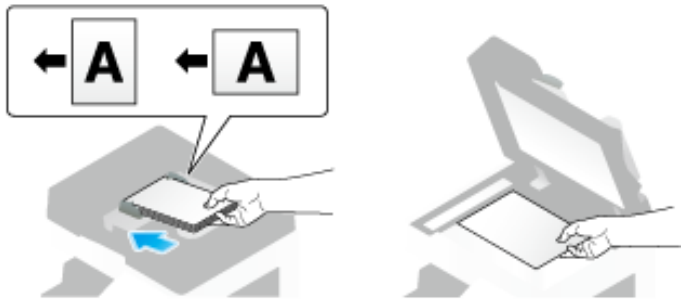
Making a copy (Basic operation flow)

1. Load the original.

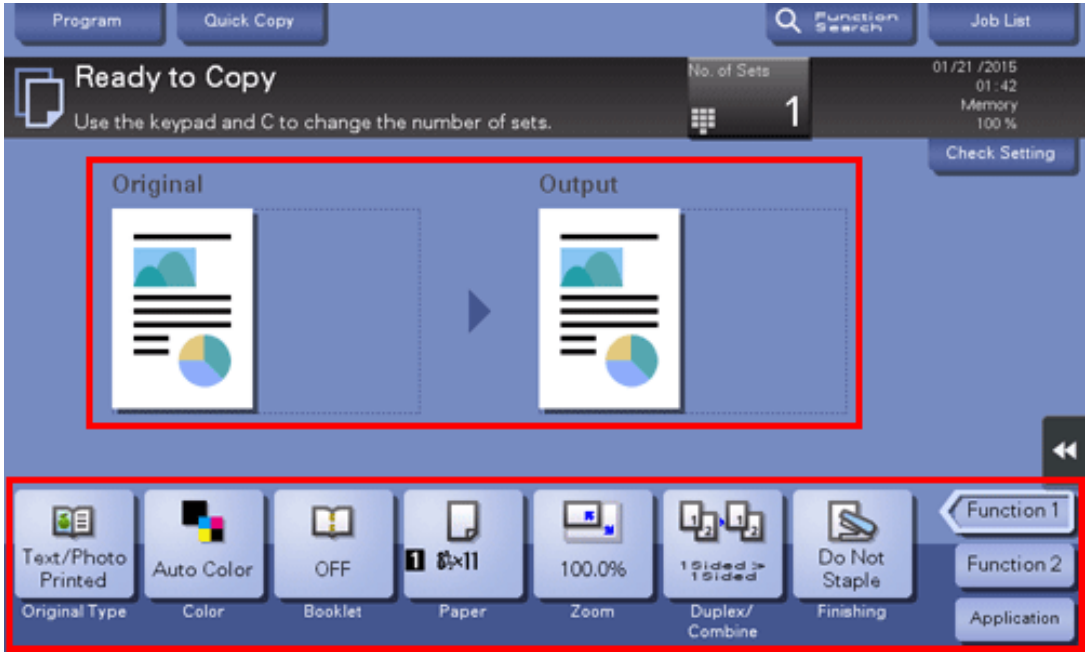


- When you want to scan a number of originals at one time, originals with pages of different sizes, or originals with folds, configure the original settings according to the original type. For details, refer to Here.

2. Tap [Copy].

3. If necessary, configure copy settings.

- The setting change is reflected on the image of [Output]. Therefore, you can configure the settings while checking the output image.
- To reconfigure settings, press the **Reset** key.



For details on copy settings, refer to the respective columns of the following table.

Purpose	Reference
To copy by specifying the color, image quality, density, etc.	Here
To print on both sides of paper or combine pages, and save the number of sheets	Here
To change the paper size or type of the paper to be copied	Here
To staple printed copies or create a booklet	Here
To copy various types of originals, such as card and magazine	Here
To adjust the layout such as specifying the zoom ratio and creating a poster	Here
To insert a cover sheet or blank sheet into copied documents	Here
To add the date, page number, stamp, etc. on copied documents	Here
To remove an unnecessary portion of the original	Here
To prohibit unauthorized copying	Here
To save originals on the hard disk (user box) of this machine	Here

4. If necessary, specify the number of copies using the **Keypad**.

- Tapping [No. of Sets] displays the **Keypad**.
- Pressing the **10 Keypad** key (default: Register key **3**) displays the **Keypad** on the **Touch Panel**, enabling you to enter numeric values.
- To change the number of copies, tap [C] (Clear).

5. Press the **Start** key.

- If desired, tap [Check Setting] before starting a copy, and check the settings.

The original is scanned, and copying starts.

- If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To cancel the operation, delete the stopped jobs from the list.
- If [Ready to accept another job.] appears while printing a job, you can scan the next original.

Related setting

- You can change the default copy settings to suit your environment. For details, refer to Here.

Related setting (for the administrator)

- You can leave the **Keypad** displayed in order to be able to enter the number of copies (default: [When Number of Sets is pressed]). For details, refer to Here.

Reference

- To configure various copy settings smoothly, you can collectively display the basic copy settings in a single screen, and arrange frequently-used keys in the main screen. For details, refer to Here.

Interrupt Copy

If you urgently want to make a copy, even if the machine is printing an original, you can interrupt the active job and make an intruder copy.

1. **Tap [Interrupt] on the slide menu.**

   Printing of the current job is suspended.

2. **Load the original.**

3. **Configure copy settings.**

4. **Press the Start key.**

   The original is scanned and copy begins.

5. **After the copy job is completed, tap [Interrupt] on the slide menu.**

The interrupting status is canceled.
The suspended print job is resumed.

Checking the finish before copying

Checking the preview image before copying

You can check the finishing image of a copy in the **Touch Panel** before copying.

By checking whether any incorrect setting is specified with the finishing image, you can prevent a number of copy errors.

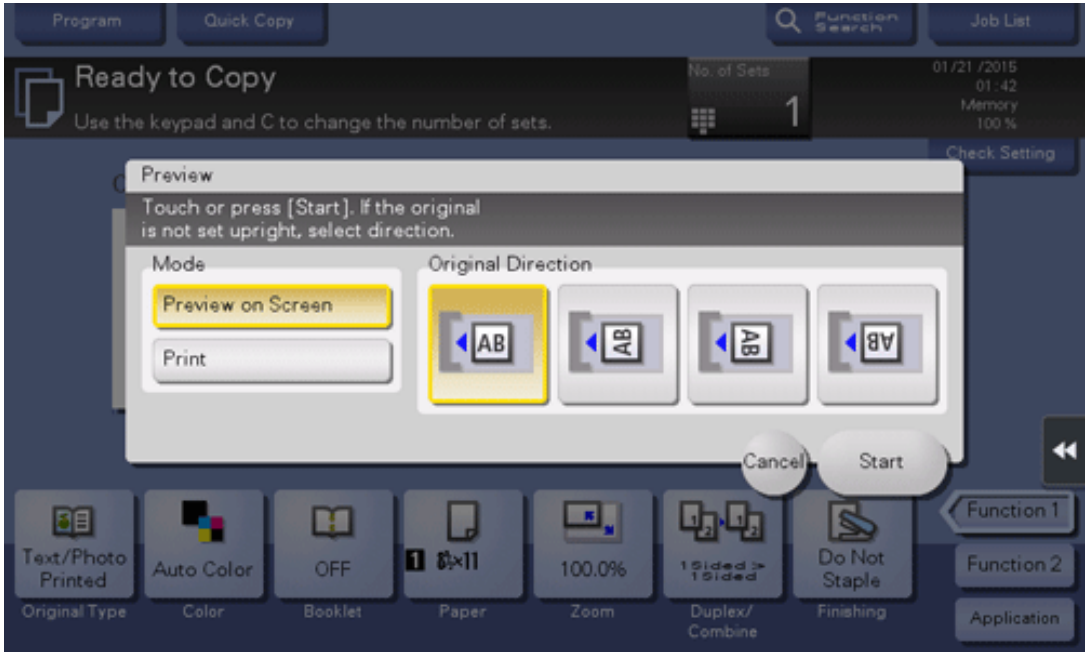
1. Load the original.

2. Tap [Copy].

3. Configure copy settings.

4. Press the **Preview** key (default: Register key **4**).

5. Tap [Preview on Screen], and select [Original Direction] according to the original direction.

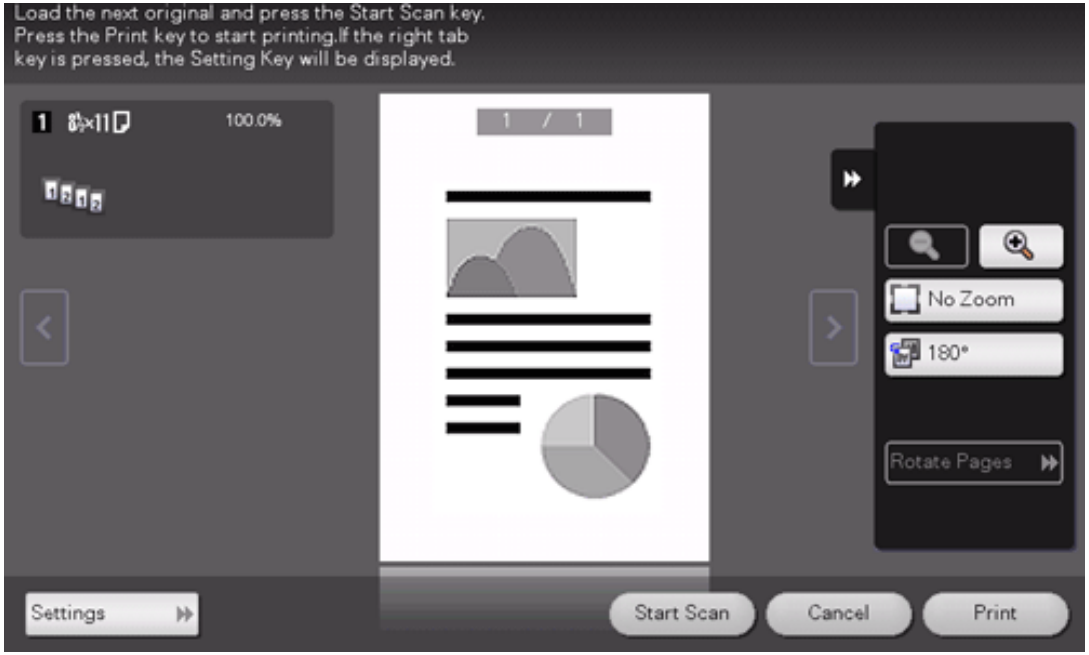


6. Tap [Start].

The original is scanned, and the Preview screen appears.

7. Check the preview display, and rotate the page or change settings as required.

- To continue to scan originals, load the original, and tap [Start Scan].
- To start copying, tap [Print] or press the **Start** key.
- To enlarge the preview image, double-tap the image.
- To enlarge or reduce the preview image, pinch-in or pinch-out the image.
- To rotate the image 180 degrees, rotate the preview image.
- If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.
- If you tap the tab key on the right of the screen, you can display or hide the setting key. The setting key allows you to enlarge or rotate a page.



8. After all originals are scanned, tap [Print] or press the **Start** key.

Copying begins.

Making a trial printing (proof copy)

Before beginning actual copying, do a single test copy and check it is acceptable.

When making a large number of copies, use the proof copy function to prevent a large number of copy errors from occurring.

1. **Load the original.**

2. **Tap [Copy].**

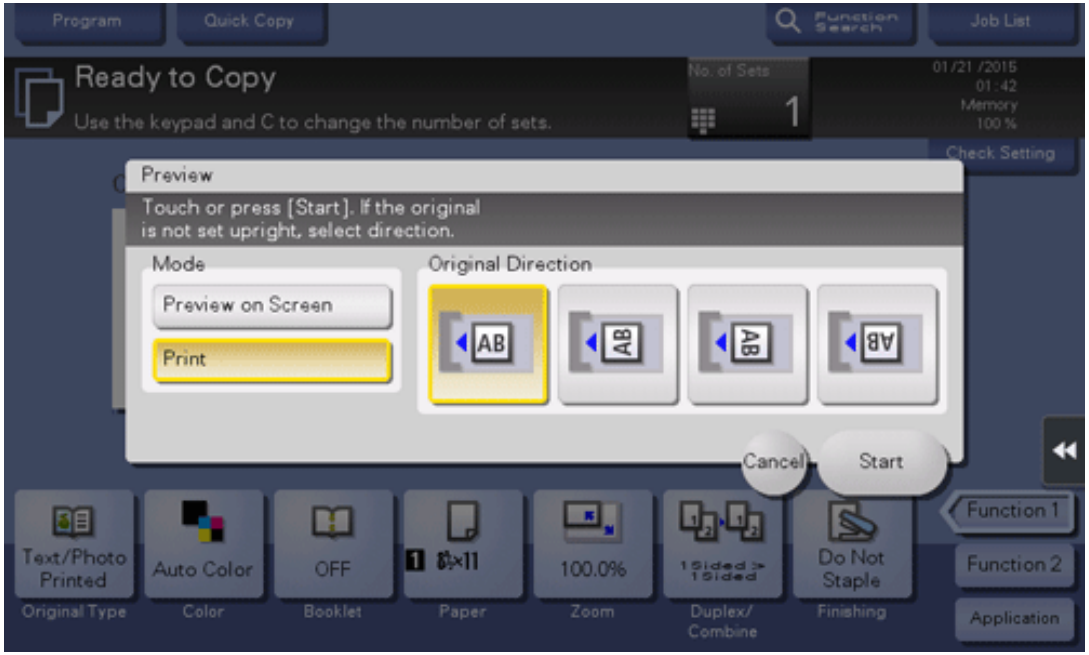
3. **Configure copy settings.**

4. **If necessary, specify the number of copies using the Keypad.**

   - Tapping [No. of Sets] displays the **Keypad**.
   - Pressing the **10 Keypad** key (default: Register key **3**) displays the **Keypad** on the **Touch Panel**, enabling you to enter numeric values.
   - To change the number of copies, tap [C] (Clear).

5. **Press the Preview key (default: Register key 4).**

6. **Tap [Print], and select [Original Direction] according to the original direction.**

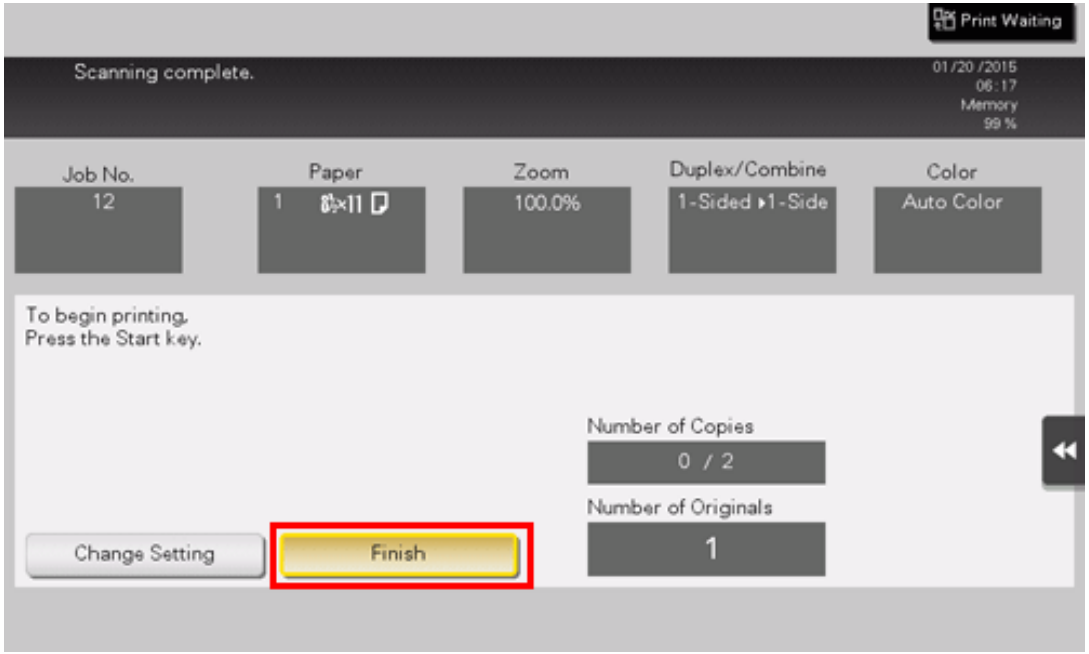


7. Tap [Start].

- If the original is loaded into the **ADF**, go to step 11. Copying begins for only one copy.
- If the original is loaded on the **Original Glass**, go to step 8.

8. Load the next batch of the original, then press the **Start** key.

9. After all original pages have been scanned, tap [Finish].



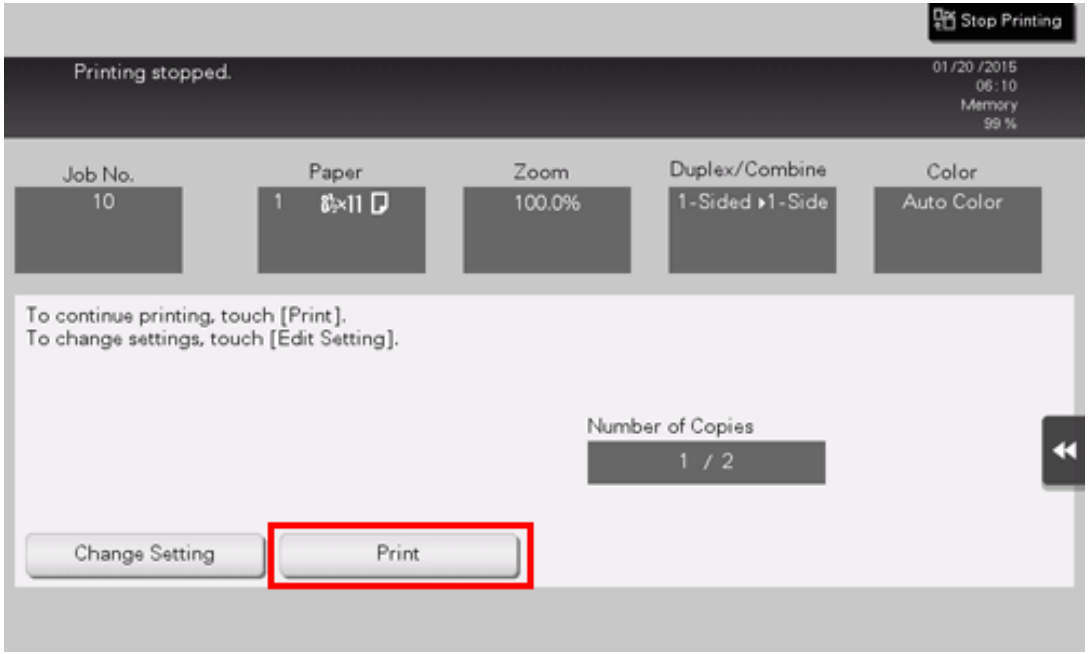
10. Press the **Start** key.

Copying begins for only one copy.

11. Check the proof copy.

➡ If necessary, tap [Change Setting] to change the copy settings.

12. Tap [Print].



Copying begins for the remaining copies.

Recalling a program for copying

Copy program

Program is a function used to register a combination of various copy settings as a recall key. The program to be registered in the copy mode is called copy program.

For copy program, there are programs in which all copy settings are registered, and image adjustment programs in which only settings related to image quality are registered.

When you register a copy program, you can recall the combination of various copy settings from the main screen with simple action.

Registering a copy program

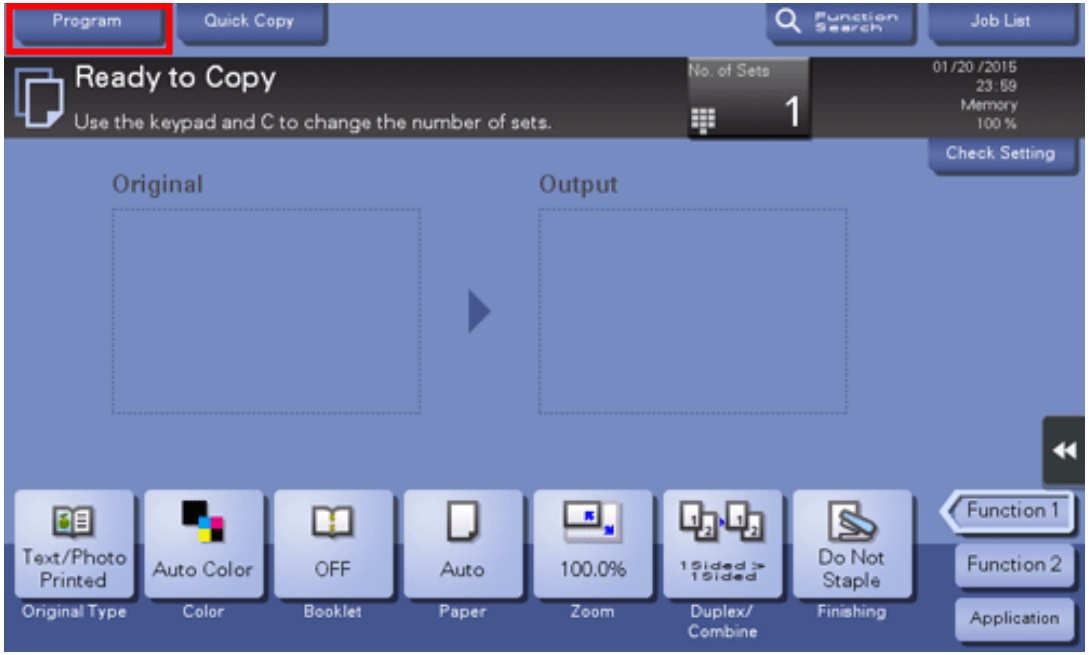
You can register up to 30 normal programs and up to three image adjustment programs.

1. Tap [Copy].

2. Configure copy settings.

➔ Register the settings configured here as a program.

3. Tap [Program].



4. **Select one of the keys that has not been registered and tap [Register].**

To register a setting related to image quality, select an unregistered key from [Image Adjustment Programs].
For image adjustment program, you can register the settings of [Original Type], [Density], [Bkgd. Removal], [Text Enhancement], [Neg-/Pos. Reverse], [Background Color], [Color Adjust], and [Mirror Image].

5. Enter the program name, then tap [OK].

Related setting (for the administrator)

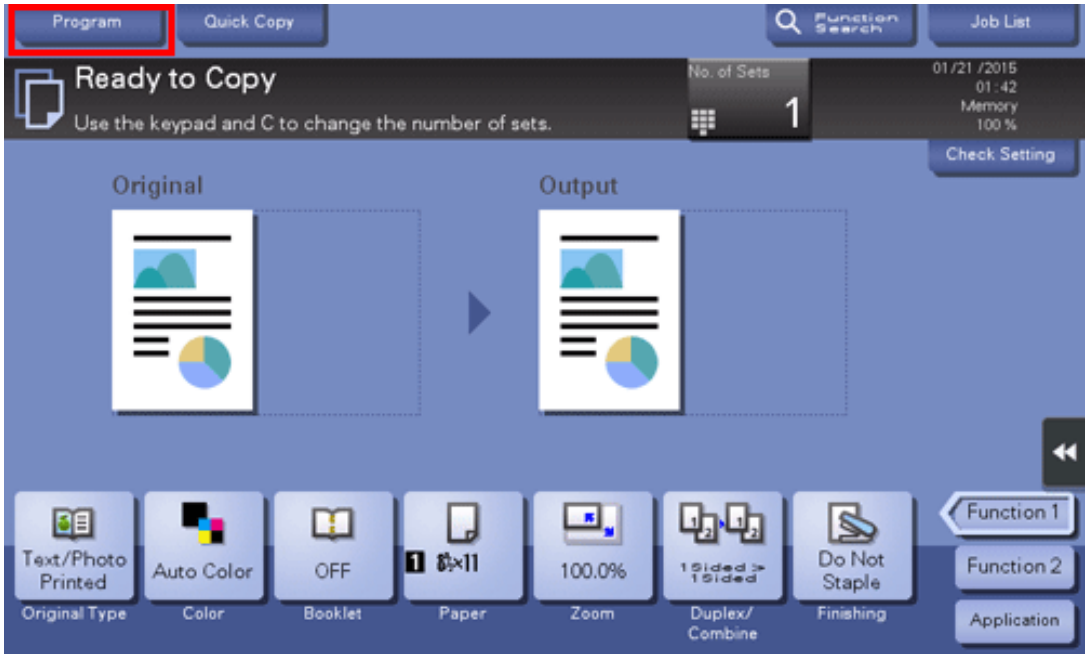
- You can lock registered programs to prevent unauthorized deletion or renaming of the program. For details, refer to Here.
- Registered programs can be deleted. For details, refer to Here.
- If necessary, you can prohibit the use of registered programs without deleting them (default: [Allow]). For details, refer to Here.

Recalling a copy program for copying

1. Load the original.

2. Tap [Copy].

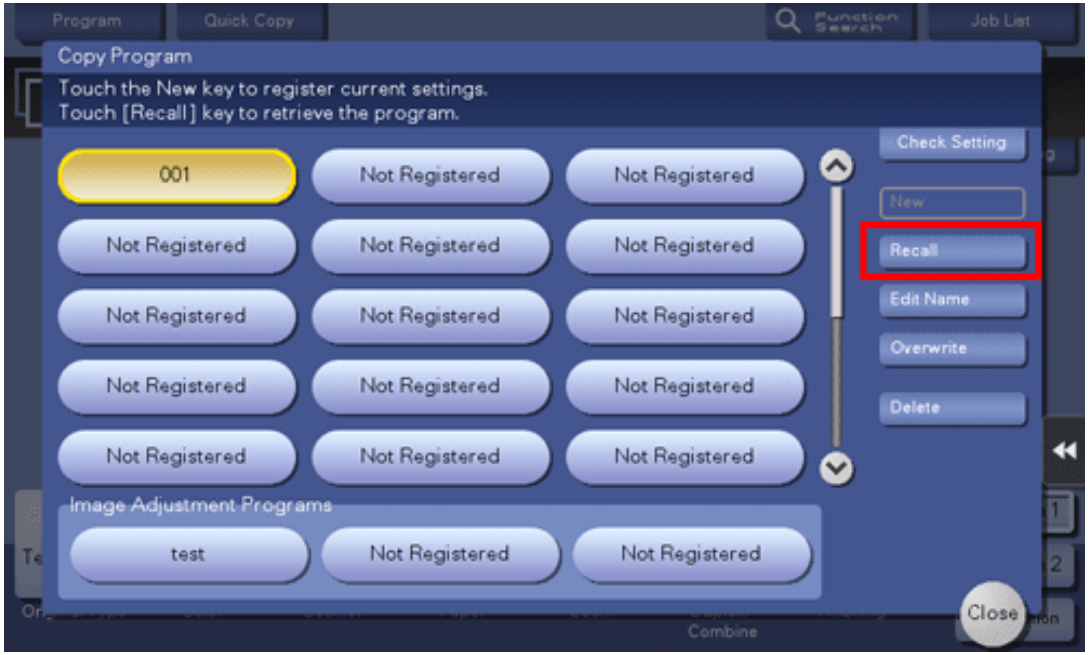
3. Tap [Program].



4. Select the program you want to recall, and tap [Recall].

- You can also recall a [Image Adjustment Programs] from [Original Type].
- Tap [Check Setting] to view the selected program settings.

The registered content of the program is applied.



5. Press the **Start** key.

- If desired, tap [Check Setting] before starting a copy, and check the settings.

The original is scanned, and copying starts.

- If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To cancel the operation, delete the stopped jobs from the list.
- If [Ready to accept another job.] appears while printing a job, you can scan the next original.

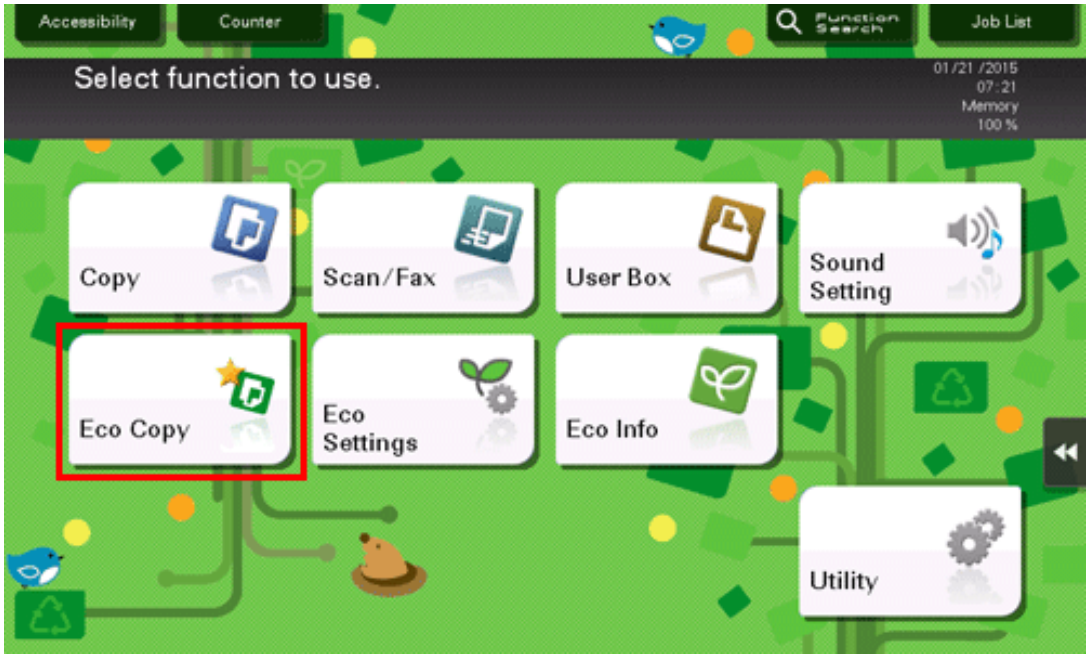
Reducing printing costs to make copies ([Eco Copy])

Eco Copy function

This machine provides the [Eco Copy] program that contains settings to reduce printing costs such as Duplex and Combine. You can easily make copies while reducing printing costs simply by tapping [Eco Copy] on the main menu.

Operations required to use this function (for the administrator)

Place [Eco Copy] on the main menu. For details on the setting procedure, refer to Here.



Tips

When [Eco Copy] is placed on the main menu, the background of the main menu changes to that of the Eco function.

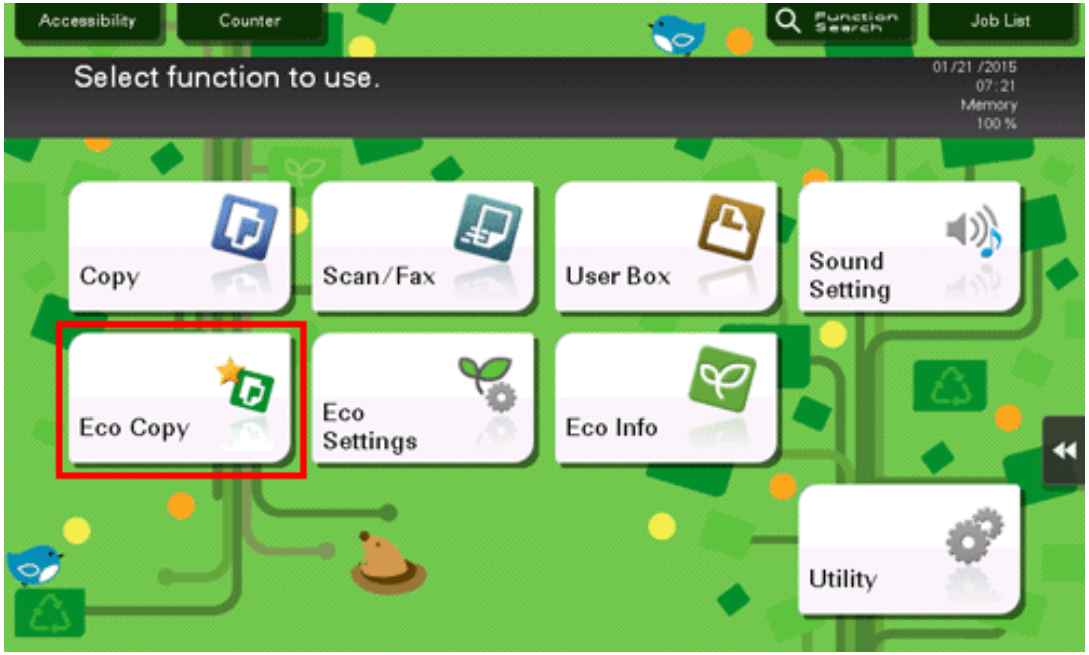
Related setting (for the administrator)

You can change copy settings registered in [Eco Copy]. For details on the setting procedure, refer to Here.

Using the Eco Copy function

1. Load the original.

2. Tap [Eco Copy] on the main menu.



The preset information is applied.

3. Press the **Start** key.

- If desired, tap [Check Setting] before starting a copy, and check the settings.

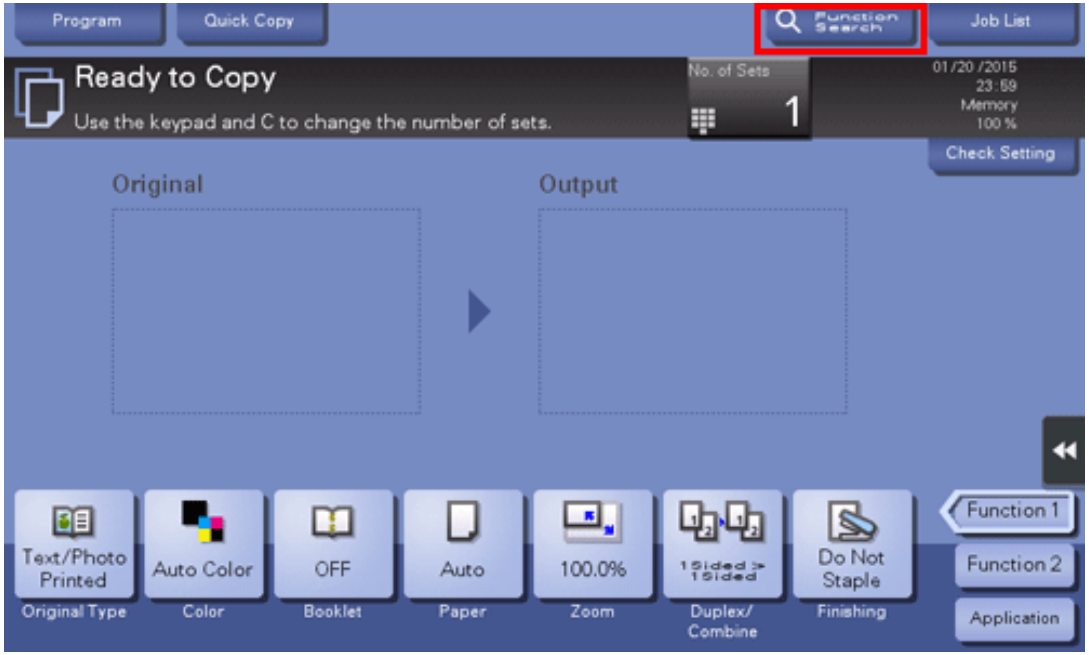
The original is scanned, and copying starts.

- If you press the **Stop** key while scanning or printing an original, processing is stopped, and a list of inactive jobs is displayed. To cancel the operation, delete the stopped jobs from the list.
- If [Ready to accept another job.] appears while printing a job, you can scan the next original.

Searching for copy function settings

You can search for copy function settings to go to the target function screen from the search result.

1. Tap [Function Search].



2. Enter the search keyword (using up to 32 characters).

➡ When the keyword is entered, searching begins, and the search result is updated.

3. Select the target item from the search result list.

The display moves to the target function screen.

Tips

- Settings for the copy function or fax/scan function are targeted for searching.

Related setting

- You can specify whether to use the search function (default: [Search On]). For details, refer to Here.