

BASIC COPYING

- 1: PRESS **YELLOW RESET** BUTTON
- 2: PLACE ORIGINALS IN DOCUMENT FEEDER **FACE UP**
- 3: SELECT NUMBER OF COPIES
4. SELECT BLACK, OR COLOUR
- 5: PRESS **BLUE START** BUTTON

STAPLING

- 1: PRESS **YELLOW RESET** BUTTON
- 2: PLACE ORIGINALS IN DOCUMENT FEEDER, **FACE UP**
- 3: SELECT NUMBER OF COPIES
- 4: PRESS **FINISHING** ON TOUCH PANEL.
- 5: SELECT **CORNER, 2 POS STAPLING. OK**
- 6: PRESS **BLUE START** BUTTON

ENLARGING & REDUCING

PRESS THE **ZOOM** BUTTON:
A POPUP MENU APPEARS

SELECT THE MAGNIFICATION REQUIRED

ENLARGEMENTS		REDUCTIONS	
A4 ▶ A3 B5 ▶ B4	1.414	A4 ▶ B5 A3 ▶ B4	0.866
A4 ▶ B4	1.224	B4 ▶ A4	0.816
B4 ▶ A3 B5 ▶ A4	1.154	A3 ▶ A4 B4 ▶ B5	0.707
A5 ▶ A3	2.000	A3 ▶ A5	0.500

OR

PRESS THE **XY ZOOM** BUTTON:

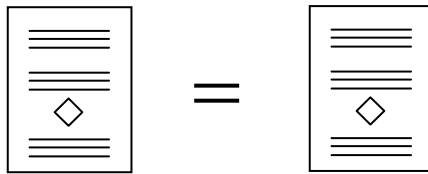
ENTER THE REDUCTION OR ENLARGEMENT
VIA THE KEYPAD (3 DECIMAL POINTS)

OK

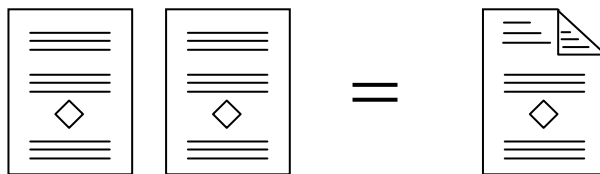
SIMPLEX/DUPLEX

Press Duplex/Combine

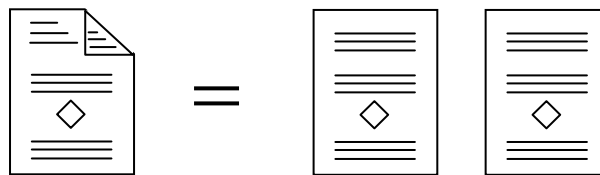
1>1 Single sided originals to single sided copies



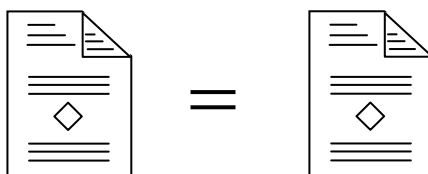
1>2 Single sided originals to double sided copies



2>1 Double sided originals to single sided copies



2>2 Double sided originals to double sided copies



CHANGE PAPER SELECTION

- 1: PRESS **PAPER** BUTTON
- 2: SELECT TRAY TO BE CHANGED
- 3: SELECT **CHANGE TRAY SETTINGS**
- 4: SELECT PAPER TYPE/ WEIGHT/ SIZE
- 5: PRESS **OK**
- 6: PLACE ORIGINALS IN DOCUMENT FEEDER, **FACE UP**
- 7: SELECT NUMBER OF COPIES
- 8: PRESS **BLUE START** BUTTON

SORT

- 1: PRESS **YELLOW AUTO RESET** BUTTON
- 2: PLACE ORIGINALS IN DOCUMENT FEEDER, **FACE UP**
- 3: SELECT NUMBER OF COPIES
- 4: PRESS **FINISHING** ON TOUCH PANEL.
- 5: SELECT **SORT**, PRESS **OK**
- 6: PRESS **BLUE START** BUTTON

TO PLACE A SERVICE CALL

PHONE:

1300 55 44 41

PLEASE HAVE YOUR
SERIAL NUMBER* READY

*THIS CAN BE FOUND BY LIFTING THE LID AND UNDER THE GLASS THE
SERIAL NUMBER WILL BE ON A STICKER)

BOOKLET FOLDING & STAPLING

- 1: PRESS **YELLOW AUTO RESET** BUTTON
- 2: PLACE ORIGINALS IN DOCUMENT FEEDER **FACE UP**
- 3: PRESS **FINISHING** AND THEN **FOLD STAPLE** ON TOUCH PANEL.
- 4: SELECT ERASE CENTRE MARGIN OR NOT
- 5: PRESS **OK**
- 6: SELECT **A4R OR A3** PAPER
- 7: SELECT NUMBER OF COPIES
- 8: PRESS **BLUE START** BUTTON

HOLE PUNCHING

- 1: PRESS **YELLOW AUTO RESET** BUTTON
- 2: PLACE ORIGINALS IN DOCUMENT FEEDER **FACE UP**
- 3: PRESS **FINISHING** ON TOUCH PANEL.
- 4: SELECT **4 OR 2 HOLE PUNCH**
- 5: SELECT THE REQUIRED PUNCH POSITION
- 6: PRESS **OK**
- 7: SELECT NUMBER OF COPIES
- 8: PRESS **BLUE START** BUTTON