

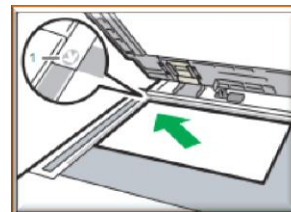
Copy Documents

Material that is to be copied can be placed on the Automatic Document Feeder (ADF) or on the Exposure Glass.

PLACE ORIGINAL ON EXPOSURE GLASS

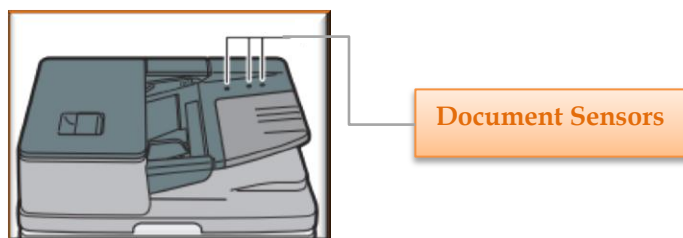
When items are placed on the Exposure Glass, they are to be placed face down on the glass. Only one document at a time can be placed on the Exposure Glass. Two-sided documents would be placed on the glass one side at a time.

- ☞ Lift the ADF.
 - ★ DO NOT lift the ADF forcefully.
 - ★ If that happens, the cover of the ADF might open or be damaged.
 - ★ Be sure to lift the ADF by more than 30 degrees or the original size of the document might not be detected properly.
- ☞ Place the original document **face down** on the **Exposure Glass**.
- ☞ Align the original in the back left-hand corner of the glass (see illustration at right).
- ☞ Lower the ADF.



PLACE ORIGINALS IN AUTOMATIC DOCUMENT FEEDER (ADF)

Documents placed in the ADF need to be placed top side up with the first page of the document on top. When working with the ADF, be careful not to place anything over the document sensors. These sensors appear on the back right side of the ADF (see illustration below). Placing anything on the sensors can cause the document to misfeed.



BASIC COPY PROCEDURE

- ☞ Place the documents face side up in the ADF.
- ☞ If the document is multiple pages, place the first page on top with the other pages in order underneath the first page.
- ☞ Make sure that you don't stack originals beyond the limit mark (see illustration below).



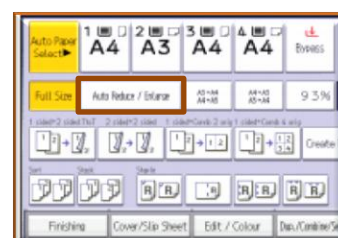
- ☞ Press the **Reset Key** to remove any previous settings. This is the **yellow** key that appears on the top right side of the **Control Panel**.
- ☞ Press the **Home Key**. This is the **blue** key that appears on the **top left side** of the **Control Panel** (see illustration above right).
- ☞ Press the **Copier** icon on the **Home Screen** or the **Copier** button below the **Home Key**.

- ☞ Place the original document on the **ADF** or the **Exposure Glass**.
- ☞ Select the desired settings for the copy.
- ☞ Enter the **Number of Copies** that are to be made.
- ☞ Press the **Start Key**. This is the **green** key that appears on the **lower right side** of the **Control Panel**.
 - ★ When originals are placed on the **Exposure Glass** more than one page may be copied. Pages must be placed on the glass one at a time.
 - ▲ Once the first page is copied, place a new page on the glass and press the **Start Key**.
 - ▲ Once all the original pages have been scanned, press the **Pound (#) Key**.
- ☞ When the **Copy Process** is finished, press the **Reset Key** to clear the settings.

AUTO REDUCE/ENLARGE

This is a useful feature to use when documents need to be enlarged or reduced in size to fit on a sheet of paper of a specified size. The machine automatically detects the reduction ratio based on the paper size that is selected.

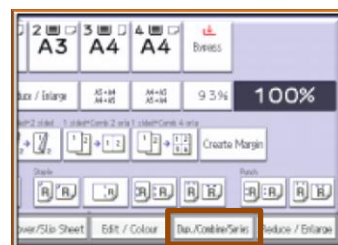
- ☞ Press the **Auto Reduce/Enlarge Key**. This key appears directly below the **Paper Size Keys** (see illustration at right).
- ☞ Select the paper size for the item that is to be copied.
- ☞ Place the originals in the **ADF** or on the **Exposure Screen**.
- ☞ Press the **green Start Key**.



DUPLEX COPY

This feature is used to copy two one-sided pages or one two-sided page onto a two-sided page. When the copy request is being processed, the page will shift slightly to allow for the binding margin. There are two types of duplex copying.

- ★ **1 sided to 2 sided** – This option copies two one-sided pages to a two-sided page.
- ★ **2 sided to 2 sided** – Use this option to copy a two-sided document to a two-sided document.
- ☞ Press the **Dup/Combine/Series Key** (see illustration at right). This key appears in the bottom right corner of the **Home Screen**.
- ☞ Press the **Duplex Key** in the upper right corner of the **Dup/Combine/Series** window if it is not already selected.
- ☞ Select the **Original Orientation** of the document that is being copied.
- ☞ Select the **Copy Orientation** of the document.
- ☞ Select **1 Sided to 2 Sided** or **2 Sided to 2 Sided**. This specifies how the document is to be output.
- ☞ Press the **Orientation Key** to change the orientation of the original or copy document.
 - ★ Select the **Copy Orientation** if **1 Sided to 2 Sided** was selected.
 - ★ Select the **Original and Copy Orientation** if **2 Sided to 2 Sided** was selected.
 - ★ Press the **OK** button to return to the **Dup/Combine/Series** window.
- ☞ Press the **OK** button which appears in the upper right corner of the screen to return to the **Main Copy Window**.
- ☞ Place the originals in the **ADF**.
- ☞ Press the **Start Key**.



NOTE: The illustration on the next page shows how the **Top to Top** and **Top to Bottom** options will print for both the **Portrait** and **Landscape Orientation**.

Original	Placing originals	Original Orientation	Orientation	Copy
			Top to Top	
			Top to Bottom	
			Top to Top	
			Top to Bottom	

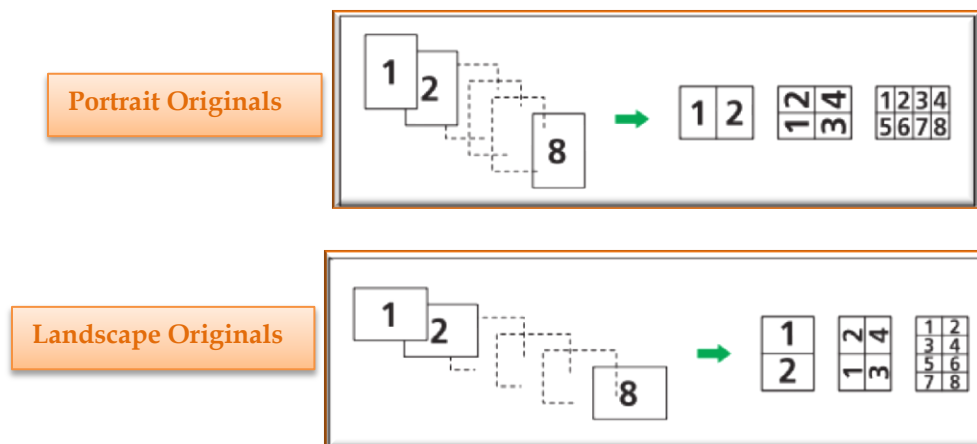
NOTE: The Duplex Copy options can also be selected from the Main Copy Window. However, there aren't as many options available as there are when selecting the Dup/Combine/Series option.

COMBINED COPY

This feature allows you to place a two page or longer document on two single sheets of paper. The options for Combined Copying are 2 sheets, 4 sheets, or 8 sheets. As the copies are made the documents will be shrunk in size to fit the selected paper size. The machine will select a reproduction ratio of 25%-400%. If the Orientation of the original is different than the copy orientation, the machine will automatically rotate the page 90 degrees to make the copies fit properly.

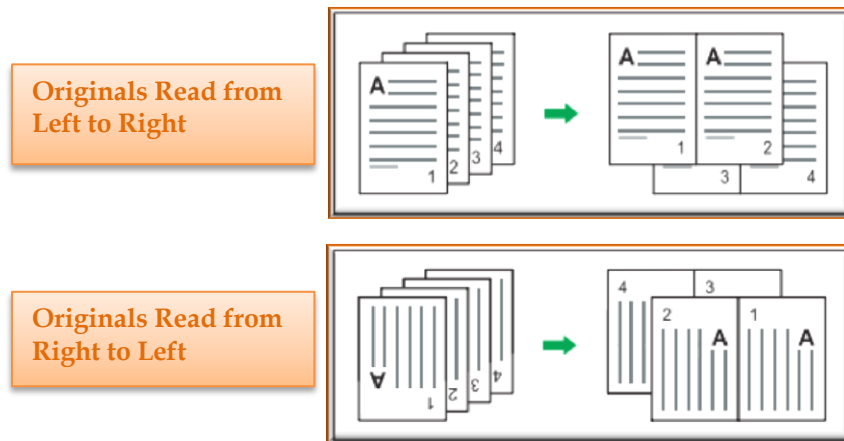
Orientation of Original/Image Position of Combine

The image position of the Combine differs according to the original orientation and the number of originals to be combined. The illustrations below show how the combine feature will print with the different Combine options.



Placing Originals

The default copy order for originals is from left to right. To copy originals from right to left, place the originals upside-down in the ADF.



One-Sided Combine

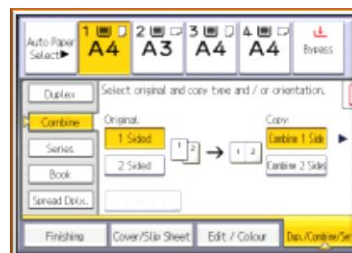
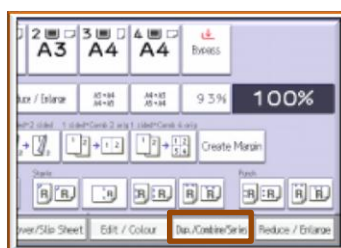
This feature allows you to combine several pages of a document onto one side of a sheet. There are six types of One-Sided Combine.



- 📄 **1 Sided 2 Originals - Combine 1 Side** - This option is used to copy two one-sided originals to one side of a sheet.
- 📄 **1 Sided 4 Originals - Combine 1 Side** - Use this option to copy four one-sided originals to one side of a sheet.
- 📄 **1 Sided 8 Originals - Combine 1 Side** - To copy eight one-sided originals to one side of a sheet, select this option.
- 📄 **2 Sided 2 Pages - Combine 1 Side** - This option is used to copy one two-sided original to one side of a sheet.
- 📄 **2 Sided 4 Pages - Combine 1 Side** - To copy two two-sided originals to one side of a sheet, select this option.
- 📄 **2 Sided 8 Pages - Combine 1 Side** - Use this option to copy four two-sided originals to one side of a sheet.

Copy Process for One-Sided Combine

- 📄 Press **Dup/Combine/Series** on the **Display Panel** (see illustration below left).
- 📄 Press **Combine**.
- 📄 The **Dup/Combine/Series** screen will display (see illustration below right).



- 📄 Select either **1-Sided** or **2-Sided** for the original.
- 📄 If **2-Sided** was selected, the **Orientation** can be changed.
- 📄 Press **Combine 1 Side**.
- 📄 Select the number of originals to combine.
- 📄 Press **OK**.
- 📄 Place the originals in the **ADF**, if necessary.
- 📄 Press the **Start** button.

Two-Sided Combine

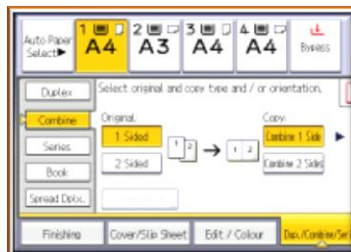
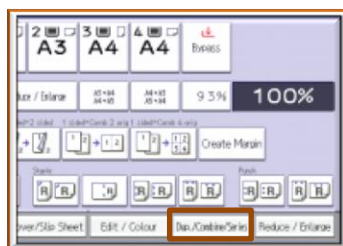
This feature is used to combine pages of original documents unto two sides of one sheet. There are six types of Two-Sided Combine.



- 📄 **1 Sided 4 Originals - Combine 2 Sides** - This option is used to copy four one-sided originals to one sheet with two pages per side.
- 📄 **1 Sided 8 Originals - Combine 2 Sides** - Use this option to copy eight one-sided originals to one sheet with four pages per side.
- 📄 **1 Sided 16 Originals - Combine 2 Sides** - To copy sixteen one-sided originals to one sheet with eight pages per side, select this option.
- 📄 **2 Sided 4 Pages - Combine 2 Sides** - Select this option to copy two two-sided originals to one sheet with two pages per sheet.
- 📄 **2 Sided 8 Pages - Combine 2 Sides** - This option is used to copy four two-sided originals to one sheet with four pages per sheet.
- 📄 **2 Sided 16 Pages - Combine 2 Sides** - Use this option to copy eight two-sided originals to one sheet with eight pages per sheet.

Copy Process for Two-Sided Combine

- 📄 Press **Dup/Combine/Series** on the **Display Panel** (see illustration below left).
- 📄 Press **Combine**.
- 📄 The **Dub/Combine/Series** screen will display (see illustration below right).



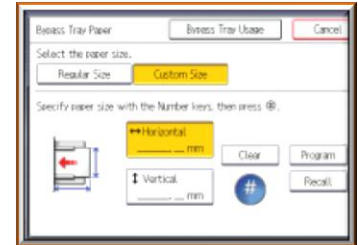
- 📄 Select either **1-Sided** or **2-Sided** for the original.
- 📄 Press **Combine 2 Sides**.
- 📄 Press **Orientation**.
- 📄 Select **Top to Top** or **Top to Bottom** for the **Original**.
- 📄 Select **Top to Top** or **Top to Bottom** for the **Copy**.
- 📄 Select the number of originals to combine.

- 📄 Press **OK**.
- 📄 Press the **Paper Size**, if necessary.
- 📄 Place the originals on the **ADF**, if necessary.
- 📄 Press the **Start** button.

COPY TO CUSTOM SIZE PAPER FROM BYPASS TRAY

Paper that is not the normal size (8.5 x 11 or 11 x 17 for example) can be fed into the machine using the Bypass Tray. Also, labels and envelopes can be fed into the machine using this tray.

- 📄 Lower the tray. This tray appears on the right end of the machine.
- 📄 Load the paper face-down on the tray.
- 📄 When the tray is lowered, Bypass is automatically selected.
- 📄 Press the **Pound (#) Key**.
- 📄 If a special size paper is used:
 - ★ Press **Paper Size**.
 - ★ Press **Custom Size** (see illustration at right).
 - ★ Enter the **Horizontal Size** with the **Number Keys**.
 - ★ Press the **Pound (#) Key**.

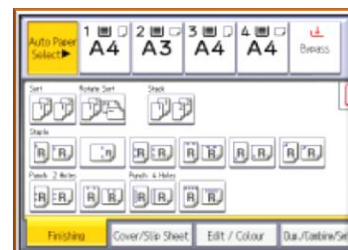
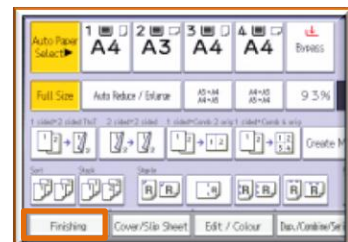


- 📄 Press **OK** twice.
- 📄 Place the originals in the **ADF** or on the **Exposure Glass**.
- 📄 Press the **Start** button.

FINISHING

This is the process that you use to staple your documents. Staples can be applied to the upper left corner (1 staple), bottom left corner (1 staple), the left side (3 staples), or top (2 staples) of the document. The illustration below shows the position of the staples when the original and copy orientation and size are the same.

	Placing the original on the exposure glass	Placing the original in the ADF	Staple position *1
Top 1 			
Slant 			
Bottom 1 			
Bottom Slant 			
Left 2 			
Top 2 			
Center 			



- ☞ Place all the originals in the **ADF** in the orientation in which they would normally be read.
or
- ☞ Place the original on the **Exposure Glass** using the same orientation, but place the original face down.
- ☞ Press **Finishing**. This key appears in the **bottom left corner** of the **Display Panel** (see illustration above top right).
- ☞ Select one of the **Stapling Positions** (see illustration above bottom right).
- ☞ Press **OK**.
- ☞ Specify the number of copies using the **Number Keys**.
- ☞ Press the **Start Key**.

NOTE: The Finishing process can also be completed by pressing the appropriate option on the Main Copy Window. However, there aren't as many stapling options available as there are if the Finishing option is selected.

NOTE: The images in this document were taken from the MT Copier User Guide.