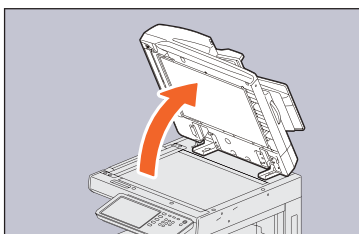## Basic Copying

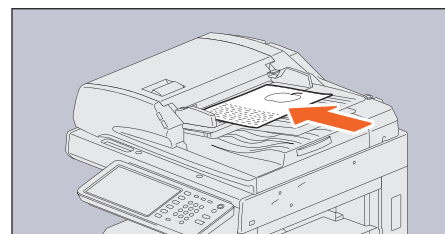**1** Press the [COPY] button on the control panel.
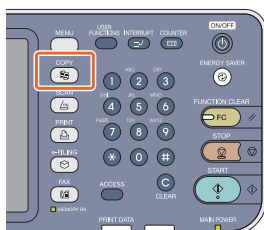
2 Place the original(s).
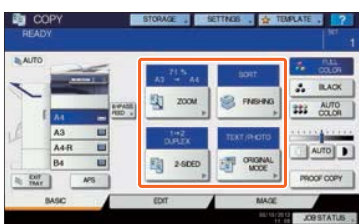
Original glass

Raise the original Cover or Reversing Automatic Document Feeder.

Reversing Automatic Document Feeder

Place the originals face up on the original feeder tray. Be sure that the document lamp (blue) lights up, which is provided on the Reversing Automatic Document Feeder.

3 Select the copy modes as required.

TIP

You can switch the color mode. There are 3 color modes as shown below.
FULL COLOR: All originals are copied in full color. (Default)
BLACK: All originals are copied in black and white.
AUTO COLOR: Automatically detects color and black and white. Originals are copied accordingly.

4 ❶ Key in the desired number of copies, and then ❷ press the [START] button on the control panel. Copying starts.
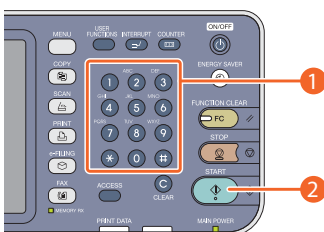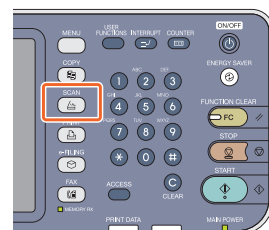

TIPS

• To stop copying, press the [STOP] button on the control panel and then [MEMORY CLEAR] on the touch panel.
• Printed paper exits to the exit tray of the equipment or the Finisher. The tray to which the paper exits is indicated by the arrow on the touch panel.
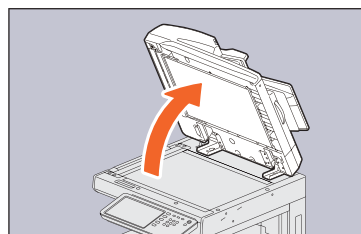
Basic Scanning

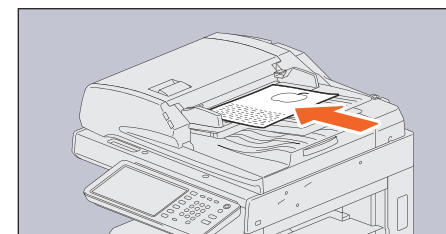**1** Press the [SCAN] button on the control panel.

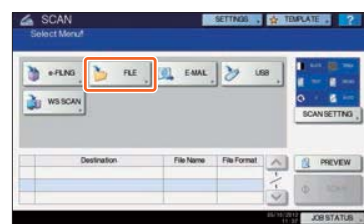**2** Place the original(s).

Original glass

Raise the original Cover or Reversing Automatic Document Feeder.
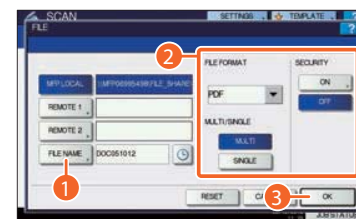
Reversing Automatic Document Feeder

Place the originals face up on the original feeder tray. Be sure that the document lamp (blue) lights up, which is provided on the Reversing Automatic Document Feeder.
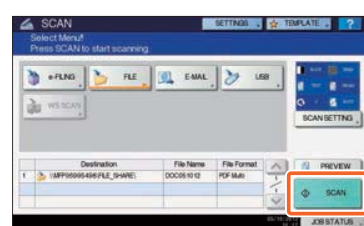
3 Press [FILE] on the touch panel.

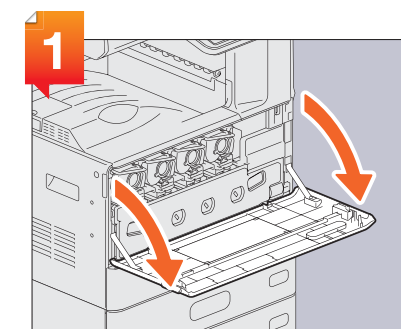**4** ❶ Set [FILE NAME], ❷ FILE FORMAT, etc. and then ❸ press [OK].

5 Change the scan settings as required.

6 Press [SCAN] on the touch panel. Scanning starts.
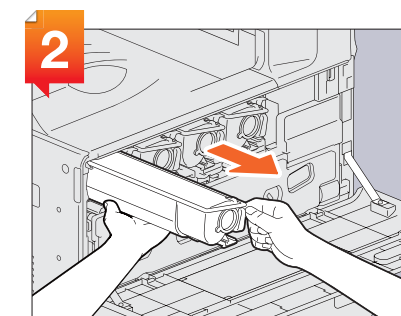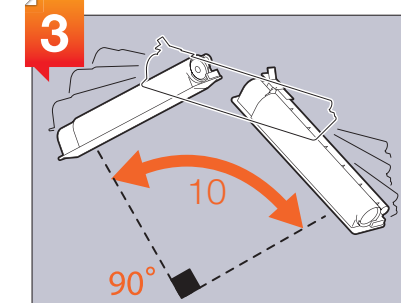

Replacing Toner Cartridge

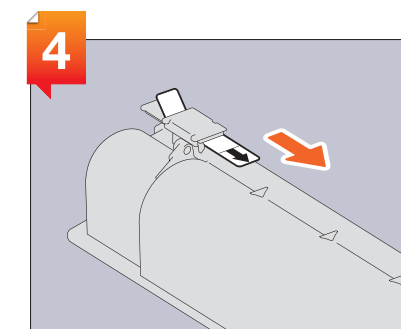The procedure for replacing the toner cartridge is as follows.

1
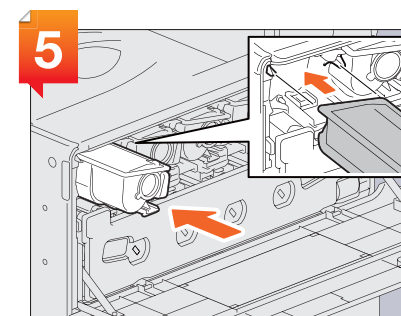

Open the front cover.

2

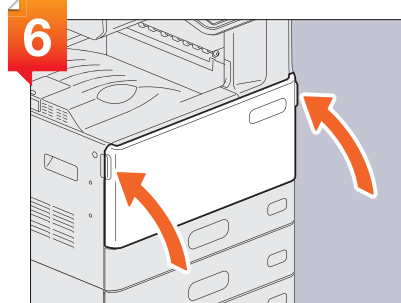Remove the color toner cartridge you want to replace.

3

Shake the new toner cartridge well to loosen the toner inside.

4

Pull the seal straight out in the direction of the arrow.

5

Insert the new toner cartridge straight along the guide until it stops.

6

Close the front cover pressing both edges.

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