

Version 1.0
July 2009



Xerox[®] 4112[™] / 4127[™] Copier/Printer Image Shift/Corner Shift



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Changes are periodically made to this document. Changes, technical inaccuracies, and typographic errors will be corrected in subsequent editions.

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Overview

Image Shift

The Image Shift feature is used with copy jobs. This feature allows you to move the image of your original so that it positions onto a desired area of the printed output page. This is especially useful when you need to leave a margin for binding (such as three-hole punch) without losing any information on the printed page.

The Image Shift feature consists of the following options:

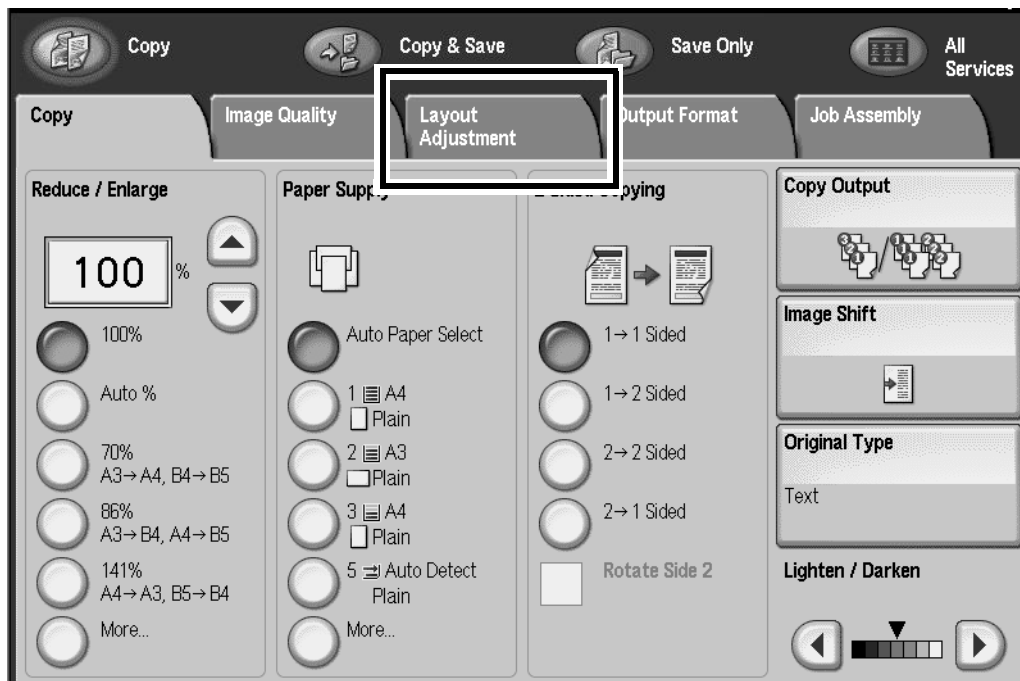
- No Shift
- Auto Center
- Corner Shift
- Margin Shift
- Three Preset values/buttons

Each of these options is discussed in the remainder of this document.

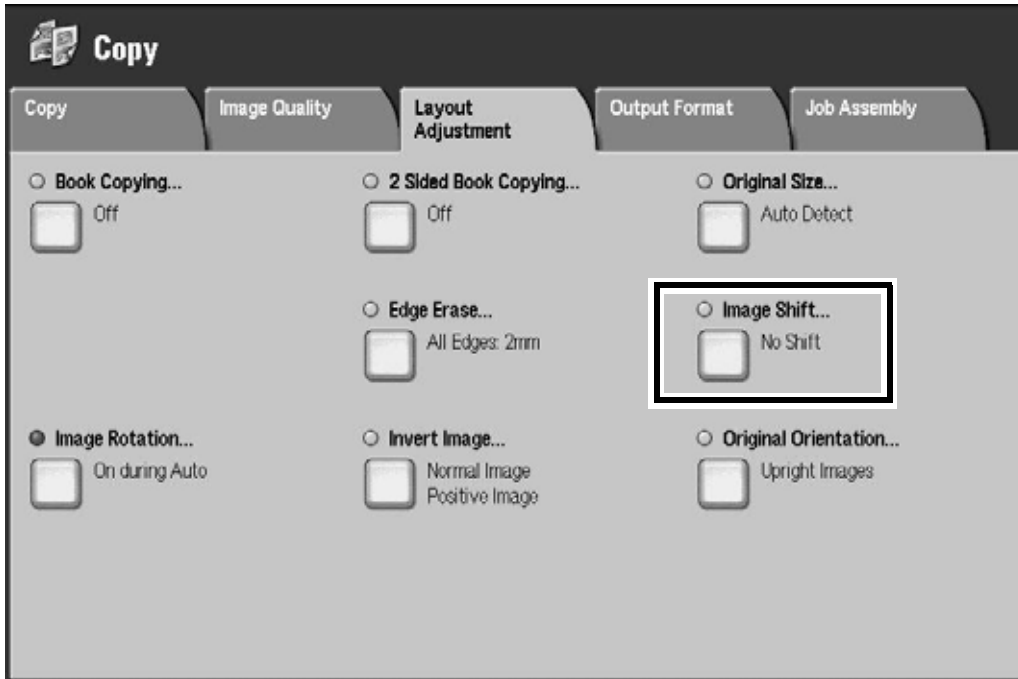
Accessing the Image Shift feature

You can access the Image Shift feature from the machine's User Interface (UI) by performing the following steps:

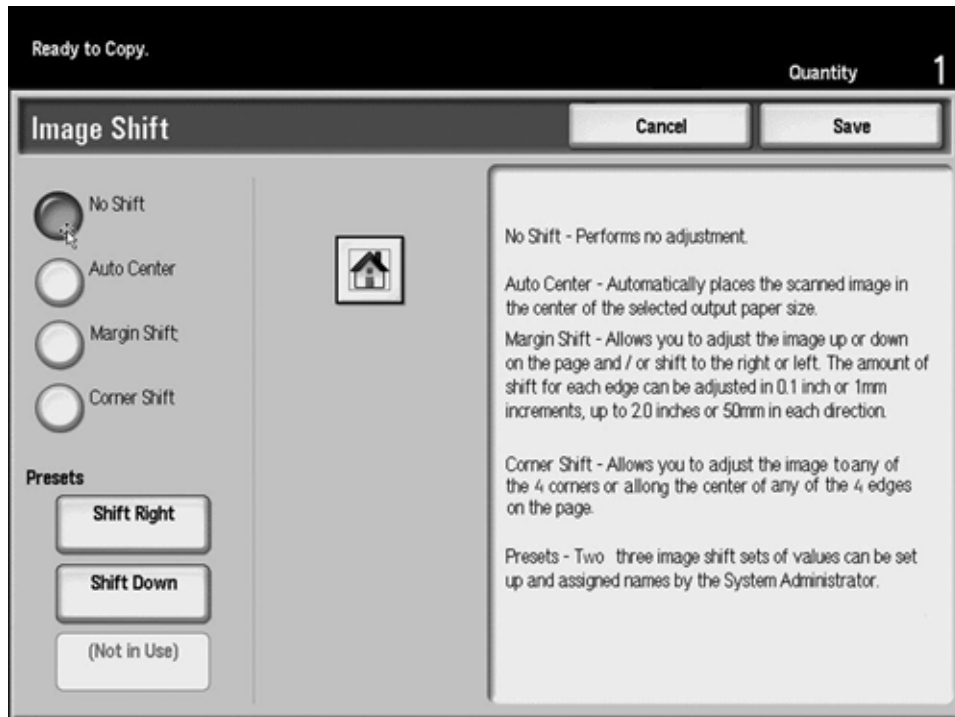
1. If necessary, select the **All Services** feature, and then select the **Copy** feature.
2. From the main Copy screen, select the **Layout Adjustment** tab.



3. Select the **Image Shift** feature.



The Image Shift option is displayed:

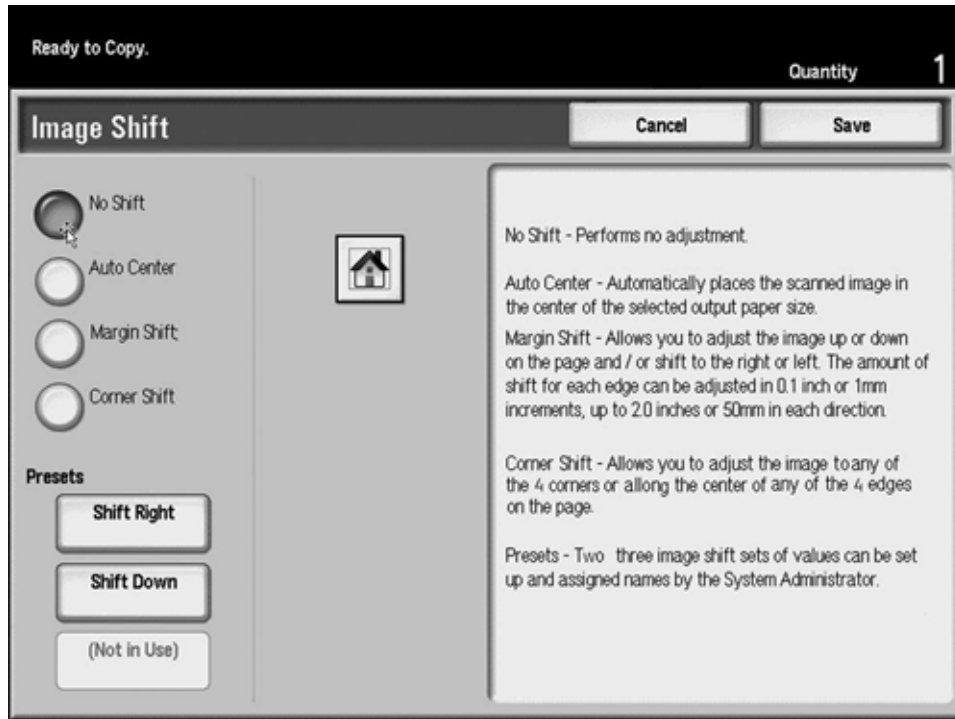


The **No Shift** option is the machine default setting for the Image Shift feature.

Image Shift options

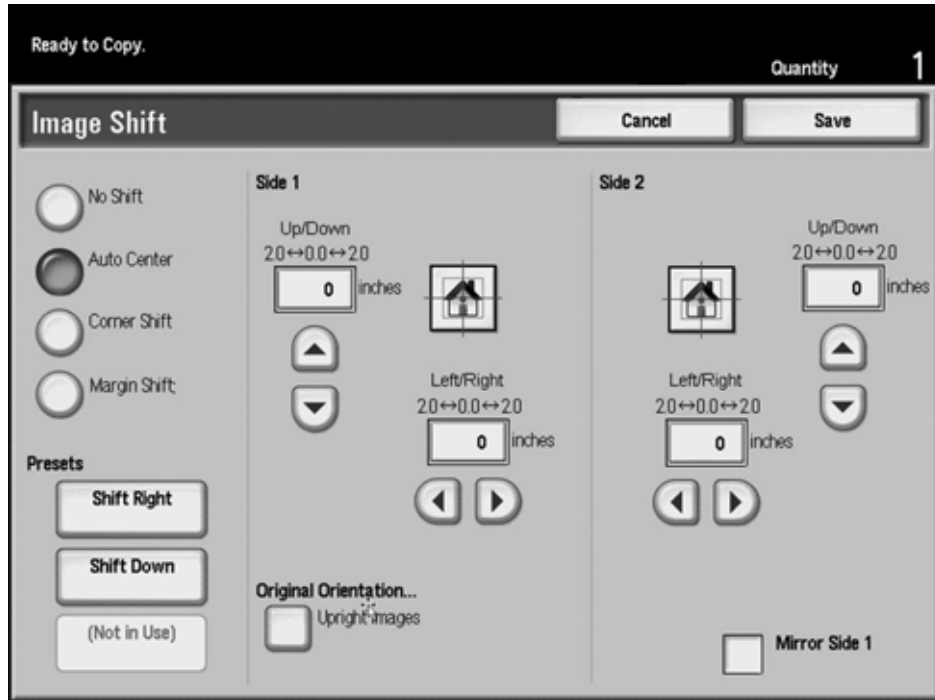
No Shift

If the No Shift option is selected, the machine assumes that the original document is registered in the upper left corner of the Document Glass. If the document is offset from this registration point, the image on the output copy will be offset by the same amount. No adjustment is made to your copies.



Auto Center

The Auto Center option automatically places the scanned image in the center of the selected output paper size. The original should be smaller than the output paper, or the image should be reduced if the original is larger than the selected output paper.



In some cases, the original image center is shifted slightly on the output copy.

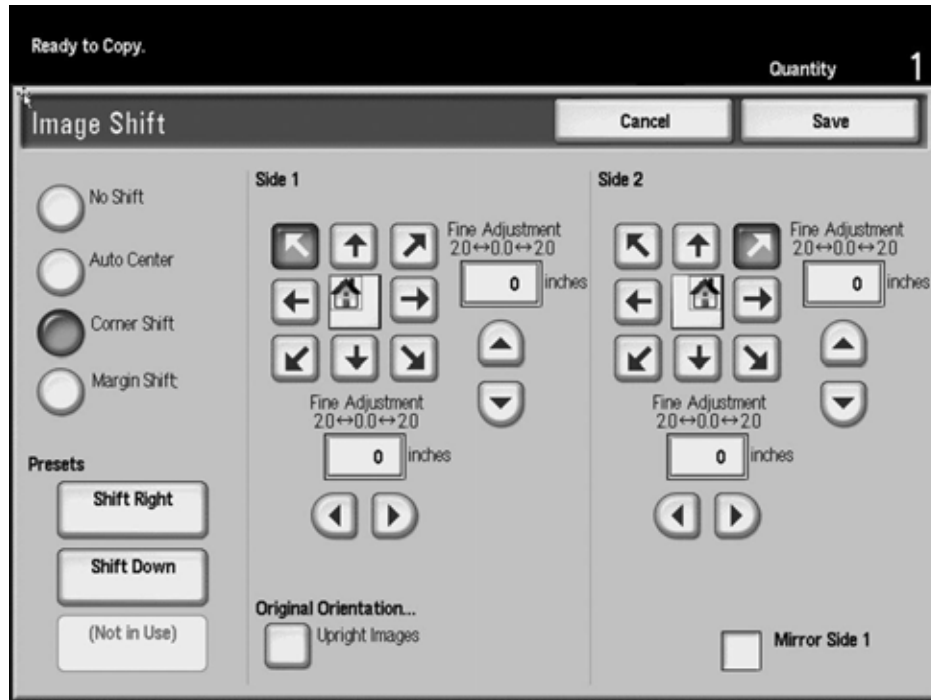
The orientation of the output image is determined by the placement of the original on the Document Glass and the orientation of the selected paper supply.

To use the Auto Center option, perform the following steps:

1. On the Image Shift window, select the Auto Center option.
2. Select the corresponding Up/Down/Left/Right button to adjust the image to the desired adjustment. The image can be adjusted 0-2.0 in./0-50.8 mm Up/Down or Left/Right.
3. Select **Save**.
4. Select any additional copy options for your job.
5. When you are finished selecting options, press the **Start** button on the Control Panel.

Corner Shift

The Corner Shift option enables you to move the image to each of the four corners of the paper or to the center of each of the four sides of the paper (eight positions total).



Note

Corner shift may not be evident on your output if you copy your original at 100%.

The orientation of the image on the copies is determined by the placement of the document on the Document Glass and by the orientation of the select paper supply.

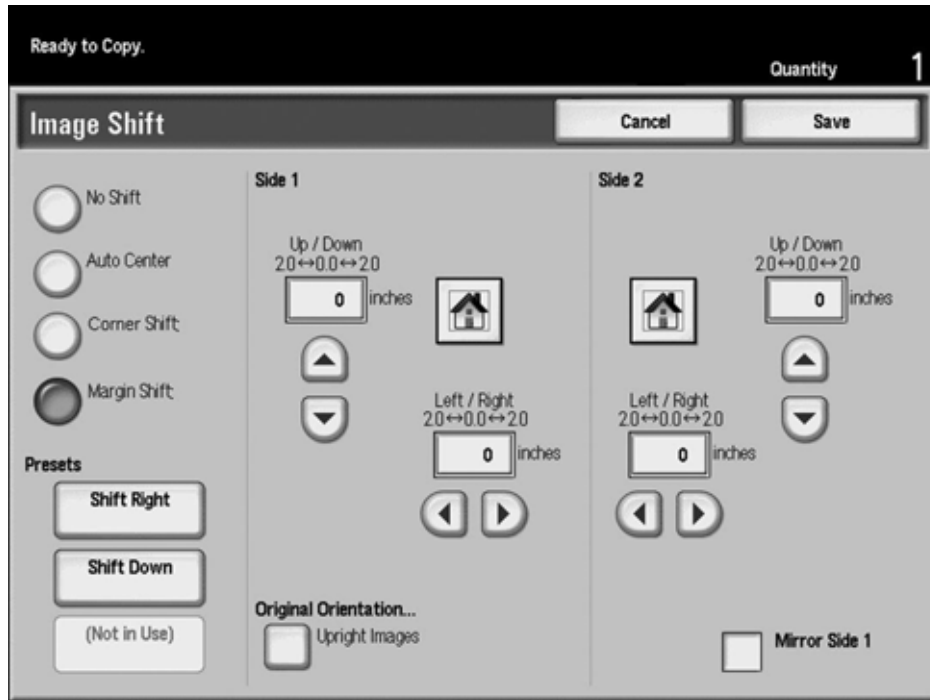
To use the Corner Shift option, perform the following steps:

1. On the Image Shift window, select the Corner Shift option.
2. Touch the arrow that corresponds to the location in which you would like to place the image.
3. Select the corresponding Up/Down/Left/Right button to adjust the image to the desired adjustment. The image can be adjusted 0-2.0 in./0-50.8 mm Up/Down or Left/Right.
4. Select **Save**.
5. Select any additional copy options for your job.
6. When you are finished selecting options, press the **Start** button on the Control Panel.

Margin Shift

Use the Margin Shift option to create a margin for binding one edge of a document by shifting the image away from that edge.

The Margin Shift option enables you to center a document image, shift the image to one edge slightly, or move the image to a specified edge (0-2.0 in./0-50.8 mm Left/Right or Top/Bottom) of the output.

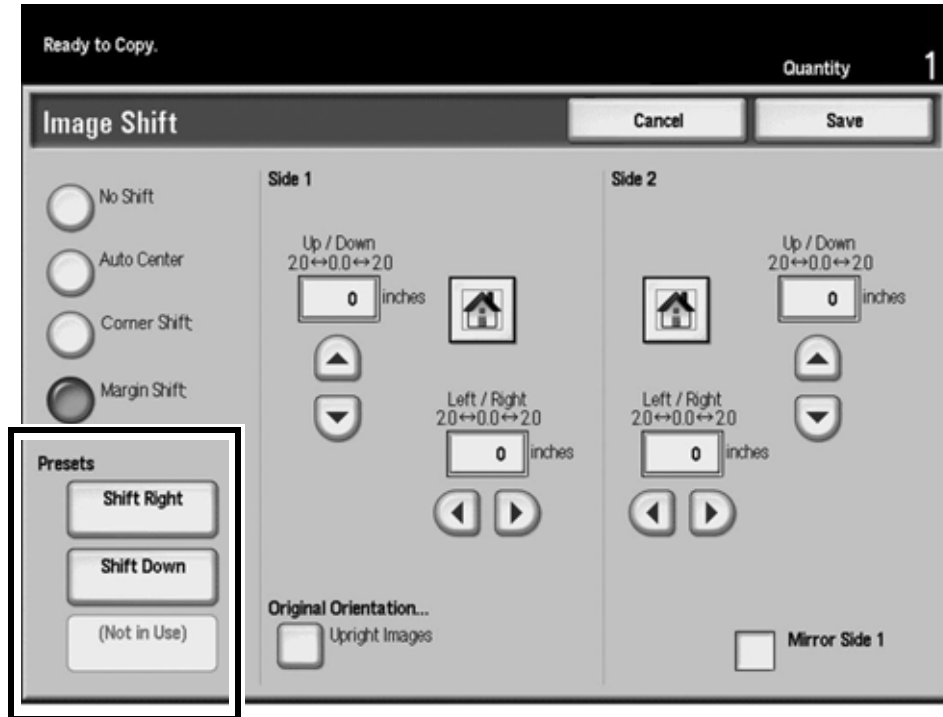


To use the Margin Shift option, perform the following steps:

1. On the Image Shift window, select the Margin Shift option.
2. Select the corresponding Up/Down/Left/Right button to adjust the image to the desired adjustment. The image can be adjusted 0-2.0 in./0-50.8 mm Up/Down or Left/Right.
3. Select **Save**.
4. Select any additional copy options for your job.
5. When you are finished selecting options, press the **Start** button on the Control Panel.

Presets values (buttons)

The Image Shift feature comes with three Preset options. The top two Preset options/buttons come with factory-loaded, default selections. Those default selections are **Shift Right** and **Shift Left**. The bottom button is set to **(Not in Use)** by default.



Note

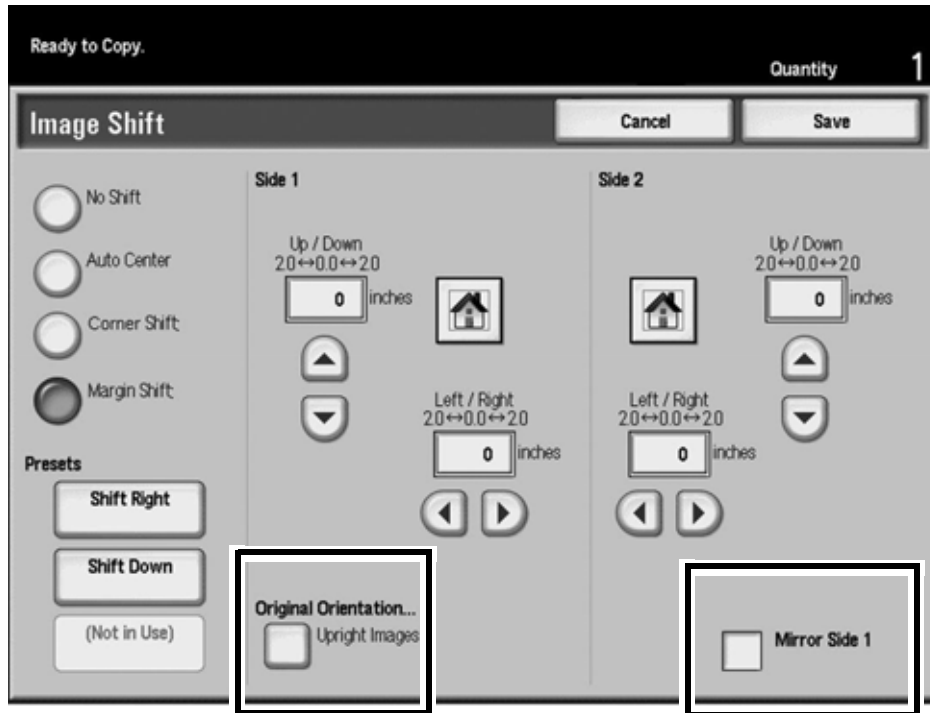
These Preset buttons can be changed in **Tools** by the System Administrator.

When one of these buttons is selected, they change the Shift settings which are displayed in the Shift area. Users can then adjust the Shift settings in a more unrestricted manner up/down/left/right. The limit is the maximum dimension of the selected paper supply.

Original Orientation and Mirror Side 1

Original Orientation

Selecting the **Original Orientation** button launches the **Original Orientation** feature. If the Original Orientation feature is launched from the **Image Shift** feature, you can select your desired original orientation option. After the **Save** or **Cancel** button is selected, you are returned to the **Image Shift** feature.



Mirror Side 1

Selecting the **Mirror Side 1** option places a check mark in the box, and when checked, automatically assigns Side 2 with the horizontal opposite of the Side 1 Image Shift options. When this option is selected, the Side 2 choices are displayed as unselectable (grayed out).

