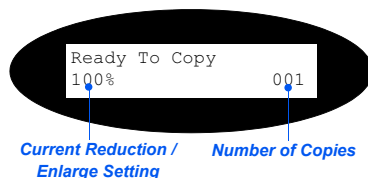


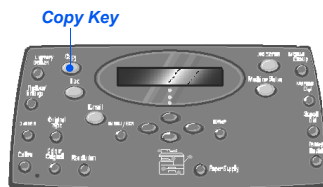
Copying Procedure

1 Select Copy Mode

- Ensure *Ready to Copy* displays.



- If necessary, press the [Copy] key to change to *Copy* mode. The *Copy* key remains illuminated when selected.

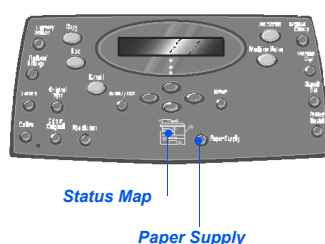


2 Select the Paper Supply

- To select a paper tray, press the [Paper Supply] key until the required tray is lit on the *Status Map*.

Tray 1 and the *Bypass Tray* are available as standard, *Tray 2* is optional.

If two tray lights display together, the *Auto Tray Switching* feature is active. When one tray runs out of paper, the machine will switch to the other selected tray.

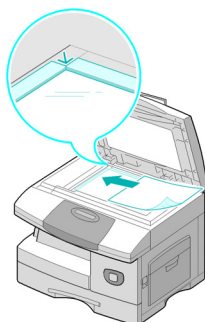


Document Glass:

- Raise the *Document Feeder* and position the original face down on the *Document Glass*.

Align with the registration arrow in the rear left corner.

- Lower the *Document Feeder*.

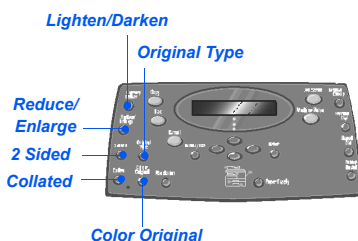


4 Select the Copy Features

- Press the *Copy* feature key required on the *Control Panel*.

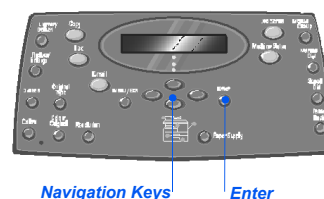
Basic features available for *Copy* jobs are *Lighten/Darken*, *Reduce/Enlarge*, *2 Sided*, *Collated*, *Original Type* and *Color Original*.

- Using the *Navigation Keys*, select the setting required for the feature and press [Enter].



- If the *Bypass Tray* is selected the *Paper Type* option displays. Use the *Navigation Keys* to select the *Paper Type* being loaded and press [Enter].

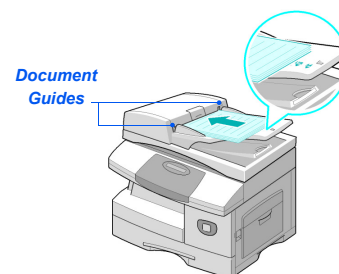
If using the *Bypass*, remember to load the required stock.



3 Load the Originals

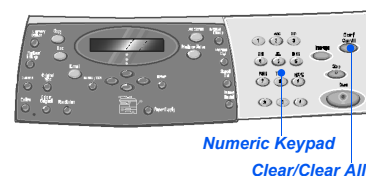
Document Feeder:

- Remove all staples and paper clips prior to loading.
- Adjust the sliding document guides to the size required.
- Insert the originals neatly into the *Document Feeder*, face up. The first page should be on top with the headings towards the back or left of the machine.
- Align the stack with the left and rear edges of the tray. Adjust the guides to just touch the edges of the originals.



5 Enter the Quantity

- Use the *Numeric Keypad* to enter the number of copies required.
- If necessary, press [Clear/Clear All] to clear the current quantity and enter a new quantity.



6 Press Start

- Press [Start] to begin the copy job.
- If *Collated* is *On*, when the document is fed from the *Document Glass*, the display shows [Scan Another?].
- To scan another original, load the next original and using the *Navigation Keys* select [Yes] and press [Enter].
- Select [No] when all the originals have been scanned, and press [Enter].

Continue the procedure until all the originals have been scanned.

- Select [No] when all the originals have been scanned, and press [Enter].

Printing commences and copies are delivered to the *Output Tray*.

