Quick Copying Guide

Basic Copying
1. Place the originals face up in the document feeder, or face down on the glass.
2. Press Services Home on the control panel, then touch Copy on the touch screen.
3. Confirm or change options as desired. Touch other tabs for more options.
4. Select the number of copies with the alphanumeric keys.
5. Press the green Start button.

For more information, see Copying in the User Guide.

Copy Tab Options
Output Color
- Auto Detect allows the printer to detect and copy in color or black and white.
- Color copies in color.
- Black & White copies in black and white only.
- Dual Color allows you to separate the colors of the original into two groups of colors for copying.
- Single Color allows you to copy in one of twelve preset or custom colors.

Reduce/Enlarge
- Touch the minus (-) or plus (+) button to change the copy size proportionally.
- Touch Reduce/Enlarge for more options.

Paper Supply
- Auto Select allows the printer to select trays with the correct paper size.
- Touch one of the trays displayed to select a tray manually.
- Touch More for more information about tray settings.

2-Sided Copying
- Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
- Touch Rotate Side 2 to rotate the second side of copies 180 degrees.

Copy Output
- Touch the desired options for collation and stapling.
- The list will vary depending on the finisher configuration.

Other Tab Options
Image Quality
- Original Type
- Image Options
- Image Enhancement
- Color Effects
- Color Balance
- Color Shift
- Gloss Level

Layout Adjustment
- Book Copying
- 2-Sided Book Copying
- Original Size
- Edge Erase
- Image Shift
- Image Rotation
- Invert Image
- Original Orientation

Output Format
- Booklet Creation
- Covers
- Page Layout
- Poster
- Folding
- Annotations
- Watermark
- Tab Margin Shift
- ID Card Copy
- Transparency Options
- Face Up/Down Output

Job Assembly
- Build Job
- Sample Job
- Combine Original Sets
- Delete Outside/Delete Inside
- Stored Programming