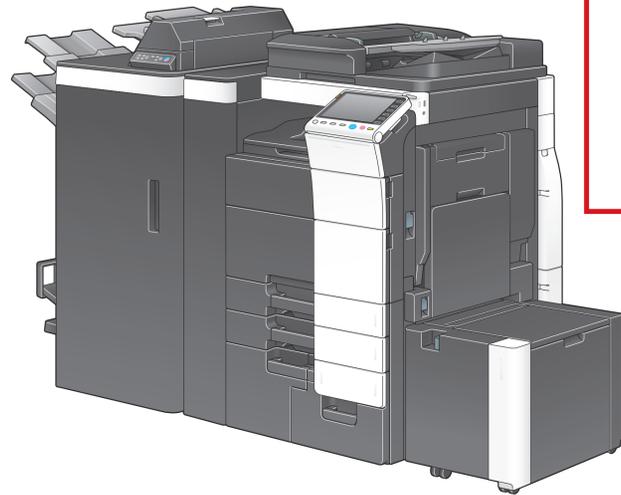


# Using the Machine

## Making Copies

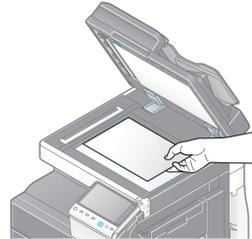


### 1. Position the document to be copied.

Load the document face up into the reverse automatic document feeder.



Place the document face down on the original glass.



Print copies at full size with on paper of the same size as the original document.

The finishing method and various other settings can be specified.

### 2. Touch [Original Type], and then specify the desired settings.



### 3. Touch [Duplex/Combine], and then specify the desired settings.



### 4. Touch [Density], and then specify the desired settings.



### 5. Specify the number of copies.

To change the setting for the number of copies, tap the [C] (Clear) key, and then specify the desired number of copies.



### 6. Press the Start key.

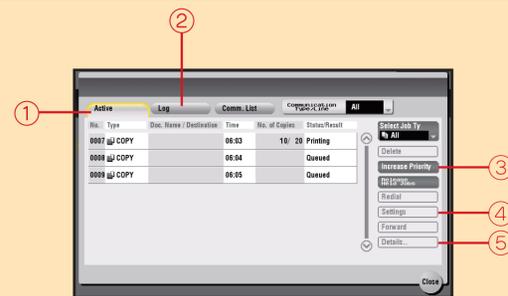
To stop copying, press the **Stop** key.



## Multiple Jobs

From the Job List screens, multiple jobs can be managed. The Job List screen can be displayed if [Job List] is tapped while the Basic screen is displayed in the touch panel.

### Job List screen



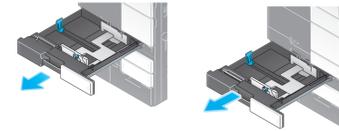
- ① Displays a list of the jobs queued to be printed
- ② Displays a list of the jobs that have been printed
- ③ Queued jobs can be prioritized (interrupt printing) so that they will be printed before other jobs.

- ④ Displays the settings for a job that is queued to be printed
- ⑤ Displays detailed information for the selected job

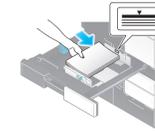
## Loading Paper

### Tray 1/2

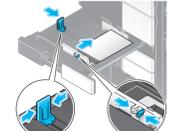
1. Pull out tray 1 or tray 2.



2. Load the paper into the tray.



3. Slide the lateral guides against the edges of the paper.

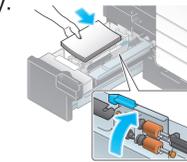


### Tray 3/4

1. Pull out tray 3 or tray 4.

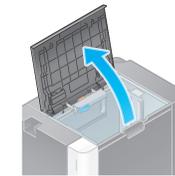


2. Lift up the paper take-up roller, and then load the paper into the tray.

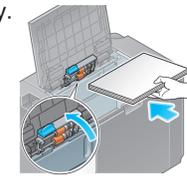


### Large Capacity Unit (Option)

1. Open the upper door of the large-capacity paper feed unit.



2. Lift up the paper take-up roller, and then load the paper into the tray.

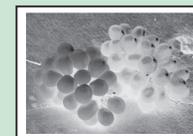


## Edit Function



### "Mirror Image" Function

Produces a copy in the mirror image of the original document



(Original document)

### "Neg-/Pos. Reverse" Function

Produces a copy with the light- and dark-colored areas of the document image inverted

## Adjust Parameters

### "Contrast" Parameter



### "Sharpness" Parameter



### "Copy Density" Parameter

