

Copy

Overview of Copy Operations

This section explains the basic copy operations.

Procedure

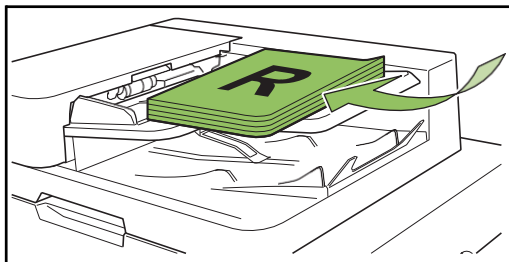
1 Load the original.

For more information on the types of originals that can be loaded, see "Originals" in the "Safety Information".

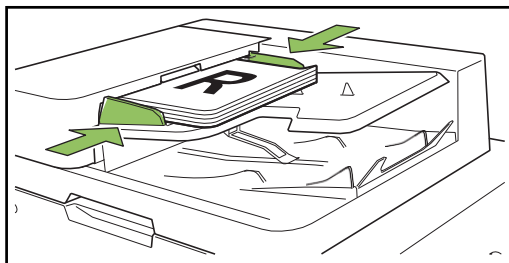
■ In the ADF

1 Load the original in the ADF.

Align the originals and place them face up.



2 Slide the original guides to match the width of the originals.

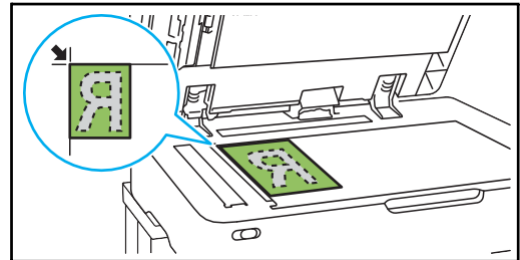


■ On the Platen Glass

1 Open the original cover.

2 Loading Originals.

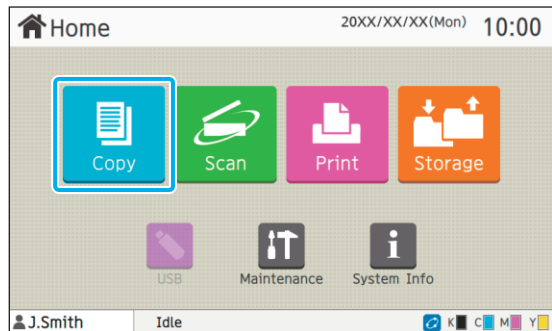
Load the original face down on the glass. Align the corner of the original with the upper-left corner of the glass.



3 Close the original cover.

! • Open and close the original cover gently.

2 Touch [Copy] on the [Home] screen.



3 Change the settings.

Specify the copy finishing settings. For more information on the functions that can be configured, see "List of Settings" (p. 1-5).

4 Specify the number of copies using the numeric keys.

Enter the desired number of copies, up to a maximum of 9,999.

5 Press the [Start] key.

The [Copying] screen is displayed, and copying of the original starts. The current status is displayed on the screen.

- When you select [Slow Printing], the printing speed will slow down and the operating sound for the job in progress will be quieter.
- If another job is being printed, a message is displayed and the copying starts after finishing the ongoing job.



- When you need to copy a document while a job is being printed, press the [Interrupt] key to pause the current job, and start another copy job.

■ When using the platen glass to scan an original with several pages

After scanning one page of an original, a screen with a message asking whether there is another page to be scanned appears.

When there is another page to be scanned, load the next page and touch [Scan]. After all pages of the original are scanned, touch [Scanned].

Loading the Next Copy Job

During copying, once scanning of the original has been completed, you can begin scanning the next original.

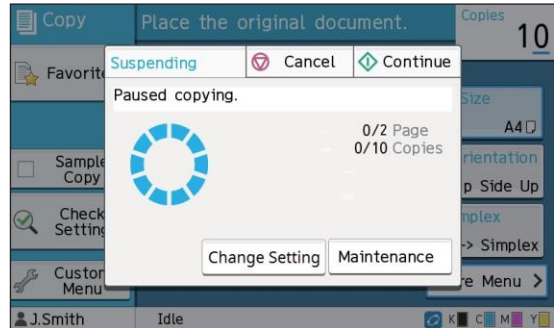
1 Press [Close] on the [Copying] screen.

2 Load the next original and press the [Start] key.

A message appears, and the original is copied as the next job.

Canceling Copying

1 Press the [Stop] key. The [Suspending] screen is displayed.



2 Touch [Cancel]. The [Confirm] screen is displayed.

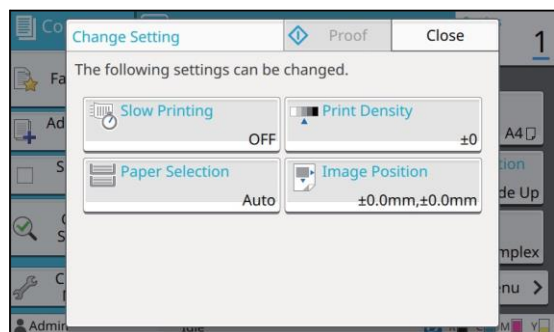
3 Touch [OK]. Copying is canceled.

4 Touch [Close].

Changing the Settings During Copying

1 Press the [Stop] key. The [Suspending] screen is displayed.

2 Touch [Change Setting]. The [Change Setting] screen is displayed.



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3 Change the settings.

You can change the following settings.

- Slow Printing (p. 1-23 "Slow Printing")
- Print Density (p. 1-10 "Print Density")
- Paper Selection (p. 1-7 "Paper Selection")
- Image Position (p. 1-18 "Image Position")



- If you touch [Proof], only one copy of the page that was being processed when the [Stop] key is pressed is output.

4 Touch [Close].

5 Touch [Continue].

Copying of the job with changed settings starts.

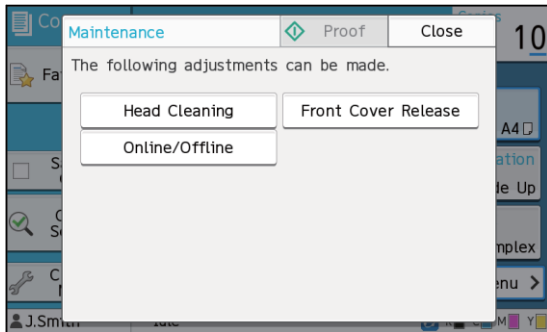
Performing Maintenance During Copying

1 Press the [Stop] key.

The [Suspending] screen is displayed.

2 Touch [Maintenance].

The [Maintenance] screen is displayed.



3 Make the necessary adjustments.

The following maintenance options are available.

- Head Cleaning
- Paper Guide Control
- Online/Offline
- Front Cover Release



- Touch [Online/Offline] to display the [Online/Offline] screen. You can monopolize the printer by setting [Online/Offline] to [OFF].
- For more information on [Head Cleaning] and [Front Cover Release], see the separately provided "Troubleshooting Guide".
- If you touch [Proof], only one copy of the page that was being processed when the [Stop] key is pressed is output.
- If you are using the optional auto-control stacking tray, you can adjust the position of the stacking tray from [Paper Guide Control].
For more information, see the separately provided "Troubleshooting Guide".

4 Touch [Close].

5 Touch [Continue].

The copy job is resumed with the adjustment applied.