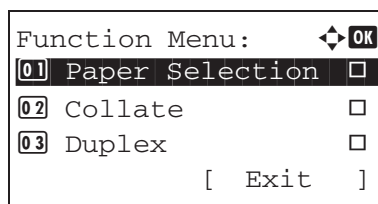
Two-sided to Two-sided
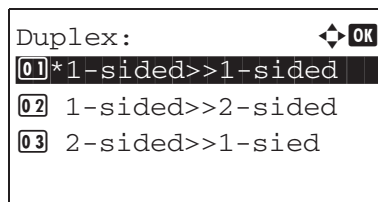
Produces two-sided copies from two-sided originals.

NOTE: The paper sizes supported in Two-sided to Two-sided are Legal, Letter, Oficio II, Executive, A4, B5, A5 and Folio.

3

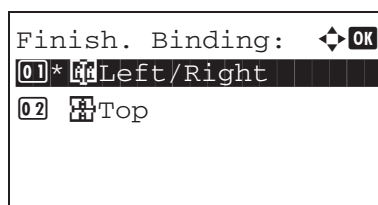The procedure for using two-sided/duplex copying is explained below.

```
Function Menu:      ✦ OK
01 Paper Selection  ☐
02 Collate          ☐
03 Duplex           ☐
        [  Exit    ]
```

1 Press the **Function Menu** key. Function Menu appears.

2 Press the △ or ▽ key to select [Duplex].

3 Press the **OK** key. Duplex appears.

```
Duplex:             ✦ OK
01*1-sided>>1-sided
02 1-sided>>2-sided
03 2-sided>>1-sied
```

4 Press the △ or ▽ key to select the desired duplex copying mode.

```
Finish. Binding:    ✦ OK
01* ▦Left/Right
02  ▦Top
```
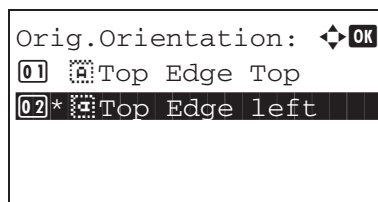
If you select [1-sided>>2-sided], press [Detail] (the **Right Select** key) and you can select the binding edge of the finished copies and the original setting orientation.
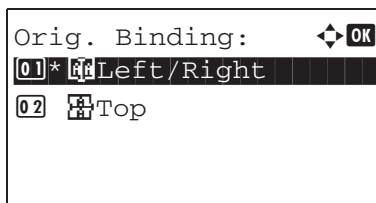
```
Orig.Orientation:   ✦ OK
01 ▣Top Edge Top
02*▣Top Edge left
```

After pressing the **OK** key, select the binding edge of the finished copies and the original setting orientation.

```
Orig. Binding:      ✦ OK
01* ▦Left/Right
02  ▦Top
```
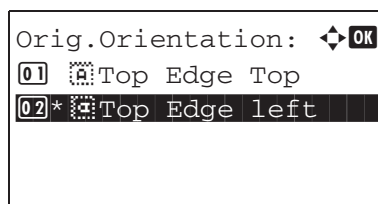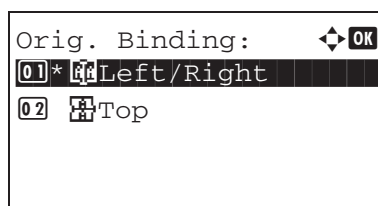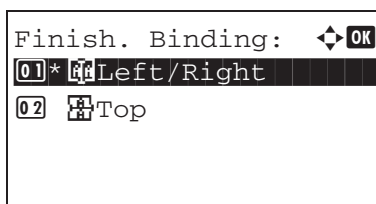
If you select [2-sided>>1-sided], press [Detail] (the **Right Select** key) and you can select the binding edge of the original and the original setting orientation.
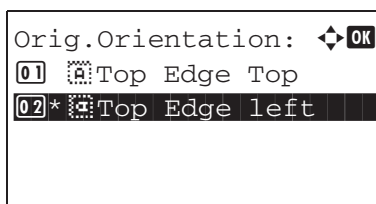
```
Orig.Orientation:   ✦ OK
01 ▣Top Edge Top
02*▣Top Edge left
```

After pressing the **OK** key, select the binding edge of the original and finished copies, and the original setting orientation.

```
Orig. Binding:    ◆ OK
01 * Left/Right
02   Top
```
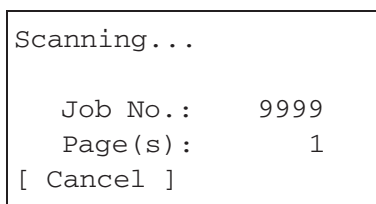
If you select [2-sided>>2-sided], press [Detail] (the **Right Select** key) and you can select the binding edge of the original.

```
Finish. Binding:  ◆ OK
01 * Left/Right
02   Top
```

After pressing the **OK** key, select the binding edge of the finished copies.

```
Orig.Orientation: ◆ OK
01   Top Edge Top
02 * Top Edge left
```

After pressing the **OK** key, select the original setting orientation.

5 Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

6 Press the **Start** key. Copying begins.

```
Scanning...

  Job No.:    9999
  Page(s):       1
[ Cancel ]
```

If the original is placed on the platen, replace it with the next one before pressing the **Start** key.

```
Set original
and press Start key.
  Job No.:    9999
  Page(s):       3
[ Cancel ] [End Scan]
```
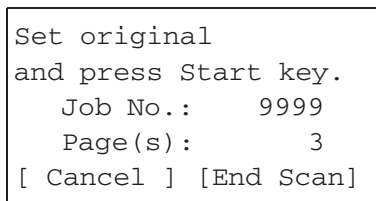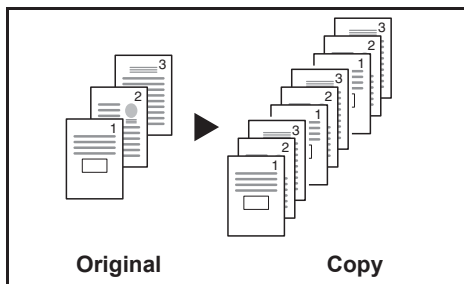
If there is no next original, press [End Scan] (the **Right Select** key). Copying begins.

Collate Copying

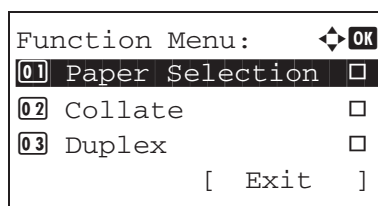The machine can collate at the same time as it copies.

You can use the Collate copy function for tasks such as those shown below.

Scan multiple originals and deliver complete sets of copies as required according to page number.
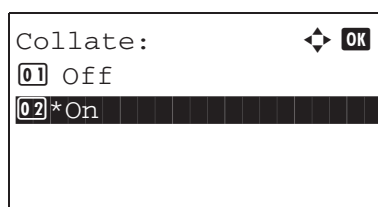
Original   **Copy**

The procedure for using collate copying is explained below.

1 Press the **Function Menu** key. Function Menu appears.

```
Function Menu:     ✦ OK
01 Paper Selection  □
02 Collate          □
03 Duplex           □
         [  Exit   ]
```

2 Press the △ or ▽ key to select [Collate].

3 Press the **OK** key. Collate appears.

```
Collate:          ✦ OK
01 Off
02 *On
```

4 Press the △ or ▽ key to select [Off] or [On].

5 Press the **OK** key. *Completed.* is displayed and the screen returns to the basic screen.

6 Use the numeric keys to enter the number of copies, and press the **Start** key Copying begins.