Reduce Copy Setting

This function allows a reduction of the recording image when making copies. When this feature is set to On and letter/A4 size recording paper is installed, the WorkCentre reduces legal (larger) size documents to fit.

If Off is selected, the legal size documents print on 2 pages.

To set the Reduce Copy default setting:

1. Press:

    Menu ▲ (3) (2) (0) (4)

    Reduce copies
    1. On
    2. Off

2. Select the default option:

    To enable the machine to automatically reduce copies, press (1).

    To disable the copy reduction feature, press (2).

3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

Copying Documents

Notes: