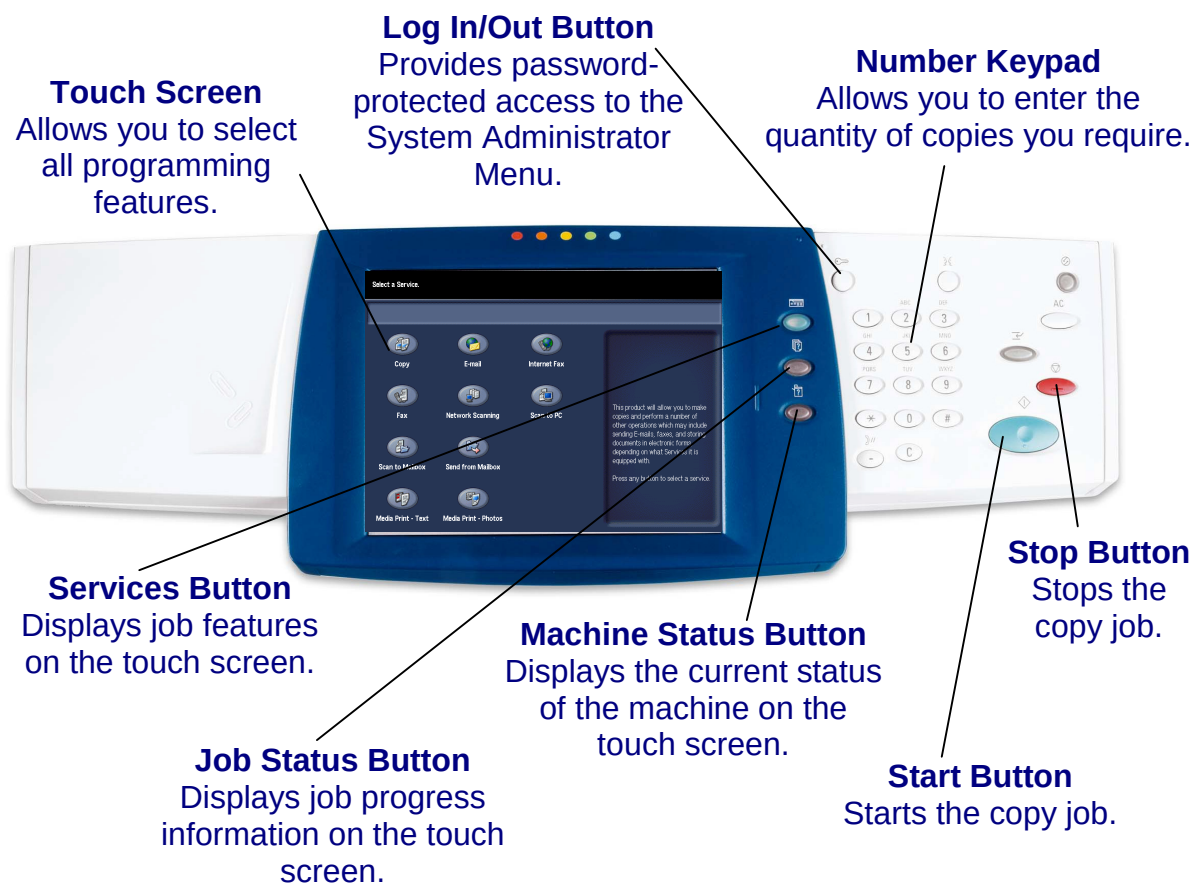
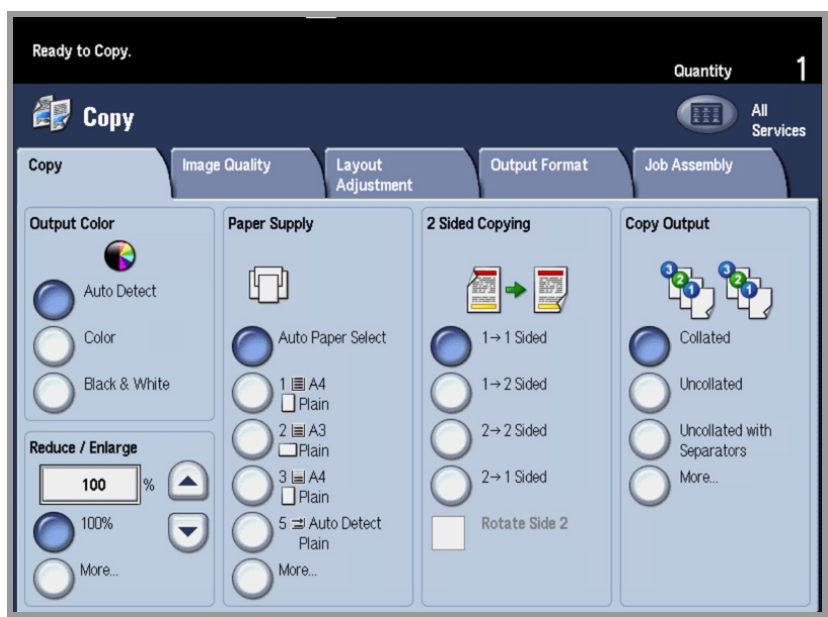




Copying at the WorkCentre 7300 Series



Simple Copying:



1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Copy** icon on the Touch Screen.
4. Select the appropriate **Settings** on the Touch Screen.
5. Enter the **Quantity** using the Number Keypad.
6. Press the **Start** button on the Control Panel.

Copying Options:

Output Color

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Black & White* option enables the machine to use only black toner.

Reduce/Enlarge

Select the *100%* option to produce copies that match the size of your original document. Select *More...* to view a list of commonly used Reduce/Enlarge settings.

Paper Supply

The *Paper Supply* options allow you to specify any one of five standard paper trays to use as a source for your copy job. You can also choose the *Auto Paper Select* option to allow the machine to automatically choose the best Paper Tray for your copy job.

2 Sided Copying

Depending on your original documents and your required output, you can select *1 → 1 Sided*, *1 → 2 Sided*, *2 → 2 Sided*, or *2 → 1 Sided*.

Copy Output

The *Copy Output* options differ depending on your machine's Finisher configuration. The most robust Finisher configuration allows you to choose from *Collated*, *1 Staple*, *2 Staples*, *Folded*, and *Hole Punched*.

Image Quality

The *Image Quality* tab options allow you to access the *Original Type*, *Image Options*, *Image Enhancement*, *Color Effects*, *Color Balance*, and *Color Shift* settings.

Layout Adjustment

The *Layout Adjustment* tab options allow you to access the *Book Copying*, *Original Size*, *Edge Erase*, *Image Shift*, *Image Rotation*, *Invert Image*, and *Original Orientation* settings.

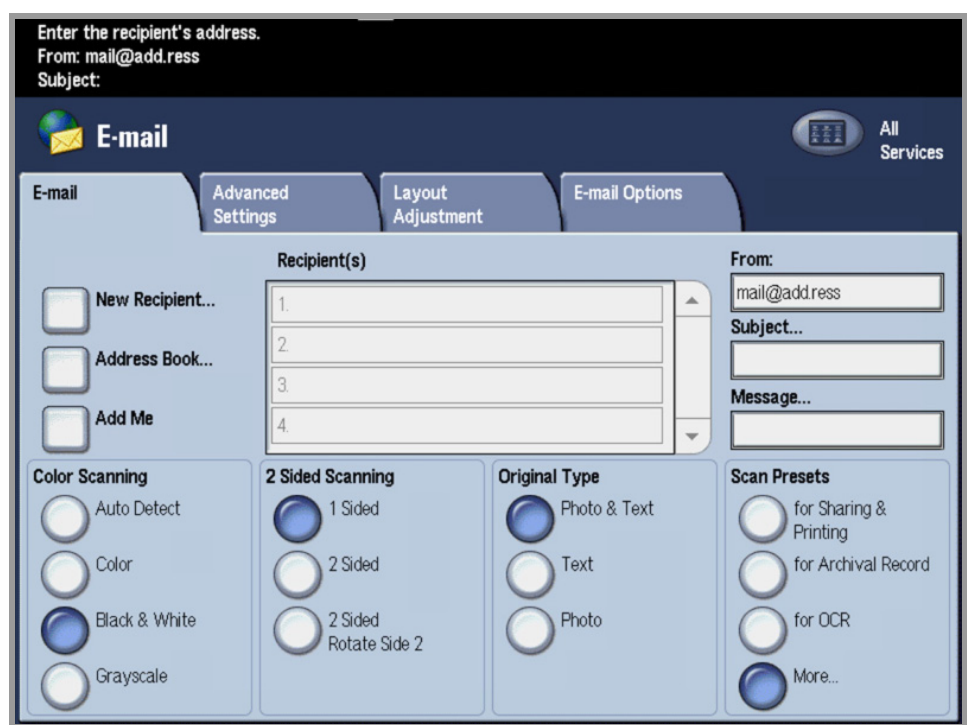
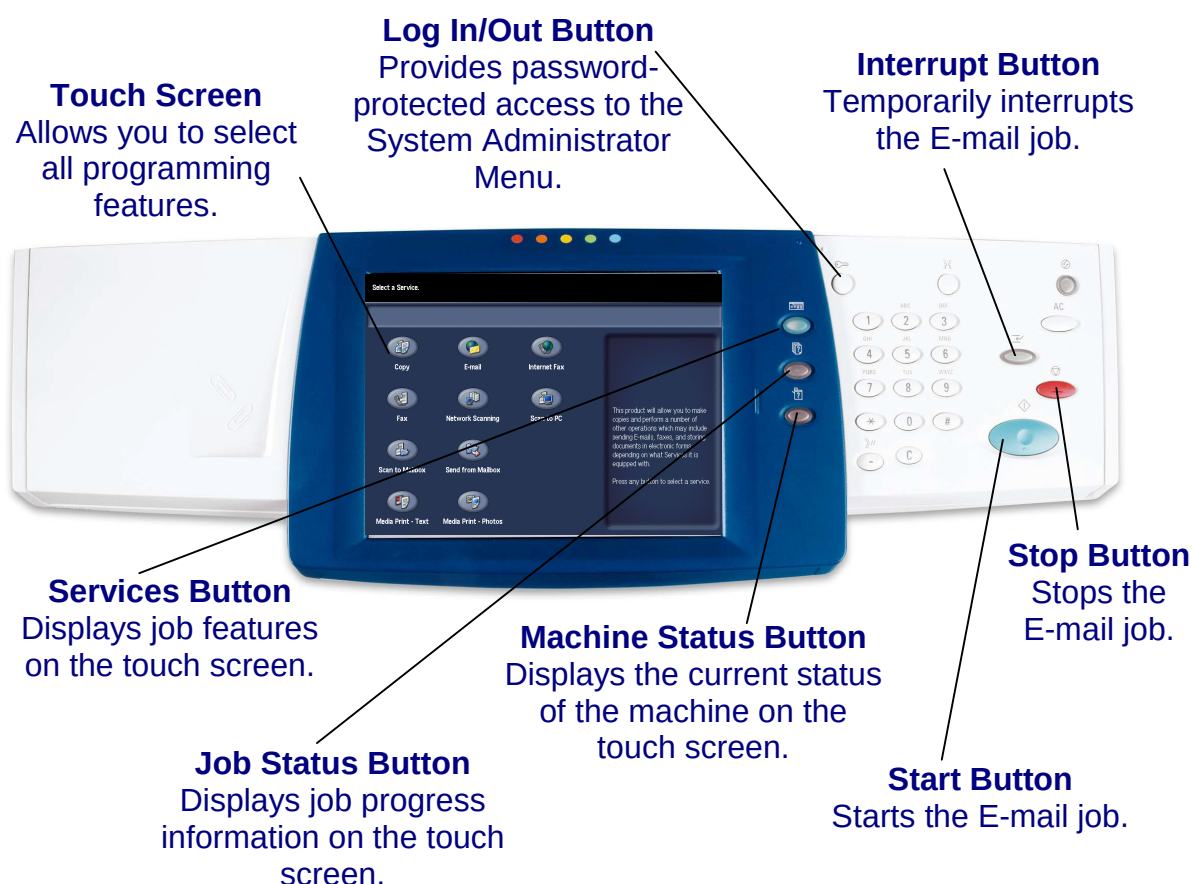
Output Format

The *Output Format* tab options allow you to access the *Booklet Creation*, *Covers*, *Transparency Options*, *Page Layout*, *Poster*, *Annotations*, *Watermark*, and *ID Card Copying* settings.

Job Assembly

The *Job Assembly* tab options allow you to access the *Build Job*, *Sample Job*, *Combine Original Sets*, *Delete Outside/Delete Inside*, *Save Current Settings*, and *Retrieve Saved Settings* options.

E-mailing from the WorkCentre 7300 Series



Simple E-mailing:

1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **E-mail** icon on the Touch Screen.
4. Specify the **Recipient** on the **E-mail** tab.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.

E-mail Options:

Color Scanning

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Grayscale* option enables the machine to print only black and gray tones. The *Black & White* option enables the machine to use only black toner.

2 Sided Scanning

You can specify your original documents as *1 Sided*, *2 Sided*, or *2 Sided(Rotate Side 2)*.

Original Type

You can specify your original documents as *Photo & Text*, *Text*, or *Photo*.

Scan Presets

You can specify your scanning presets for *Sharing & Printing*, for *Archival record*, for *OCR*, for *High Quality Printing*, *Simple Scan*, or *Custom*.

Advanced Settings

The *Advanced Settings* tab options allow you to access the *Image Options*, *Image Enhancement*, *Resolution*, *Quality/File Size*, *Photographs*, and *Shadow Suppression* settings.

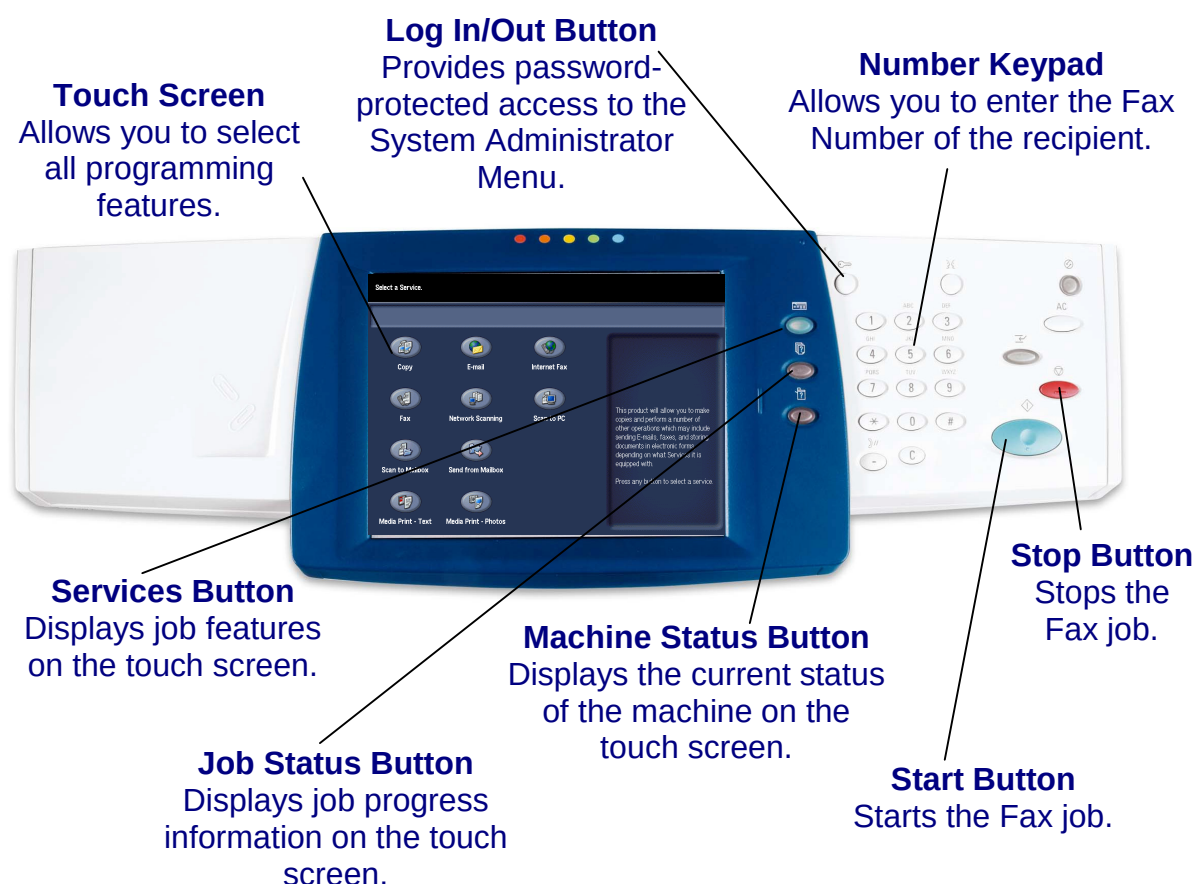
Layout Adjustment

The *Layout Adjustment* tab options allow you to access the *Original Orientation*, *Original Size*, *Edge Erase*, *Book Scanning*, and *Reduce/Enlarge* settings.

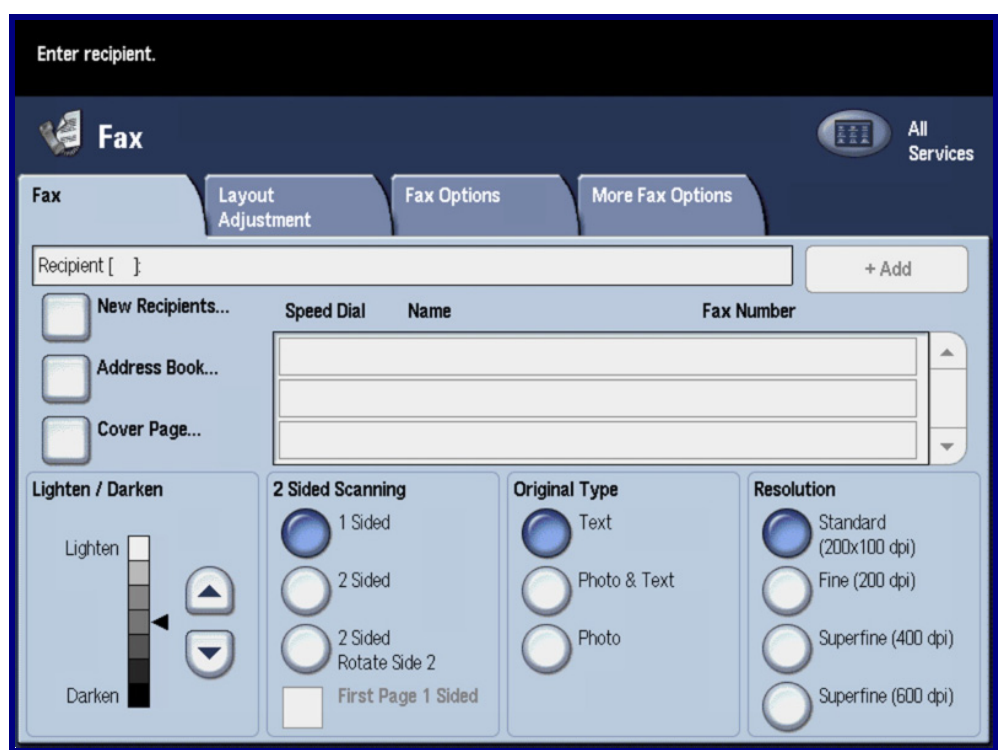
E-mail Options

The *E-mail Options* tab options allow you to access the *File Name*, *File Format*, *Reply To*, and *Split Send* settings.

Faxing from the WorkCentre 7300 Series



Simple Faxing:



1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Fax** icon on the Touch Screen.
4. Use the Number Keypad to enter the **Recipient** Fax Number.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.

Faxing Options:

Lighten/Darken

Use the arrow buttons on the *Fax* tab to lighten or darken the faxed image.

2 Sided Scanning

Specify your original documents as *1 Sided*, *2 Sided*, or *2 Sided(Rotate Side 2)*. When you choose a *2 Sided* option, you can also select the *First Page 1 Sided* option, if required.

Original Type

Specify your original documents as *Photo & Text*, *Text*, or *Photo*.

Resolution

Specify your scanned resolution as *Standard*, *Fine*, *Superfine(400dpi)*, or *Superfine(600dpi)*.

Layout Adjustment

The *Layout Adjustment* tab options allow you to access the *Original Size*, *Book Faxing*, and *Reduce/Enlarge* settings.

Fax Options

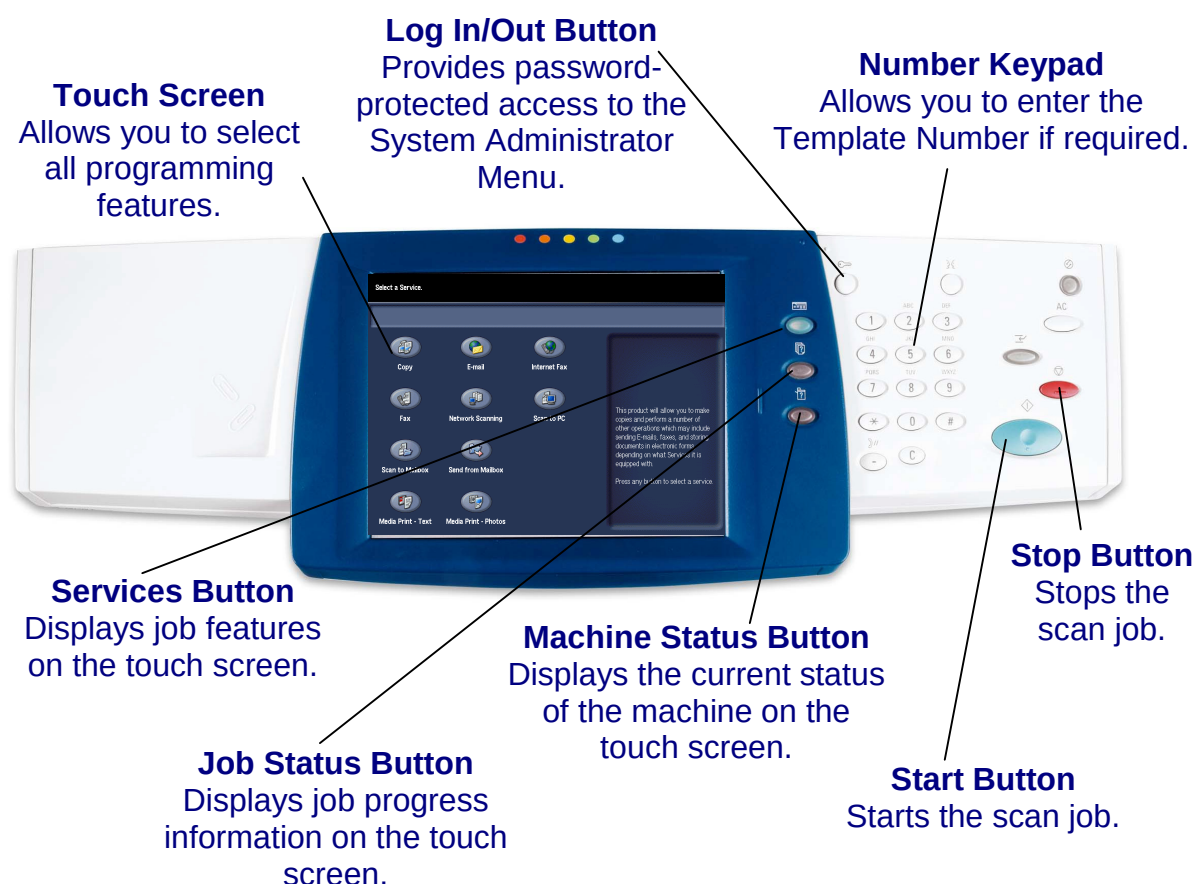
The *Fax Options* tab options allow you to access the *Confirmation Options*, *Starting Rate*, *Priority Send/Delay Start*, *Transmission Header Text*, *Recipient Print Sets*, *Multiple-Up*, *Remote Mailbox*, and *F Code* settings.

More Fax Options

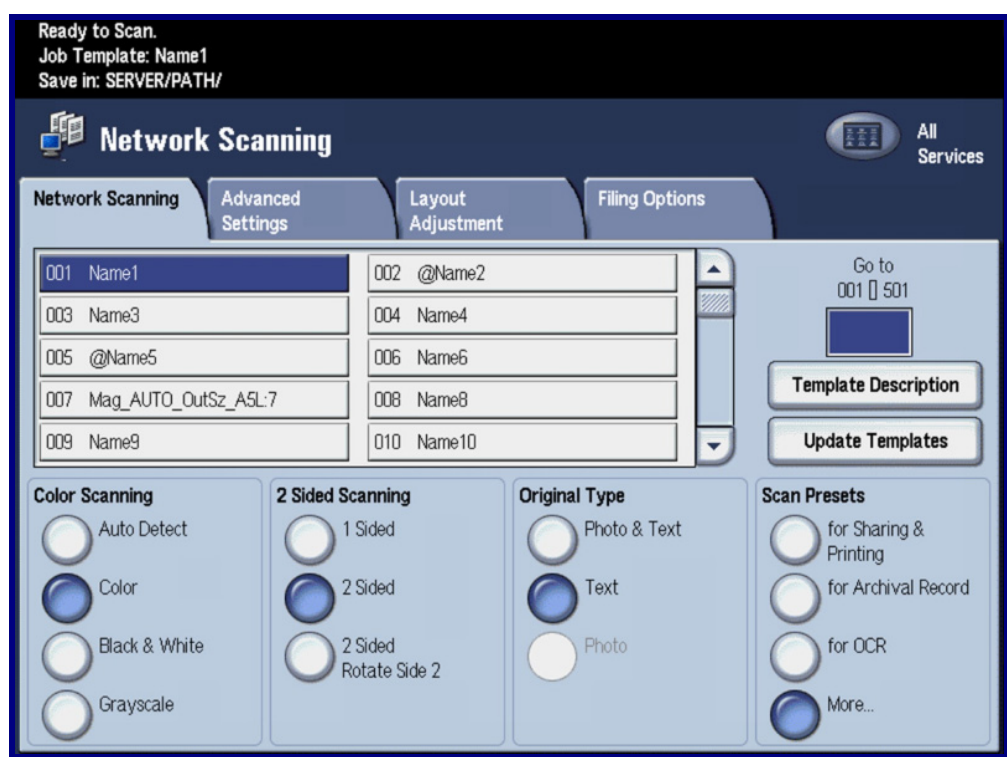
The *More Fax Options* tab options allow you to access the *Remote Polling*, *Store for Polling*, and *On-hook (Manual Send/Receive)* settings.



Network Scanning at the WorkCentre 7300 Series



Simple Network Scanning:



1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Network Scanning** icon.
4. Select the appropriate **Template** on the Touch Screen.
5. Select the appropriate **Settings** on the Touch Screen.
6. Press the **Start** button on the Control Panel.

Scanning Options:

Scanning Color

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Grayscale* option enables the machine to print only black and gray tones. The *Black & White* option enables the machine to use only black toner.

2 Sided Scanning

You can specify your original documents as *1 Sided*, *2 Sided*, or *2 Sided(Rotate Side 2)*.

Original Type

You can specify your original documents as *Photo & Text*, *Text*, or *Photo*.

Scan Presets

You can specify your scanning presets for *Sharing & Printing*, for *Archival Record*, for *OCR*, for *High Quality Printing*, *Simple Scan*, or *Custom*.

Advanced Settings

The *Advanced Settings* tab options allow you to access the *Image Options*, *Image Enhancement*, *Resolution*, *Quality/File Size*, *Photographs*, and *Shadow Suppression* settings.

Layout Adjustment

The *Layout Adjustment* tab options allow you to access the *Original Orientation*, *Original Size*, *Edge Erase*, *Book Scanning*, and *Reduce/Enlarge* settings.

Filing Options

The *Filing Options* tab options allow you to access the *File Name*, *File Format*, *Meta Data*, *File Name Conflict*, *Password*, and *Login Name* settings.