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Basic Copy Procedure

Follow the procedure below to make a basic copy.

The following describes the basic procedure. It is not always applicable to the operations of set copy conditions. When using a specific function, be sure to follow the procedure described in each section.





2 Press the [COPY]tab to display the [COPY]screen.

The [MACHINE]screen shows up first at the default setting. To display the [COPY]screen, press the [COPY]tab on the [MACHINE]screen.

🔒 MACHINE 🔲 JOB LIST 🐂 RECALL 🎽	STORE	lip (СОРУ	🖆 SCAN	•	•0 ?
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UOD			Раре	r Tray		
No. Mode Status Minute(S) User Name	Tray	Size(mm)	Nane		Weig	
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	2	A4C2	Plain			74g/m2
	3	BSD	Plain			91g/m2 📃
	4	BSC2	Plain			91g/m2
	5	B4C2	Plain			91g/m2
	6	8.5×110	Plain			74g/m2
	7	9x11D 12x18D	Plain Plain			74g/m2
Consumable and Scrap Indicators	8	A4D	Plain Plain			74g/m2 📃 74g/m2 📃
		A4D	Plain			/4g/m2 80g/m2
○ LaToner Y ○ LaToner M ○ LaToner C ○ LaToner	× 10	A3CZ	Plain			80g/m2
La Waste Toner Box O ← Staple Cartridge Staple Cartridge	PII	A4D	Plain			74a/m2 😒
		A4D	Plain			74g/m2
So Slit Scrap Box So Slit Scrap Box	IVer Fis	0.10				/
G M ab arre acrap box						
o 📛 Humidifier Tank	Ortext	se Temp. :	25Dectrops	Outside H	unsdate: 4	SON.
Paper Setting Both Sides Adjustment	Contr	oller / P	RU Curl Adju	istment_ Sar	ple Print	Set. 🕨 🕨
						4

[Default Screen Setting]can be set to the [Hold Job]screen of the [JOB LIST]screen or the [Reserved Job]screen of the [JOB LIST]screen. To display the [COPY]screen, press the [COPY]tab in both cases.

✓ For [Default Screen Setting], refer to <u>Default Screen Setting</u>.

3 Set copy conditions as desired.

			RECALL		STORE	- Ep	COPY		SCAN	۲	4)	?
i Please conf specify scar	irm original s nning area	ize or		Set Nunt	~ 8t	<i>101</i>		rig. Count eserve Job		Memory File Amou		. 999N . 398N
Original Setting, A Constraints Separate Scan Direction C D V Normal	Quality Ac	łj. "	Zoo /, Ø/ ×1. 4.000 Auto	00 + 0 2.000		2->2 2->1 1->2 1->1		Applicat		Output	Sett i	ng] 3
Color						Paper						
20	Tray Size 1 A40 2 A40	Plain Plain	Nane	62-	eight 74g/m2 05g/m2	Amount	Colored White White	Punch E No Holed D No Holed D)efault		Settin	9 🖌
Single Color 🦼	3 85() 4 85()	Plain Plain			74g/m2 80g/m2		White White	No Holed D)efault			
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Auto Color	8 12x1807 9 A4D	Plain			74g/m2 74g/m2		White	No Holed D	Default		Paper	_
Store Setting	10 A4C7 11 A3C7	Plain Plain			80g/m2 80g/m2		White White	No Holed [No Holed [
⊙09:24 ≙Ready to r	receive											

The following settings are available from the [COPY]screen.

- ✓ [Original Setting]: Refer to <u>Original Setting: Setting the Original</u>.
- [Separate Scan]: Refer to <u>Separate Scan: Handling Scanned Original as Single Job</u>.
- ✓ [Quality Adj.]: Refer to <u>Overview of Quality Adjustment</u>.
- [Zoom]: Refer to <u>Zoom : Setting Copy Zoom</u>.
- ✓ [Simplex/Duplex]: Refer to <u>Simplex/Duplex: 1-Sided Copy and 2-Sided Copy Settings</u>.
- [Application]: Refer to <u>Overview of Application</u>.
- ✓ [Output Setting]: Refer to <u>To Display the Output Setting Screen</u>.
- [Color]: Refer to <u>Color: Selecting Color Mode</u>.
- [Store Setting]: Refer to <u>Store Setting: Holding the Scanned Copy Job on this Machine or</u> <u>Saving it on the HDD</u>.
- ✓ [Paper Setting]: Refer to <u>Paper Information</u>.
- [Image Rotation OFF]: Refer to <u>Image Rotation OFF: Prohibits image rotation to suit the</u> <u>orientation.</u>.
- ✓ [Auto Paper]: Refer to <u>Auto Paper: Selecting Paper Size Automatically</u>.

4 Enter the desired print quantity from the keypad on the control panel.



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i Ready to	сору		Set Number	<i>000</i> 5	0r i Res	g. Count erve Job	0 Memory 99.999% 0 File Amount 99.398%
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Separate Scan			- +				
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$\triangleleft \triangleright \lor$			4.000 2.000	1->2	-11		
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Color				Paper			
2	Tray Siz 1 440 2 A400	re Plain Plain	Name Weigt 81-91g 92-105g	/#2 📕	Colored White White	Punch Boti No Holed Def- No Holed Def-	4
Single Color	3 85()	Plain	62-74g		White	No Holed Defa	
	4 8507	Plain	75-80g		White	No Holed Defi	
Black	5 84C2 6 8.5×11[Plain Plain	81-91g 62-74g		White White	No Holed Def	
Full Color	7 9x11D		62-74g		White	No Holed Def	
	8 12x180		62-749		White	No Holed Def	ault
	0 12A100					AL. 11-1-1 D. 4	Auto Paper
Auto Color	9 A4D	Plain	62-74g	/#2 🔳		No Holed Def	suit
	9 A4D 10 A4D	Plain Plain	75-80g	/#2	White	No Holed Defa	sult
Auto Color Store Setting ,	9 A4D	Plain		/#2			sult
	9 A4[] 10 A4c7 11 A3c7	Plain Plain	75-80g	/#2	White	No Holed Defa	sult

Entered quantity is displayed.

✓ For details about how to enter the number of copies, refer to <u>Setting Print Quantity</u>.

5 Press **Start** on the **control panel**.



✓ In order to start copying, make sure to display the [COPY]screen. If you press **Start** with any other screen displayed, you cannot start copy operations.

✓ If you print from the [Hold Job]screen or the [RECALL]screen, the [COPY]screen does not have to be returned.

 \checkmark When scanning the original for the job is started, a dialog is displayed on the [COPY]screen.

6 Press either [Yes]or [No]on the dialog.

MACHINE	JOB LIST 🏾 🍆	RECALL 😁	STORE	COP COP	Y 4	SCAN		1 ?
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		Set N	unber UUI	כי	Reserve Job		ile Amount	99.398%
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A Normal		lect Tray	Trayl	A4D				
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Ab.		aber of Sets -	0/5			3 Tuene	Paper Set	iting 🧃
	2 A-6 3 85	Yes		No		fault		
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Auto Color	9 A+D Plain		62-7-62/112 62-7-62/112					
	10 A-IC Plain							
Store Setting "	11 A3C2 Plain					foult		
©09:26 ≜Ready to r	receive							

✓ To return to the [COPY]screen, press [Yes].

V You are now ready to set reserve job.

 \checkmark To return to the screen set in [Default Screen Setting], press [No].

The count and set quantities are displayed at the upper right corner of both screens.

📲 , MACHINE 📰 JOB LIST 🛸 RECALL 🍋	STORE	1 9 0	OPY 🖌	SCAN d) ∢) (?
i Printing in progress			Output	0000/000	15	
i Printing in progress			▲ 1250 - Orig. Count	1 Memory	99.99	998
Main Bo	xdy 🚥		Reserve Job		mount 99.39	
				Ready to use		
		Inc.				
		1112		Execute	e Sample Prin	
Job No. Mode Status Minute(S) User Name	Tray	Size(mm)	Paper Tra Name	· /	leight	
1256 Copy Printing 1	11 dy	A4D	Plain		81-91g/m2	
	2	AND	Plain		i2-105g/m2	
	3	850	Plain		62-74a/m2	
	4	8502	Plain		75-80g/m2	
	5	8402	Plain		81-91g/m2	
	6	8.5×11 🕽	Plain		62-74g/m2	
	7	9x11D	Plain		62-74g/m2	
Committee and Committee Indications	8	12x18D	Plain		62-74g/m2	
Consumable and Scrap Indicators	9	A4D	Plain		62-74g/m2	
ဝမံToner Y ဝမံToner M ဝမံToner C ဝမံToner K	10	A4C2	Plain		75-80g/m2	
🔾 🖬 Waste Toner Box 🛛 🖉 🖛 Staple Cartridge	11	A3C2	Plain		75-80g/m2	
💿 🥵 Punch-Hole Scraps Box 🛛 🗢 🖛 Staple Scrap Box	P11	A4D	Plain		62-74g/m2	
o 🕼 SD Trim Scrap Box o 🚣 Saddle Stitcher Receiver o 🕼 SD Slit Scrap Box	PI2	A4D	Plain		62-74g/m2 -	8
o 🗂 Humidifier Tank	Outsid	le Temp. :	ODegrees Ou	itside Humidity	: 0%	
Paper Setting Both Sides Adjustment ③ 15:40 A Ready to receive	Contr	oller 🦼 Ri	U Curl Adjustme	ant <mark>,</mark> Sample Pri	int Set. 🧧	►

The current job is displayed in the job list in the [Reserved Job]screen of the [JOB LIST]screen.

MACHINE JOB JOB Select a job from and perform job ope	DELIST C RECA NOB LIST Pration	ul 🎦 ST	OFE 📭	COPY COPY		
				Reserve Job	0 File	
Hold Job Secure Joi	b Schedule	Reserved Job	Spool	Output Hist.	Send History	Incomp. Hist
File Name	User Name	Status	Pages Sets	Remain Minute(S) Oria Count	Hold
		Printing	1 5	5 1	1	Prior Prin
						Delete
						All Delete
						Reserve0rd
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						Details
		A 1/1				
Save Job List then 1 09:29 ≜Ready to receive	Power OFF					

→ Reference	 For details about how to select the default screen which is displayed when turning on the power, refer to <u>Default Screen Setting</u>.
	 You can change the operation order of reserved jobs or cancel reserved jobs in the [JOB LIST]screen. For details, refer to <u>JOB LIST Screen</u>.