Copy Only

1. Load documents in document feeder or place a document on the document glass.
2. Press **All Services** button (if basic copy screen is not displayed).
3. Select **Copy** > **Copy Only**.
4. Select desired options.
5. Enter desired copy quantity.
6. Press **Start**.

Copy & Save

1. Load documents in document feeder or place a document on the document glass.
2. Press **All Services** button (if basic copy screen is not displayed).
3. Select **Copy** > **Copy & Save**.
4. Select desired mailbox where the data will be saved.

Tip: If necessary, refer to Create Mailbox in the Users Guide.

NOTE: Data saved in the internal Mailbox is not permanent – data will be deleted when software is reloaded.

5. Use the default document name or create a new one.
6. Select any other desired options.
7. Enter desired copy quantity.
8. Press **Start**.

Scan – definition for clarification

Scan and/or save documents over the network to specified destinations.
The scan modes are: **Scan to Mailbox**, **Network Scanning**, and **Scan to FTP/SMB**.

Tip: Do not confuse the Scan modes with the Copy & Save or Save Only features which *only* scan and save documents to the machine's local disk.

Large Volume Copy Jobs

To copy a document larger than 50 pages:

1. Load up to 50 pages in the document feeder and press **All Services** > **Copy**.
2. Select the method to use (Copy Only, Copy & Save, Save Only).
3. Select the **Job Assembly** tab and then **Large Volume Document**.
4. Select **On** and then **Save**.
5. Press **Start** to begin.
6. Select **Next Original** to scan the next batch of pages in the document.
7. When all the pages in the document have been scanned select **Last Original**. The copy or save starts.

More? In the **User Guide**, check the **Copy** chapter for **Large Volume Documents**.

Reprint a Saved Document

To print a saved document:

1. Press **All Services**.
2. Select **Check Mailbox** > **Copy & Print Jobs**.
3. Select the mailbox where the document resides and select **Document List**.
4. Select the document to reprint and select **Change Settings/Print**.
5. Check the settings and may any necessary changes.
6. Select **Print**.

More? In the **User Guide**, check the **Mailbox Management** chapter for **Printing Copy and Print Job Documents**.

Z-fold/Bi Fold/Tri-fold

To fold documents:

1. Select the method to use (Copy Only, Copy & Save, Save Only).
2. Select the **Output Format** tab and then **Folding**.
3. Select the type of fold and if the print will be on the inside or outside.
4. Select **Save** and proceed with the job setup.

More? In the **User Guide**, check the **Copy** chapter or the **Mailbox Management** chapter for **Folding**.