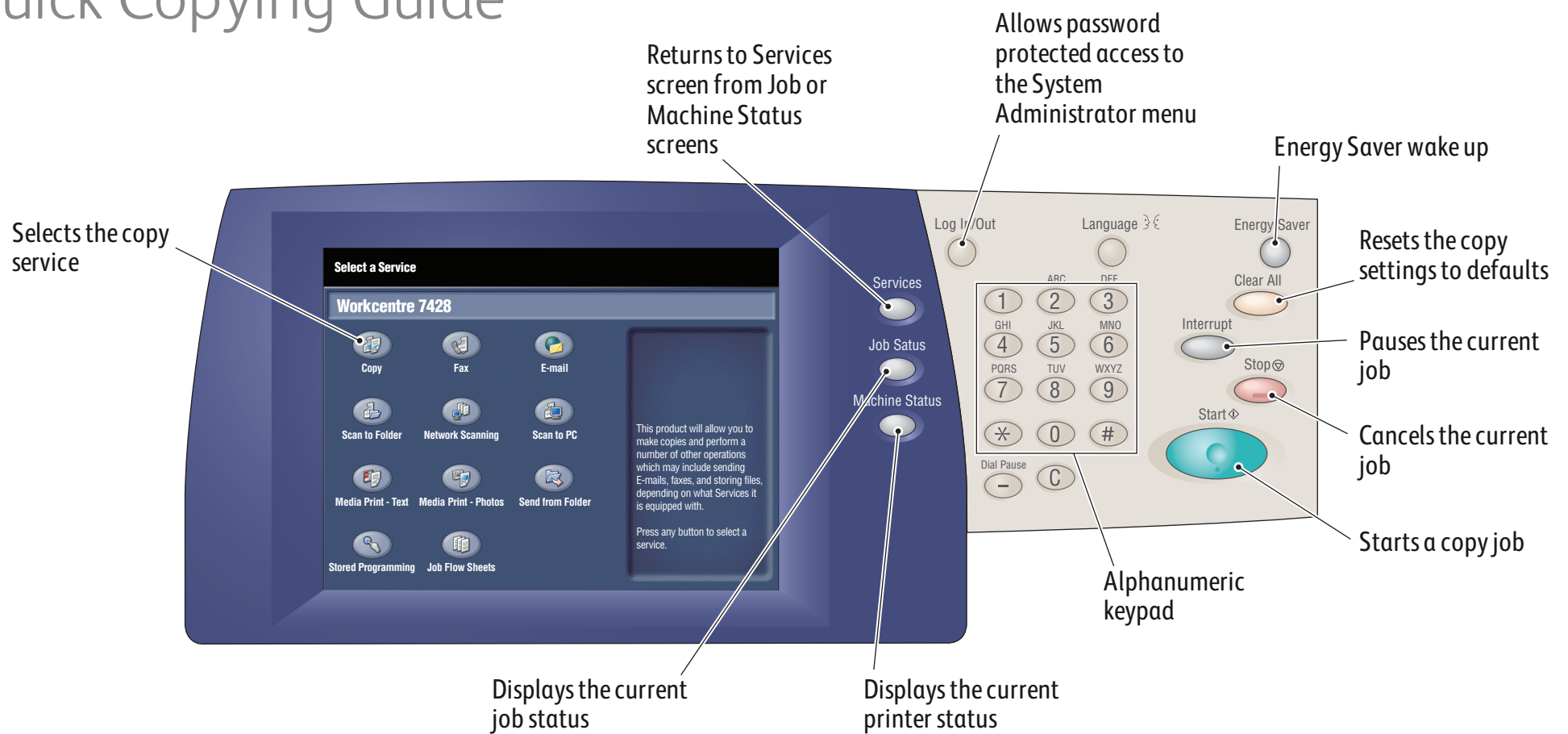
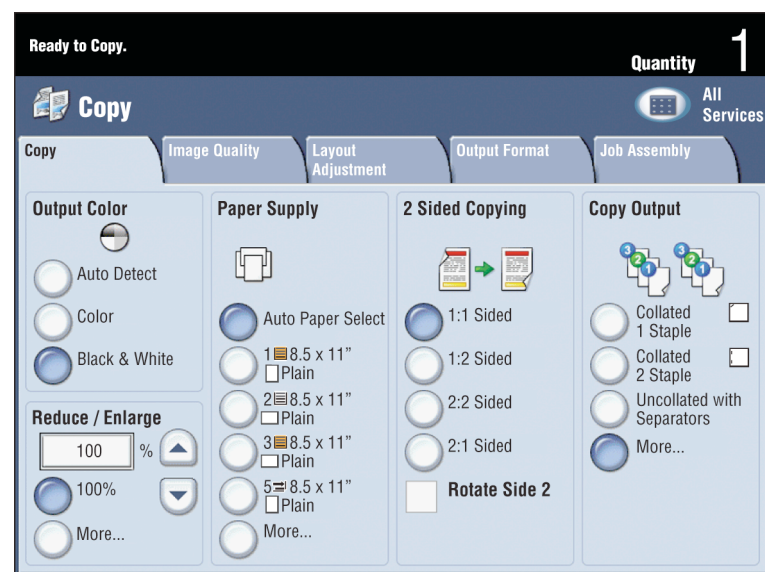


WorkCentre® 7425/7428/7435 Quick Copying Guide



To make a copy

1. Press the **Energy Saver** button to wake the printer.
2. Place the originals faceup in the document feeder, or facedown on the glass.
3. Touch the **Copy** icon on the touch screen.
4. Verify defaults on the touch screen (shown at right) or change as desired.
5. Select the number of copies with the alphanumeric keypad buttons.
6. Press the green **Start** button.
7. 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 using all four printing colors.
- **Black & White** copies in black and white only.

Reduce/Enlarge

- Touch the **up** or **down arrow** to change the copy size proportionally.
- Touch **More** for more options.

Paper Supply

- **Auto Paper 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 from the list displayed. The list will vary depending on the finisher configuration.
- Touch **Hole Punch & More** for more options.

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
- Transparency Options
- Page Layout
- Poster
- Annotations
- Watermark
- ID Card Copying

Job Assembly

- Build Job
- Sample Job
- Combine Original Sets
- Delete Outside/Delete Inside
- Save Current Settings
- Retrieve Saved Settings