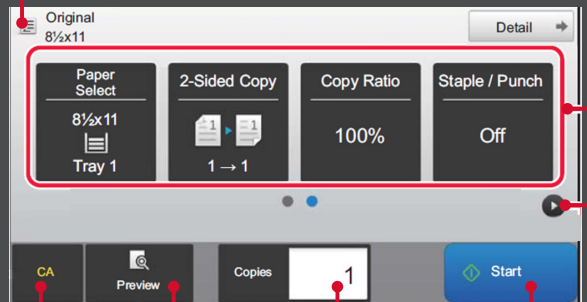


How Do I Make an Easy Copy?

Easy Copy Mode

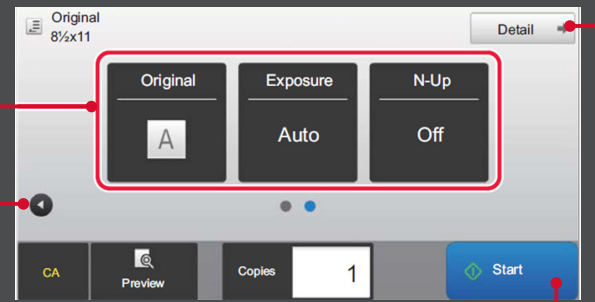
Displays Original Size

First Screen



Clear All Settings Preview Job Enter number of Copies Start Job

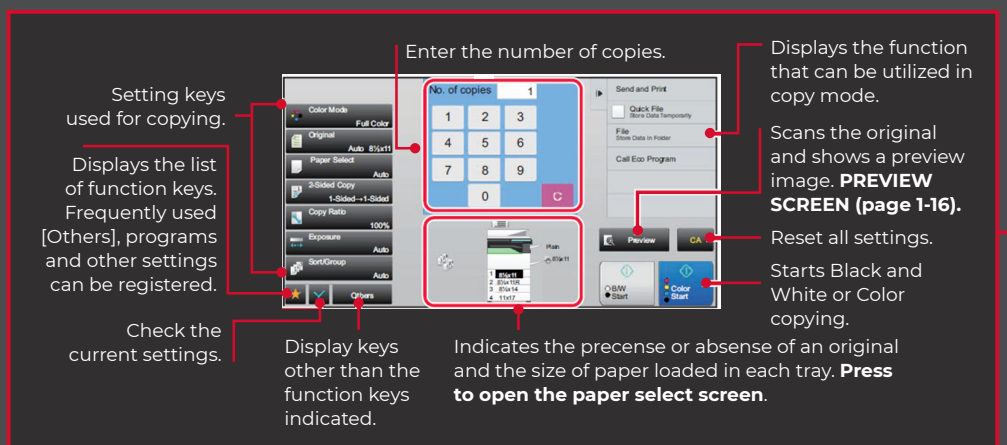
Second Screen



Start Job

Select Function to be Set
Change Button Display

Select "Detail" for Advanced Copy Screen



Finishing Made Easy

2-Sided Copying



Doc Feed Mode

1. Select the **2-sided copy** type.
2. When the original is set to "2-sided", select "Tablet" or "Book" in "Original Binding".
3. When the output is set to "2-sided", select "Tablet" or "Book" in "Output Binding".
4. After the settings are complete press "OK".

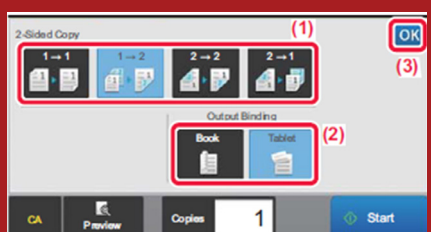
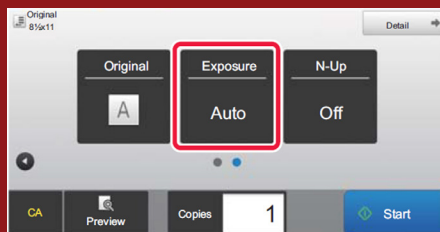


Table Glass Mode

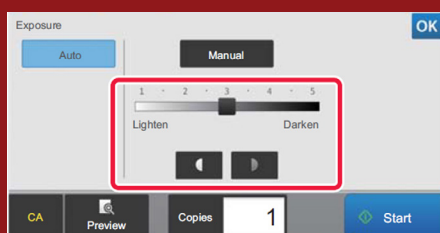
1. Press the [1 → 2] key.
2. When the output is set to "2-sided", select "Tablet" or "Book" in "Output Binding".
3. After the settings are complete press "OK".

Place next Original, then press [Start].
When finished press [Read-End].

Image Exposure



Select Exposure

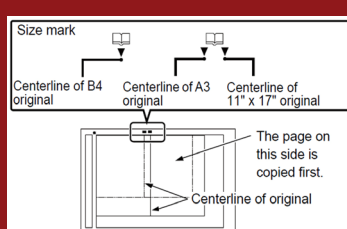


Tap or Slide the Slider to adjust the copy exposure.
After the adjustment, press **OK**.
This completes the procedure in easy mode.

Zoom Settings



Select Copy Ratio



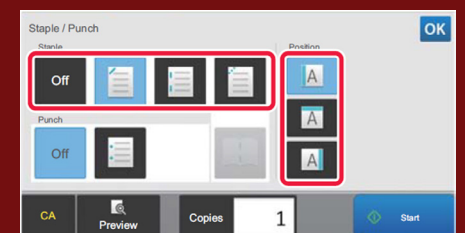
N-Up Copying



Select N-Up

Tap the number of original you want to copy collectively then select the layout key.
If needed, the images will be rotated.

Stapling



Select Staple/Punch

Select the number of staples and staple position.
- After the settings are completed, press **OK**.
- A binding position cannot be selected for stapleless stapling.