

BASIC COPYING

- Press "Copy" on Panel
- Place Originals in the Document Feeder Face Up.
- Select copy quantity then press "Start".
 - **Note:** Delicate originals photos or books place on Platen Glass.



PROOF COPY (check first completed set.)

- Place Originals in Document Feeder
- Select the desired settings for the copy job.
- Enter copy quantity
- Press "Proof Copy".
 - → Note: To continue or cancel press "Yes" or "No" on Touch Screen.



DOUBLE SIDING

- Place Originals in Document Feeder
- Press "Simplex/ Combine".



Choose desired setting eg. "1 > 2" Single Originals to Double Copies. Enter copy quantity.

Press "Ok".



REDUCING & ENLARGING

- Place Originals in Document Feeder.
- Press "Zoom" on touch screen.

Ready to	сору.	Copies: 1
Basic	Original Setting Buality	Application
Color	Paper Zoon	Duplex/ Combine
Auto Full Size	XY Zoon Minimal	25.0 - 400.0
	Fixed Zoom	Set Zoom Ratio
■■■ Enlarge ■12 8½ ►1	1.4% 129.4% 154.5% ≥×14 8½×11 5½×8½ 200.0% ≥×17 ⊧11×17 ⊧8½×14	400. 0%
		200. 0%
Reduce 78 8½ 84 84	55% 77.2% 64.7% ×14 11×17 11×17 ½×11 ►8½×14 ►8½×11	50.0%
11/16/2006 13:10 Memory 100%	6	ОК

- Select a preset ratio on touch screen eg. "1.414 A4 > A3"
 - Note: when enlarging A4 > A3 Place A4 original in document feeder in landscape position.

MANUAL REDUCING & ENLARGING

Select "XY Zoom" on touch screen.



Choose a ratio between .250% & 4.000% using numeric key pad

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Press "OK"
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PRINTING ON CARD OR OHP

Press "Paper" on touch screen

Warning up. Ready to scan.	Copies: 1
Basic Original Setting Buality	Application
Color Paper Zoom	Duplex/ Combine
Auto Color Select 100. 0%	□ •□ •••
Finishing Separate Scan	

Select the "bypass tray"





Continued....

- Press "Change tray settings"
 - Note: This screen will automatically appear if you place paper in the bypass tray before making any of the previous selections.

Ready to	сору.		Copies: 1
Basic	Original Setting	Quality∕ Density	Application
Color	Paper	Zoom	Duplex/ Combine
	Auto		Change Tray Settings
		■ 85×11 ロ	
	2 8%×11 🗗		
	3 &%×11 ₽		
	4 8%×11 ₽	L 84×11 D	
11/16/2006 13:4 Memory 99%	4		ОК

- Select the appropriate setting eg. "Thick 1"
- Press "OK" on touch screen

Ready to copy.	Copies: 1
Change Tray Settings > Tray 1	
Parer Type	Paper Size
Plain Paper Single Side	■ &×11 ロ
64 - 90g/m ² Special Paper Thick 1	Auto Detect
Thick 1+ Thick 2	122×18 🗗
Thick 3 Letterhead	
Colored Paper	Wide Paper
11/16/2006 13:44 Memory 99%	ОК

Then press "Start".



STAPLING & HOLE PUNCHING

Press "Finishing" on touch screen



Select desired setting



Press "Ok"



BOOKLETS

Press "FINISHING" on touch screen



Select "Fold & Bind



- Press "Ok"
- Then press "Start".
 - Note: When creating A3 folded to A4 booklets select A3 paper in paper trays before pressing start.



SCANNING

Press "FAX/SCAN" button (next to COPY button)



- Place Originals in the Document Feeder Face Up.
- Choose location in default area or go to "Program" "Group" or "Address Book" to find correct location.
 - **Note:** You may also set email address in Direct Input for one off emails.
- Press "Start" to scan using default settings



Press "Scan Settings" to make any Changes



Select desired settings

Scan Settings			
	Basic		
Original Type	Sinplex/Duplex	Resolution	Ruglity AdJustment
			Erase
Text/ Photo Printed Photo	1- Sided	200x200dpi (Fine)	Book Scan
File Type	Density		Application
PDF Multi Page		↓ ↓ Separate Scan	Document Name
11/15/2006 12:52 Menory 100%			ОК

Select desired settings such as file type, simplex/duplex and colour.

Original Type - Text/photo, text, photo, dot matrix or copied paper

Simplex/Duplex- select if your original document is printed on one side or two sides

Resolution - Choose between 200, 300, 400, 600dpi (Quality of scan) *File Type* - Choose the file format of your scanned attachment - JPEG, TIFF, PDF, Compact PDF (must select full colour, 300 dpi)

Density – Adjusts the lightness and darkness of your document

Separate Scan - Select if scanning more than 100 originals through RADF or more than 1 original from the glass to keep as one file

press "Ok"

Then press "Start"

Note: Scanning can be setup as scan to email, FTP, SMB or box scanning.
Consult your IT department for setup.



FAXING

- Press "Fax/Scan" on Panel
- Place Originals in the Document Feeder Face Up.



Using the keypad, enter in the fax number, or select a pre- programmed number on the screen

BEFORE SENDING FAX

Press Scan Settings to select other options such as to change Original type, Simplex/Duplex and Resolution and File Type

Specify the settings			No. of Dest. 000
Scan Settings			
	Basic		
Original Type	Simplex/Duplex	Resolution	euglity Adjustment
			Erase
Text/ Photo Printed Photo	1- Sided	200x200dpi (Fine)	Book Scan
File Type	Density		Application
PDF Multi Page	•••••	Separate Scan	Document Name
11/15/2006 12:52 Memory 1007		_	ОК

