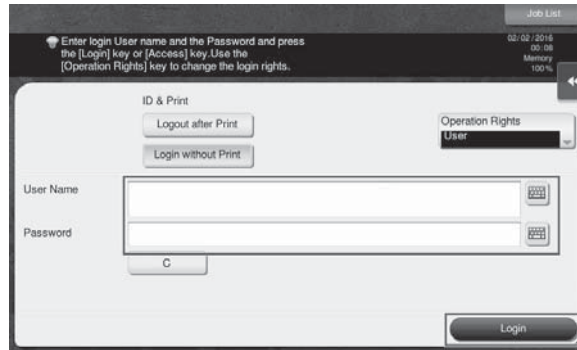


3.4 Copy function

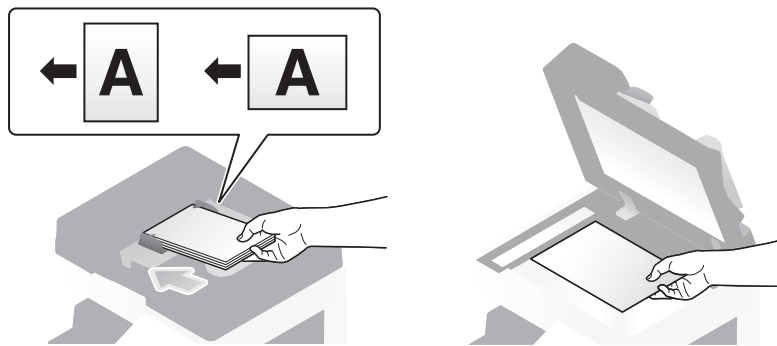
Basic operations

The following describes the basic operations to make a copy.

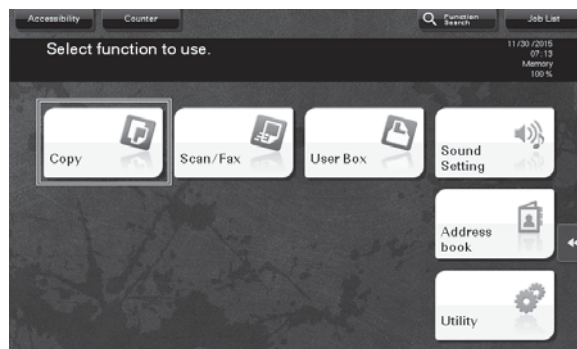
- 1 If user authentication is enabled, the login screen appears. Tap the entry area or keyboard icon to enter the required information, then tap [Login] or press the **Access** key.
 - If IC card or biometric authentication is enabled, refer to page 3-57.



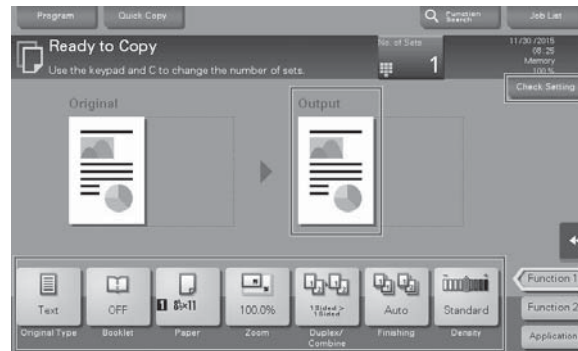
- 2 Load the original.



- 3 Tap [Copy].



- 4 Check the basic settings.
- Check the output image configured as specified while viewing the output illustrations displayed on the **Touch Panel**.
 - Tapping [Check Setting] can check detailed settings.



- To change the setting, tap the desired key on the **Touch Panel**.

| Settings | Description |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Original Type] | Specify the original type of the original. |
| [Booklet] | The pages in the original data are arranged and spread in a booklet format and printed on both sides of sheets. |
| [Paper] | Specify the output paper. |
| [Zoom] | Specify the zoom ratio. |
| [Duplex/Combine] | Specify double-sided copying or combine copying. |
| [Finishing] | Configure the offset, punch, or staple setting for output paper. |
| [Density] | Adjust the copy density. |
| [Bkgd. Removal] | Adjust the background density when the print on the back side may be reproduced on the front side of the copy or when the original background is colored. |

- 5 Tap the input area for entering the number of copies.

