

Step-by-Step-Instructions: Copy

The following describes the basic operations to make a copy.

1 Payment input.

• Coins

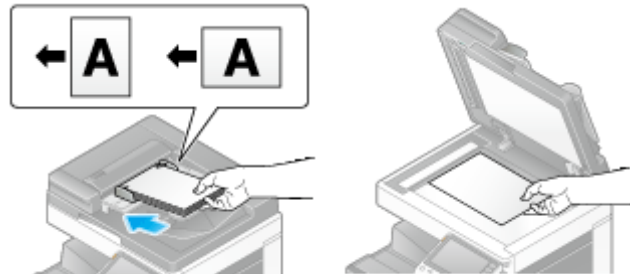


or • Mensa-/Guestcard



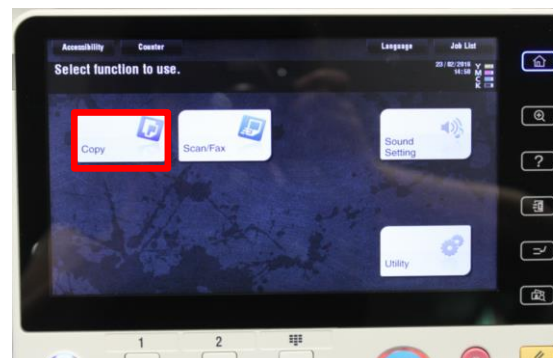
→ **Notice:** A copy, scan or print job can only be paid by one payment. Changing from coin to Mensa- or Guestcard payment isn't possible during a job.

2 Load the original:



→ **Notice:** Loading the original into the automatic document feeder (ADF) set the document face-up and punch holes right.

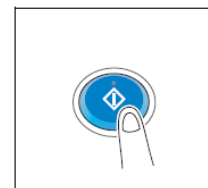
3 Tab copy



- 4** Check the basic settings before copying.
- To configure copy settings select and tab on the touch screen as required.
 - Tapping [Check Setting] can check detailed settings.




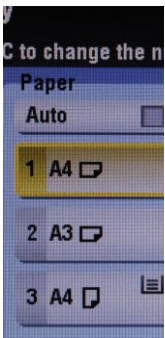


- 5** Push Start.



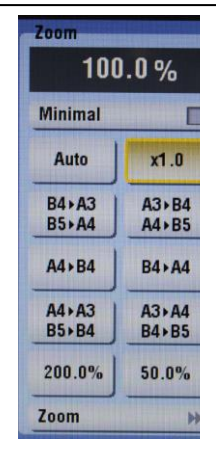
- 6** Press [END] on the card reader and remove your card.

► Overview: Detailed Settings

[Settings]	Description
[Color]	<p>Only for color copiers: Select colour or black_white to output an image.</p> <p>Full Color = Copies are made in full color</p> <p>Black = Copies are printed in black</p> 
[Paper]	<p>Specify the output paper. Depending on the orientation of the original, the printout format can be selected from the following:</p> <p>1 = A4 landscape format </p> <p>2 = A3 landscape format</p> <p>3 = A4 portrait format </p> 

[Zoom]

Specify the zoom ratio.



1. Position the original(s).
2. Tap **Zoom** in the copy screen.
3. Make the desired settings.
4. Tap **OK**.
5. Press the **Start** key.

Automatically reduce/enlarge original size to paper size

Change zoom manually

Different values for X and Y (distortion)

Copy the entire original including its edges by slightly reducing the original size

User defined zoom (values can be changed)

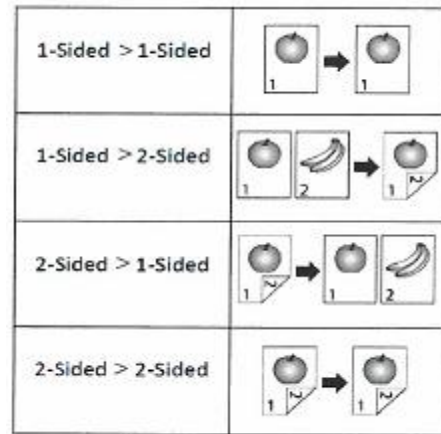
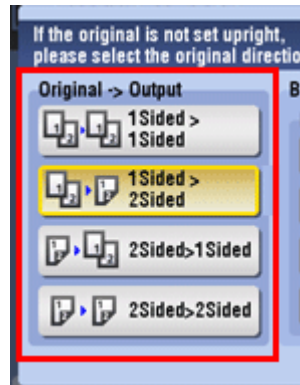
Change user defined zoom values

Preset zoom values

[Simplex/ Duplex]

Specify one- or double-sided copying.

Original > Output

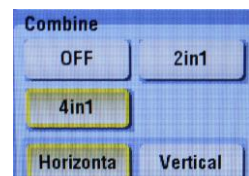
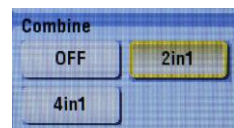


→Notice: Using the automatic document feeder (ADF) you can automatically scan the front and the back pages of an original.

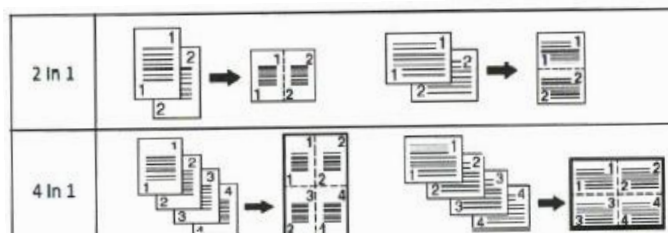
[Combine]

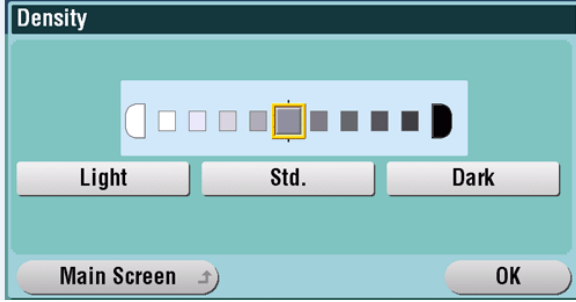
Specify combine copying.

- Select the number of original pages to be copied on a single page.
- If [4in1] is selected, you can select the combined page layout from [Horizontal] or [Vertical].



[Combine] Examples:



[Density]	Adjust the copy density (lightness, darkness) of the copy image. 
[Original type]	Specify the original type of the original.
[No.]	Tab the input area for entering the number of copies. 