Quick Reference Guide

5635/5645

Digital Copier

your document management partner
# Table of Contents

Overview .............................................. 1  
Making a Copy ........................................ 1  
Selecting Copy Exposure ............................. 2  
Using Enlarge/Reduce ................................. 3  
Duplex Copying ....................................... 4  
Finisher/Stapler/Hole Punch Options ............... 5  

Using the Stapler ..................................... 6  

Paper Misfeed ....................................... 7  

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Overview

This Quick Reference Guide is designed to provide you with quick references to some of the commonly used functions of your copier. Should you wish additional information on functions in this guide or on the many functions your copier provides, refer to the copier’s “Operator Guide”

Making a Copy

1. If the Touch Screen is not ON, push the Power Switch to the ON position.

2. If the Touch Screen displays the message: “Saving energy - press START” Either press the START key or the ENERGY SAVER key to turn the copier ON.

3. Select your copy options such as: Copy Quantity, Copy Darkness, Enlargement/Reduction, and Duplex.

4. Place your original face-up in the Document Feeder, or face down on the Exposure Glass.
Selecting Copy Exposure

5 Press the START key.

For more information refer to the “Making Copies” chapter of the Copier Operator Guide

Selecting Copy Exposure

1 Touch the EXPOSURE key.

2 To adjust copy exposure, touch either the Lighter or Darker keys, or touch the Photo key or Text key.
   AUTO, automatically selects the best exposure setting.

For more information refer to the “Basic Copier Functions” chapter of the Copier Operator Guide
**Using Enlarge/Reduce**

1. Touch the ZOOM key.

- To use preset ratios, touch either 25%, 100%, or 400% keys.
- To use zoom, touch either the Up or Down keys to change the ratio in one percent increments.
- To use Automatic Magnification Selection (AMS), touch the AMS key and the copier automatically detects the size of the original, then calculates the appropriate ratio.
- To use Copy and Original, touch the keys that correspond to your original size and to the desired copy size.

For more information refer to the “Basic Copier Functions” chapter of the Copier Operator Guide
Duplex Copying

1 Touch the DUPELEX key.

2 Determine your duplex options. Then, touch the appropriate key.
   • 1-Sided to 2-Sided
   • 2-Sided to 2-Sided
   • 2-Sided to 1-Sided
   • Book to 2-Sided

For more information refer to the “Copying Methods” chapter of the Copier Operator Guide
Finisher/Stapler/Hole Punch Options

With the optional Finisher/Stapler/Hole Punch installed, you can collate, stack, and staple copy sets and punch holes for binding your copies.

Using the Finisher

1. Touch the BASIC key.
2. Touch the FINISHER key.
3. Touch the desired finishing method:
   - NON-SORT
   - COLLATE
   - STACK

For more information refer to the “Using the Finisher” chapter of the Copier Operator Guide.
**Using the Stapler**

1. Touch the **BASIC** key.

2. Touch the **FINISHER** key.

3. Touch the desired **Staple Position** key.

For more information refer to the “Using the Finisher” chapter of the Copier Operator Guide

**Using the Hole Punch**

1. Touch the **BASIC** key.

2. Touch the **FINISHER** key.
Paper Misfeed

3 Touch the HOLE PUNCH key.

For more information refer to the “Using the Finisher” chapter of the Copier Operator Guide

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Paper Misfeed

1 Check the Touch Screen to see where the misfeed is located.

2 Open the appropriate cover or door to access the area of the misfeed.

3 Remove the paper misfeed.

For more information refer to the “Service and Supplies” chapter of the Copier Operator Guide
Paper Misfeed
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