






User Menu Map

Copy		
 Copy	Output Color	<ul style="list-style-type: none"> • Auto Detect • Black & White • Color • Single Color
	Reduce / Enlarge	<ul style="list-style-type: none"> • Proportional % • Independent X-Y % • Auto Center • Variable % • Presets
	Paper Supply	
	2-Sided Copying	<ul style="list-style-type: none"> • 1-1 Sided • 1-2 Sided • 2-2 Sided • 2-1 Sided • Rotate Side 2
	Copy Output	<ul style="list-style-type: none"> • Collated • Uncollated • Stapling (optional) • Folding (optional)
 Image Quality	Original Type	<ul style="list-style-type: none"> • Content Type • How Original was Produced
	Image Options	<ul style="list-style-type: none"> • Lighten/Darken • Sharpness • Saturation
	Image Enhancement	<ul style="list-style-type: none"> • Background Suppression • Manual Contrast • Auto Contrast
	Color Presets	<ul style="list-style-type: none"> • Lively • Bright • Warm • Cool
	Color Balance	<ul style="list-style-type: none"> • Normal • Basic Color • Advanced Color


Copy		
 Layout Adjustment	Original Orientation	<ul style="list-style-type: none"> • Upright Images • Sideways Images • Portrait Originals • Landscape Originals
	Original Size	<ul style="list-style-type: none"> • Auto Detect • Preset Scan Areas • Custom Scan Area • Mixed Size Originals
	Book Copying	<ul style="list-style-type: none"> • Both Pages • Left Page Only • Right Page Only • Binding Edge Erase • Reading Order (optional)
	Image Shift	<ul style="list-style-type: none"> • Auto Center • Margin Shift • Presets
	Edge Erase	<ul style="list-style-type: none"> • All Edges • Individual Edges • Presets
	Invert Image	<ul style="list-style-type: none"> • Mirror Image • Negative Image
 Output Format	Booklet Creation	<ul style="list-style-type: none"> • Off • On • Reading Order (optional) • Fold & Staple (optional) • Original Input
	Special Pages	<ul style="list-style-type: none"> • Covers • Chapter Starts • Inserts • Exceptions
	Annotations	<ul style="list-style-type: none"> • Page Numbers • Comment • Date • Bates Stamp
	Transparency Separators	
	Page Layout	<ul style="list-style-type: none"> • Pages Per Slide • Repeat Image
 Job Assembly	Build Job	
	Sample Job	
	Save Current Settings	
	Retrieve Saved Settings	




E-mail		
 E-mail	New Recipient	
	Address Book	
	From	
	Subject	
	Output Color	<ul style="list-style-type: none"> • Auto Detect • Black & White • Grayscale • Color
	2-Sided Scanning	<ul style="list-style-type: none"> • 1-Sided • 2-Sided • 2-Sided, Rotate Side 2
	Original Type	<ul style="list-style-type: none"> • Photo & Text • Photo • Text • Map • Newspaper/Magazine • How Original was Produced
	Scan Presets	<ul style="list-style-type: none"> • Sharing & Printing • Archival - Small File Size • OCR • High Quality Printing • Simple Scan
 Advanced Settings	Image Options	<ul style="list-style-type: none"> • Lighten/Darken • Sharpness • Saturation
	Image Enhancement	<ul style="list-style-type: none"> • Background Suppression • Manual Contrast • Auto Contrast
	Resolution	<ul style="list-style-type: none"> • 72 dpi • 100 dpi • 150 dpi • 200 dpi • 300 dpi • 400 dpi • 600 dpi
	Quality/File Size	<ul style="list-style-type: none"> • Normal Quality / Highest Quality • Small File Size / Largest File Size


E-mail		
 Layout Adjustment	Original Orientation	<ul style="list-style-type: none"> • Upright Images • Sideways Images • Portrait Originals • Landscape Originals
	Original Size	<ul style="list-style-type: none"> • Auto Detect • Preset Scan Areas • Custom Scan Area • Mixed Size Originals
	Edge Erase	<ul style="list-style-type: none"> • All Edges • Individual Edges
 E-mail Options	File Name	
	File Format	<ul style="list-style-type: none"> • PDF • PDF/A • XPS • Multi-Page TIFF • TIFF (1 File per Page) • JPEG (1 File per Page)
	Message	
	Reply To	
 Job Assembly	Build Job	





Fax		
 Fax	Fax Number & Recipient List	<ul style="list-style-type: none"> • Speed Dial • Recipient List
	Dialing Characters	
	Address Book	
	Cover Sheet	
	2-Sided Scanning	<ul style="list-style-type: none"> • 1-Sided • 2-Sided • 2-Sided, Rotate Side 2
	Original Type	<ul style="list-style-type: none"> • Photo & Text • Photo • Text
	Resolution	<ul style="list-style-type: none"> • Standard (200x100 dpi) • Fine (200 dpi) • Super Fine (600 dpi)
 Image Quality	Image Options	<ul style="list-style-type: none"> • Lighten/Darken • Sharpness
	Image Enhancement	<ul style="list-style-type: none"> • Background Suppression • Manual Contrast • Auto Contrast






Fax		
 Layout Adjustment	Original Size	<ul style="list-style-type: none"> • Auto Detect • Preset Scan Areas • Custom Scan Area • Mixed Size Originals
	Reduce / Split	<ul style="list-style-type: none"> • Reduce to Fit • Split Across Pages
	Book Faxing	<ul style="list-style-type: none"> • Both Pages • Left Page Only • Right Page Only • Binding Edge Erase • Reading Order (optional)
 Fax Options	Confirmation Report	<ul style="list-style-type: none"> • Print Confirmation • Print on Error Only (Optional)
	Starting Rate	<ul style="list-style-type: none"> • Super G3 (33.6 Kbps) • G3 (14.4 Kbps) • Forced (4800 bps)
	Delay Send	<ul style="list-style-type: none"> • Off • Specified Time
	Send Header Text	
	Mailboxes	<ul style="list-style-type: none"> • Off • Send to Remote Mailbox • Store to Local Mailbox • Print Local Mailbox Documents • Delete Local Mailbox Documents
	Local Polling	<ul style="list-style-type: none"> • Off • Non-Secure Polling • Secure Polling • Stored Local Documents - Print All / Delete All
	Remote Polling	<ul style="list-style-type: none"> • Poll a Remote Fax • Poll a Remote Mailbox
 Job Assembly	Build Job	

Workflow Scanning		
 Workflow Scanning	Template List	<ul style="list-style-type: none"> • All Templates • Local Templates • Network Templates • Scan To Home Templates • Public/Private Templates
	Output Color	<ul style="list-style-type: none"> • Auto Detect • Black & White • Grayscale • Color
	2-Sided Scanning	<ul style="list-style-type: none"> • 1-Sided • 2-Sided • 2-Sided, Rotate Side 2
	Original Type	<ul style="list-style-type: none"> • Photo & Text • Photo • Text • Map • Newspaper/Magazine • How Original was Produced
	Scan Presets	<ul style="list-style-type: none"> • Sharing & Printing • Archival - Small File Size • OCR • High Quality Printing • Simple Scan
 Advanced Settings	Image Options	<ul style="list-style-type: none"> • Lighten/Darken • Sharpness • Saturation
	Image Enhancement	<ul style="list-style-type: none"> • Background Suppression • Manual Contrast • Auto Contrast
	Resolution	<ul style="list-style-type: none"> • 72 dpi • 100 dpi • 150 dpi • 200 dpi • 300 dpi • 400 dpi • 600 dpi
	Quality / File Size	<ul style="list-style-type: none"> • Normal Quality / Highest Quality • Small File Size / Largest File Size
	Update Templates	<ul style="list-style-type: none"> • Update Now

Workflow Scanning		
 Layout Adjustment	Original Orientation	<ul style="list-style-type: none"> • Upright Images • Sideways Images • Portrait Originals • Landscape Originals
	Original Size	<ul style="list-style-type: none"> • Auto Detect • Preset Scan Areas • Custom Scan Area • Mixed Size Originals
	Edge Erase	<ul style="list-style-type: none"> • All Edges • Individual Edges
 Filing Options	File Name	
	File Format	<ul style="list-style-type: none"> • PDF • PDF/A • XPS • Multi-Page TIFF • TIFF (1 File per Page) • JPEG (1 File per Page)
	If File Already Exists	<ul style="list-style-type: none"> • Add Number to Name • Add Date & Time to Name • Add to TIFF/JPEG Folder • Overwrite Existing File • Do Not Save
	Document Management	
	Add File Destinations	
 Job Assembly	Build Job	

Internet Fax		
 Internet Fax	New Recipient	
	Address Book	
	From	
	Subject	
	Output Color	<ul style="list-style-type: none"> • Auto Detect • Black & White • Grayscale • Color
	2-Sided Scanning	<ul style="list-style-type: none"> • 1-Sided • 2-Sided • 2-Sided, Rotate Side 2
	Original Type	<ul style="list-style-type: none"> • Photo & Text • Photo • Text • Map • Newspaper/Magazine • How Original was Produced

Internet Fax		
 Advanced Settings	Image Options	<ul style="list-style-type: none"> • Lighten/Darken • Sharpness • Saturation
	Image Enhancement	<ul style="list-style-type: none"> • Background Suppression • Manual Contrast • Auto Contrast
	Resolution	<ul style="list-style-type: none"> • 72 dpi • 100 dpi • 150 dpi • 200x100 dpi • 200 dpi • 300 dpi • 400 dpi • 600 dpi
	Quality / File Size	<ul style="list-style-type: none"> • Normal Quality / Highest Quality • Small File Size / Largest File Size
 Layout Adjustment	Original Orientation	<ul style="list-style-type: none"> • Upright Images • Sideways Images • Portrait Originals • Landscape Originals
	Original Size	<ul style="list-style-type: none"> • Auto Detect • Preset Scan Areas • Custom Scan Area • Mixed Size Originals
 Internet Fax Options	File Format	<ul style="list-style-type: none"> • Multi-Page TIFF • PDF • PDF/A
	Message	
	Reply To	
	Acknowledgement Report	<ul style="list-style-type: none"> • Off • Print Report
 Job Assembly	Build Job	

Server Fax		
 Server Fax	Fax Number & Recipient List	
	Dialing Characters	
	Fax Directory	
	2-Sided Scanning	<ul style="list-style-type: none"> • 1-Sided • 2-Sided • 2-Sided, Rotate Side 2
	Original Type	<ul style="list-style-type: none"> • Photo & Text • Photo • Text
	Resolution	<ul style="list-style-type: none"> • Standard (200 x 100 dpi) • Fine (200 dpi)
 Image Quality	Image Options	<ul style="list-style-type: none"> • Lighten/Darken
	Image Enhancement	<ul style="list-style-type: none"> • Background Suppression • Manual Contrast • Auto Contrast
 Layout Adjustment	Original Orientation	<ul style="list-style-type: none"> • Upright Images • Sideways Images • Portrait Originals • Landscape Originals
	Original Size	<ul style="list-style-type: none"> • Auto Detect • Preset Scan Areas • Custom Scan Area • Mixed Size Originals
 Fax Options	Delay Send	<ul style="list-style-type: none"> • Off • Specified Time
 Job Assembly	Build Job	

Reprint Saved Jobs	
 Saved Jobs	