

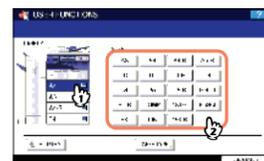
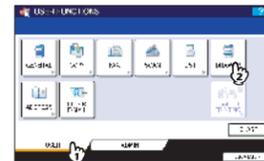


# e-STUDIO™ 256/306/356/456 Operating Instructions

## Registering Paper Size

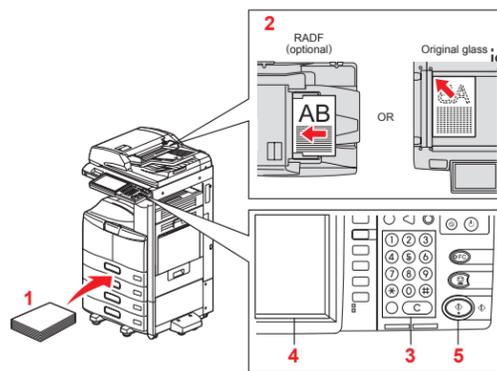
When you place paper for the first time or you replace the paper with that of a different size, you need to register the size to this equipment.

- 1 Press the [USER FUNCTIONS] button on the control panel.
- 2 Press the [USER] tab on the touch panel to display the user setting menu, and then press [DRAWER].
- 3 Select the paper size on the touch panel.
  - 1) Select the drawer in which you placed paper.
  - 2) Select the paper size.
- 4 Press the [USER FUNCTIONS] or [COPY] button on the control panel. The menu returns to the BASIC menu.



## Making Copies

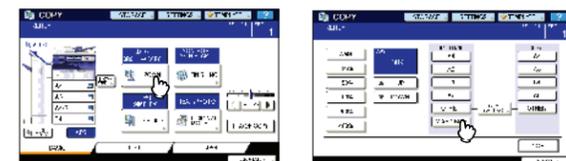
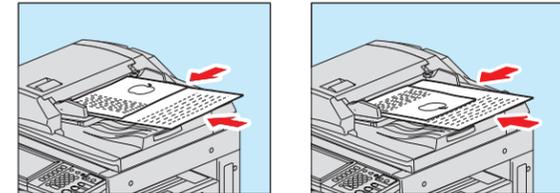
- 1 Make sure that paper placed in the drawer(s).
- 2 Place the original(s) on the Glass (Face Down) or RADF (Face Up).
- 3 Key in the desired number of copies if you want more than one copy.
- 4 Select the copy modes as required.
- 5 Press the [START] button on the control panel.
- 6 If copying from the Glass, place the next originals, and then press the [START] button on the control panel.
- 7 Press [FINISHED] on the touch panel after all the originals have been scanned.



## Copying Mixed Sized Originals in One Operation

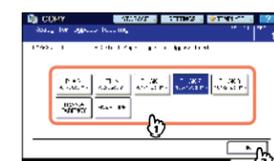
- 1 Place paper in the drawer(s).
- 2 Adjust the side guides to the widest original, and then align the originals against the side guide on the front side.
- 3 Press [ZOOM] on the touch panel.
- 4 Press [MIXED SIZE].
- 5 Press [AMS] to make copies on paper in one size. To make copies on paper of the same size as the originals, press [CLOSE] so that the menu returns to the BASIC menu, and then press [APS].
- 6 Select other copy modes as required, and then press the [START] button on the control panel.

When original widths are the same      When original widths are not the same



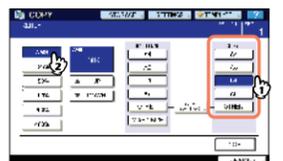
## Bypass Copying

- 1 Place the original(s) on the Glass (Face Down) or RADF (Face Up).
- 2 Move the paper holding lever toward the outside. Place paper with its copy side down on the bypass tray.
- 3 Align the side guides to the paper length while holding the tab. Move the paper holding lever toward the equipment.
- 4 Press the button of the same size as that of the paper you placed on the bypass tray.
- 5 Press [PAPER TYPE] on the touch panel if the paper type of the paper you placed on the bypass tray is other than plain paper.
- 6 Select the paper type and then press [OK].
- 7 Select other copy modes as required, and then press the [START] button on the control panel.



## Reduction / Enlargement

- 1 Place paper in the drawer(s).
- 2 Press [ZOOM] on the touch panel.
- 3 Select the desired paper size and then press [AMS].
- 4 Place the original(s).
- 5 Select other copy modes as required, and then press the [START] button on the control panel.



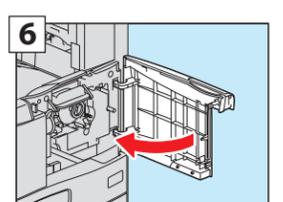
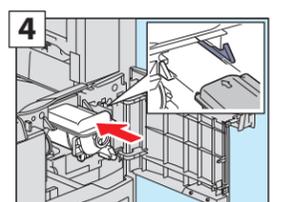
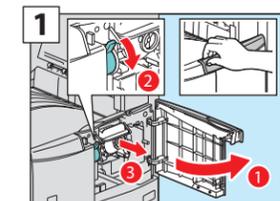
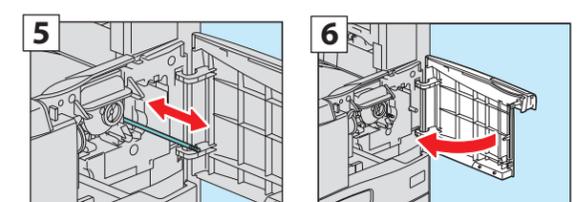
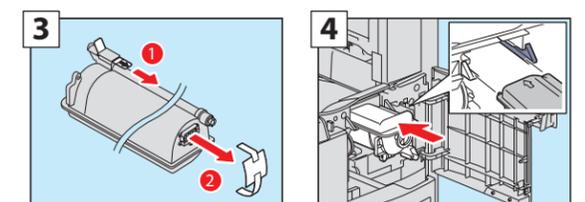
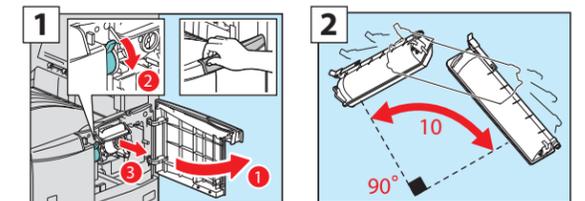
## 2-Sided Copying

- 1 Place paper in the drawer(s).
- 2 Place the original(s).
- 3 Press [2-SIDED] on the touch panel.
- 4 Select the desired mode.
  - [1 -> 2 DUPLEX]: 1-sided original to 2-sided copy
  - [2 -> 2 DUPLEX]: 2-sided original to 2-sided copy
- 5 Select other copy modes as required, and then press the [START] button on the control panel.



## Replacing the Toner

- 1 Open the front cover and then hold down the lever to take off the toner cartridge.
- 2 Shake the new toner cartridge well to loosen the toner inside.
- 3 Pull out the seal. Then remove the seal on the toner cartridge board.
- 4 Install the new toner cartridge.
- 5 Clean the charger.
- 6 Close the front cover.



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