Copying

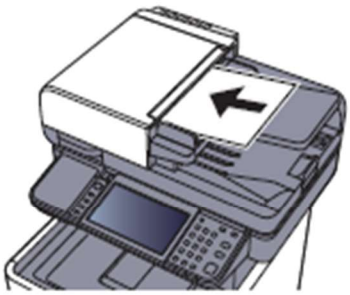
Basic Operation

Follow the steps as below for basic copying.

1 Select [Copy] on the Home screen.

2 Place the originals.

Place the originals.



Loading Originals (page 5-2)

3 Select the functions.

To configure the settings for functions, select the function key. By selecting [**Functions**], other selectable functions will be shown as a list.

Copy (page 6-2)

4 Use the numeric keys to enter the copy quantity.

Specify the desired number up to 999.

5 Press the [Start] key.

Copying begins.

NOTE

This function allows you to reserve the next job during printing. Using this function, the original will be scanned while the machine is printing. When the current print job ends, the reserved copy job is printed. If "Reserve Next Priority" is set to [Off], [**Reserve Next**] will appear. Select [**Reserve Next**] and configure the necessary settings for the copy job.

Reserve Next Priority (page 8-20)