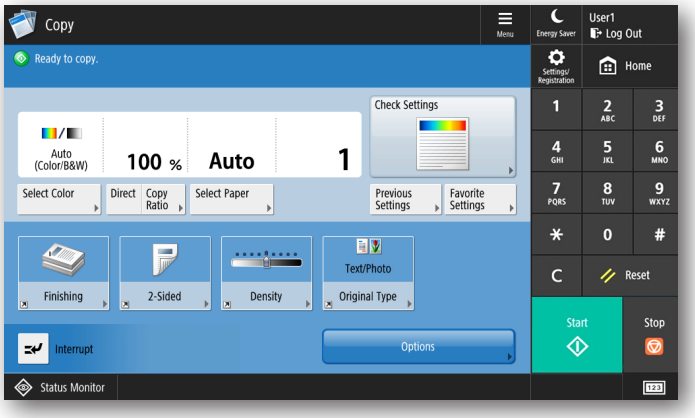
MAIN MENU:

Contains links to all available functions including links to the most commonly used features.



To create a Custom Quick button:

1. Turn on the desired settings from Copy, Scan and Send, or Fax
2. Select the **Menu Button**
3. Select **Register to Home**
4. Confirm the settings, then press **Next**
5. Select the action that should occur when the button is pressed, then press **Next**
6. Name the button and add a comment (if desired)
7. Press **OK**

TO REGISTER MEDIA IN THE PAPER DRAWERS:

1. Press **Status Monitor/Cancel**
2. Select **Preferences**
3. Select **Paper Settings**
4. Select **Paper Settings** again
5. Tap to select the drawer to register
6. Press **Set**
7. Select the correct media type
8. Press **OK** to accept the paper type
9. Press **OK** again
10. Press **Close**

TO VIEW THE JOB LOG:

1. Press **Status Monitor/Cancel**
2. Select the desired function
3. Select **Job Log**
   - "OK" or "- -" indicates the job has completed
   - "NG" indicates an error has occurred

SELECT COLOR:

1. Press **Select Color**
2. Select the preferred color mode:
   - **Auto** - auto-detect the color mode
   - **Full Color** - retain color information (CMYK)
   - **Black** - convert every page to grayscale
   - **Two Colors** - copies in black and another color you specify
   - **Single Colors** - copies with the color you specify only
3. Press **OK**

SELECT PAPER:

1. Press **Select Paper**
2. Choose the desired paper drawer
3. Press **OK**

STAPLE:

Staple is an optional feature

1. Press **Finishing**
2. Select **Staple and Collate** or **Staple and Group**, then press **Next**
3. Select the **Staple Position**
4. Press **OK**

COPY RATIO:

Reduce/Enlarge

1. Press **Copy Ratio**
2. Select a preset button or use the key pad to manually input the desired percentage
3. Press **OK**

MULTI-PURPOSE TRAY:

Use for specialty media

1. Insert paper in the MP Tray
2. Select the **Paper Size**, then press **Next**
3. Select the **Paper Type**
4. Press **OK**

DENSITY:

Lighten or darken text and images

1. Press **Density**
2. Select **Lighter** or **Darker** to adjust the density of text and images
3. Press **OK**

2-SIDED:

1. Press **2-Sided**
   - **1-2 Sided** - 1-sided originals, produced 2-sided
   - **2-2 Sided** - 2-sided originals, produced 2-sided
   - **2-1 Sided** - 2-sided originals, produced 1-sided
   - **Book-2 Sided** - copy facing pages in a book onto a 2-sided sheet
2. Press **OK**

FINISHING

Collate & Group

1. Press **Finishing**
2. Choose:
   - **Collate** - keep in page order (ABC, ABC)
   - **Group** - output by same page (AAA, BBB)
3. Press **OK**

BACKGROUND DENSITY:

Remove background color

1. Press **Density**
2. Select **Adjust**
3. Use the **-** (minus) button to remove background color
4. Press **OK**

BOOK ▶ 2 PAGES:

Copy facing pages in a book on to 2 separate sheets of paper

1. Place a book on the glass with the seam lined up on the LTR line
2. Press **Options**
3. Press **Book ▶2 Pages**

BOOKLET:

Repaginate originals so when folded in half, they will read in page order

1. Press **Options**
2. Select **Booklet**
3. Choose:
   - **Booklet Scan** - repaginate originals to create a booklet
   - **Do Not Booklet Scan** - original is already in booklet format
4. Select the **Original Size** - size of the original document
5. Select the **Layout Size** - final output paper size
   — Choose between 11x17, Legal, or Letter R —
6. Choose the desired folding and saddle stitch options:
   (Fold and saddle stitch is an optional feature)
   - **Fold + Saddle Stitch** - fold the booklet in half and staple in the seam
   - **Do Not Fold** - booklet will output on paper tray
   - **Fold Only** - fold the booklet in half, but do not staple
7. For a different cover stock, press **Add Cover**
8. Press **OK**

JOB BUILD:

Copy originals in batches from the feeder and/or the platen glass

1. Press **Options**
2. Select **Job Build**

N ON 1:

Reduce multiple originals to fit on to the front of a single page

1. Press **Options**
2. Select **N on 1**
3. Choose **2 on 1**, **4 on 1**, or **8 on 1**
4. If a double-sided output is desired, press **2-Sided Settings**
5. Select the **Original Size** - size of original document
6. Select the **Paper Size** - output paper size and source
7. Press **OK**

ADD COVER:

Add front and back covers

1. Press **Options**
2. Select **Add Cover**
3. Choose to add a **Front Cover**, a **Back Cover**, or select both
4. Press **Select Paper** to choose the cover paper source
5. Select which sides, if any, to print on
6. Press **OK**

INSERT SHEETS:

Add sheet inserts, chapter pages, or tabs

1. Press **Options**
2. Select **Insert Sheets**
3. Choose to add **Sheets**, **Chapter Pages**, or **Tabs**
4. Press **Add**
5. Use the key pad to enter the page number for the insert
6. Press **Select Paper** to choose the insert paper source
7. Select which sides, if any, to print on
8. Press **OK**

DIFFERENT SIZE ORIGINALS:

Copy different size documents at the same time

1. Press **Options**
2. Select **Different Size Originals**
3. Choose **Same Width** or **Different Width** originals
4. Press **OK**

ORIGINAL TYPE:

Specify to increase copy quality

1. Press **Original Type**
2. Choose:
   - **Text/Photo** - look for the black & white of text and the color or grayscale of photo
   - **Map** - look for the fine-line detail of maps
   - **Photo Printout** - copying a photograph printed on glossy paper
   - **Printed Image** - copying an image from non-glossy paper
   - **Text** - original document contains no images
3. Press **OK**

TRANSPARENCY COVER SHEETS:

Interleave a sheet of paper between printed transparencies

1. Place and register transparencies in the Multi-Purpose Tray
2. Press **Options**
3. Select **Transparency Cover Sheets**
4. Choose to **Print** on the cover sheet or **Leave Blank**
5. Select **Transp. Size** - transparency paper source
6. Select **Cover Sheet Sz.** - interleaf sheet source and size
7. Press **OK**

COLOR BALANCE:

Adjust color balance, saturation, density, and hue

1. Press **Options**
2. Select **Color Balance**
3. Use the **+** (plus) / **-** (minus) buttons to adjust the color strength
4. Use the buttons on the right to adjust saturation, hue, or density
5. Press **OK**

PAGE NUMBERING:

1. Press **Options**
2. Select **Page Numbering**
3. Choose the **Position**, **Style**, **Color**, **Font Size**, and **Starting Number**
4. For Number of Digits or to Add Characters, select **Set Details**
5. Press **OK**

COPY SET NUMBERING:

1. Press **Options**
2. Select **Copy Set Numbering**
3. Choose the **Position**, **Type**, **Font Size**, **Color**, **Density**, and **Starting Number**
4. Press **OK**

SHARPNESS:

Sharpen or soften the text and/or photo/image

1. Press **Options**
2. Select **Sharpness**
3. Press **Low** to blur or **High** to enhance the outline
4. Press **OK**

WATERMARK:

1. Press **Options**
2. Select **Watermark**
3. Choose the **Position**, **Font Size**, **Color**, and **Watermark Type**
4. For a custom watermark, select **Custom**
5. Select **Set Details**, then **Print Type**
6. Select **Transparent** to lighten down the density
7. Press **OK**

NEGA/POSI:

Invert the original image

1. Press **Options**
2. Press **Nega/Posi**

PRINT ON TAB:

Use Insert Sheets to insert tabs within a document

1. Press **Options**
2. Select **Print on Tab**
3. Set the **Width** (distance) to push the text to center it on the tab
4. Press **Select Paper** to choose the tab paper source
5. Press **OK**

ERASE FRAME:

Eliminate dark borders

1. Press **Options**
2. Select **Erase Frame**
3. Choose:
   - **Erase Original Frame** – erase all four borders of document
   - **Erase Book Frame** – erase all four borders as well as the center binding from a book
   - **Erase Binding** – erase from one designated border
4. Select **Original Size** - size of the original document (if applicable)
5. Use the **+** (plus) / **-** (minus) buttons to adjust the erase width
6. Press **OK**

PRINT DATE:

1. Press **Options**
2. Select **Print Date**
3. Select the printing position
4. Select the orientation of the placed original
5. Specify the content to print
6. Press **OK**

SHIFT:

Shift the image to the center of the page or to a corner

1. Press **Options**
2. Select **Shift**
3. Select **By Position**
4. Use the arrow keys to select the desired location
5. Press **OK**

GUTTER:

Adjust the margin on a copy

1. Press **Options**
2. Select **Gutter**
3. Select which margin to shift
4. Choose to adjust the **Front** and/or **Back** side(s)
5. Use the **+** (plus) / **-** (minus) buttons to adjust the gutter width
6. Press **OK**

MIRROR IMAGE:

Copy the original image in reverse

1. Press **Options**
2. Select **Mirror Image**

REPEAT IMAGES:

Repeat the original image vertically & horizontally

1. Press **Options**
2. Select **Repeat Images**
3. Use the **+** (plus) / **-** (minus) buttons to set the number of times to repeat or select **Auto**
4. Press **Set Margins**
5. Set the blank spaces between images
6. Press **OK**

MERGE JOB BLOCKS:

Scan originals in batches from the feeder or the platen glass; each batch can have different copy settings

1. Press **Options**
2. Select **Merge Job Blocks**
3. Specify the copy settings for the combined document
4. Press **OK**
5. Place the first original
6. Specify the copy settings for first batch
7. Press the **Start** button
8. Select **Scan Settings of Next Block**
9. Place the next original
10. Specify the copy settings for second batch
11. Press the **Start** button
12. Repeat above steps for any remaining batches
13. After all originals are scanned, press **Check/Merge All Blocks**
14. Use the key pad to specify the number of prints
15. Press **Start Printing**

AREA DESIGNATION:

Specify areas to copy or blank out

1. Press **Options**
2. Press **Area Designation**
3. Press **Touch Entry**
4. Press **Sart Scanning**
5. Secify the area to copy
6. Press **Framing** and then press **Preview**
7. Confirm if the areas are specified correctly and press **OK**
8. Next, choose **Center Shift** to move the specified area to the center of the page, or choose **Do Not Center Shift**
9. Press **OK**

SUPERIMPOSE IMAGE:

Copy an original on to a stored image

To Store an Image:

1. Press **Settings/Registration**
2. Select **Function Settings > Common > Print Settings > Register Form**
3. Select **Register**
4. Select the **Original Size** of the document, then press **Next**
5. Choose the desired scanning settings
6. Press **Form Name**
7. Use the on-screen keyboard to type the form name
8. Place the original document on the platen glass
9. Press the **Start** button

To Use Superimpose Image:

1. Press **Options**
2. Press **Superimpose Image**
3. Select **Set** in **Front Side**
4. Choose the desired image, then press **Next**
5. Choose **Solid** or **Transparent**
6. Select the output color mode
7. Press **OK**

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