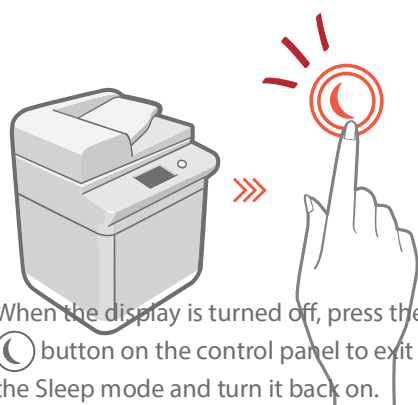


Learning How to Use Your Machine

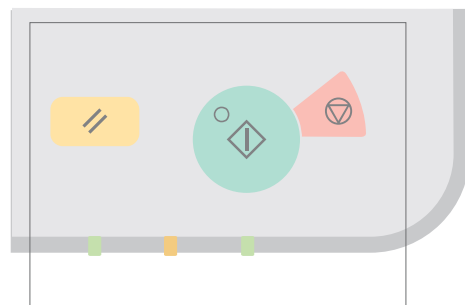
This section contains a brief overview of the basic operations of your machine.

Turning On the Display



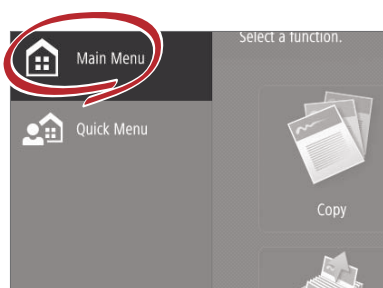
When the display is turned off, press the  button on the control panel to exit the Sleep mode and turn it back on.

The Main Buttons for Operations



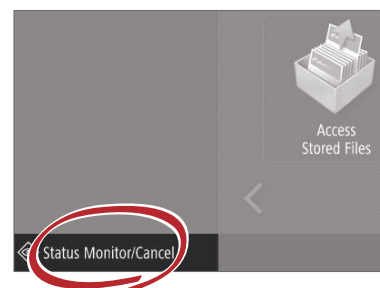
Press  to execute functions,  to cancel operations, and  to clear the current settings.

Accessing the Main Menu



Perform a wide variety of operations from the Main Menu, displayed from any screen by pressing .

Quickly Checking the Status of Machine



All you need to do to check the machine's status is press .



See "Control Panel" in the User's Guide.

Two Methods for Setting Original Documents

Placing Original Documents Correctly

Placing Original Documents on the Platen Glass

- Place the side to scan face down.
- Place the original documents so that it fits in the back left corner.



Compatible Types of Original Documents



Books,
magazines



Newspaper
clippings



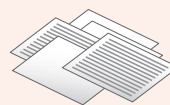
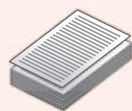
Business
cards

Placing Original Documents in the Feeder

- Place the side to scan face up.
- Adjust the slide guide.



Compatible Types of Original Documents



Documents with many pages,
quotations, etc.



Tips for Copying

Use helpful functions, such as two-sided printing and N on 1 feature, to make your copies look better while using paper efficiently.

Basic Copy Flow

- 1 | Set the document.
- 2 | Press [Copy].
- 3 | Enter the number of copies.
- 4 | Set your preferred setting.

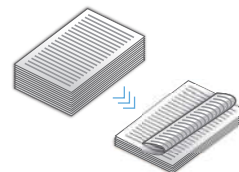


- 5 | Press  (Start).

Recommended Settings

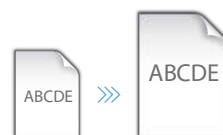
2-Sided

Halve the amount of paper you use by printing on both sides of copied paper.



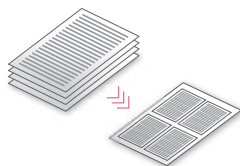
Copy Ratio

Use "Copy Ratio" when copying to magnify small text for easy reading.



N on 1

The N on 1 feature helps you save paper by combining multiple pages onto one single sheet of paper.



Density

Adjust the text density to make hard to read documents (such as something written in pencil) easier to read.



Finishing (Collate)

Output original documents in sets with the Collate mode, convenient for organizing big copy jobs.



Original Type

Pick one of a variety of different original types when copying to optimize the settings for that original document.



» For further information about the functions, see "A Variety of Features," on p.12 .



Tips for Scanning

Not enough space for storing mountains of paperwork?
You can scan and store them as data on your computer.

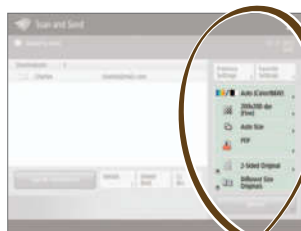
Basic Scan Flow

- 1 | Set the document.
- 2 | Press [Scan and Send].
- 3 | Press [New Destination] and enter the destination address.

To scan and send to a registered destination, press



- 4 | Set your preferred setting.



- 5 | Press  (Start).

Recommended Settings

Resolution

You can adjust the resolution when scanning a magazine or picture to make the image more vivid and clear.



Different Size Originals

Scan a variety of different document sizes in one simple operation.



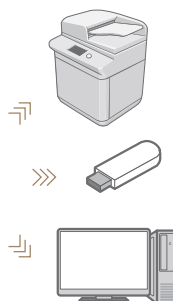
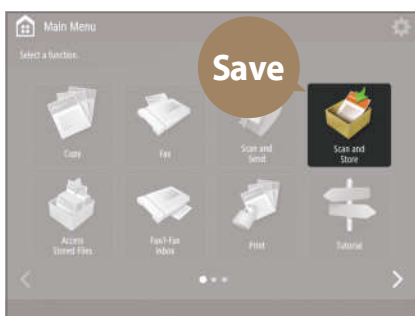
File Format

Save a scanned original document in the format that best suits your needs, such as contracts as PDFs or presentation materials as PowerPoint documents.



» For further information about the functions, see "A Variety of Features," on p.12 .

Digitize Stacks of Paper Documents to Save Office Space



Digitize your paper documents by selecting [Scan and Store] when scanning an original document. You can even choose a variety of different destinations to save the data, such as the machine or a file server.

See "Basic Operations for Scanning Originals" in the User's Guide.



And More! A Variety of Features

There are many more helpful features that are not mentioned in this guide.
For details, see the User's Guide.

Professional Documents with Booklet Printing



Making booklets is easy with the [Booklet] option. Use staple finishing to give it an even more professional feel.



See "Making Booklets" in the User's Guide.

Print Two-Sided ID Cards on One Side of Paper

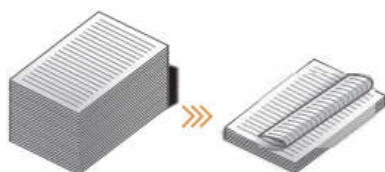


Check IDs easily by copying both sides of an ID and printing them to a single piece of paper with [Copy ID Card].



See "Making ID Card Copies" in the User's Guide.

Advanced Paper Saving Options



Print up to an incredible 16 pages of original documents on a single sheet of paper with [2-Sided] and [N on 1].



See "Copying" in the User's Guide.

Go Green with Staple-Free Binding



Bind paper without using metal staples with the Eco (Staple-Free) mode. Help the environment, and shred documents without a fuss.



See "Optional Equipment" in the User's Guide.