


### MAIN MENU:

Contains links to all available functions.

### QUICK MENU:

A customized screen with links to the most commonly used features.

#### To create a Quick Menu button:

1. Turn on the desired settings from Copy, Scan and Send, or Fax
2. Select the **Advance Box Button** 
3. Select **Register to Quick Menu**
4. Confirm the settings, then press **Next**
5. Turn the "Display Confirmation Screen when Recalling" **OFF**, then press **Next**
6. Select the desired Quick Menu Button location, then press **Next**
7. Name the button and add a comment (if desired)
8. Press **OK**



#### TO REGISTER MEDIA IN THE PAPER DRAWERS:

- |   |   |
|---|---|
| 1. Press <b>Status Monitor/Cancel</b>     | 5. Tap to select the drawer to register |
| 2. Select the <b>Consmbls./Others</b> tab | 6. Press <b>Set</b>                     |
| 3. Select <b>Reg.</b>                     | 7. Select the correct media type        |
| 4. Select <b>Paper Settings</b>           | 8. Press <b>OK</b>                      |

#### TO VIEW THE JOB LOG:

1. Press **Status Monitor/Cancel**
2. Select the desired function
3. Select **Log**
  - "OK" or "- " indicates the job has completed
  - "NG" indicates an error has occurred

### COPY RATIO:

Reduce/Enlarge

1. Press **Copy Ratio**
2. Select a preset button or use the key pad to manually input a desired percentage
3. Press **OK**

### SELECT PAPER:

1. Press **Select Paper**
2. Choose the desired paper drawer
3. Press **OK**

### MULTI-PURPOSE TRAY:

Use for specialty media

1. Insert paper in the MP Tray
2. Select the **Paper Size**, then press **Next**
3. Select the **Paper Type**
4. Press **OK**

### FINISHING

Collate & Group

1. Press **Finishing**
2. Choose:
  - **Collate** - keep in page order (ABC, ABC)
  - **Group** - output by same page (AAA, BBB)
3. Press **OK**

### STAPLE:

Staple is an optional feature

1. Press **Finishing**
2. Select **Staple**, then press **Next**
3. Select the **Staple Position**
4. Press **OK**

### 2-SIDED:

1. Press **2-Sided**
  - **1-2 Sided** - 1-sided originals, produced 2-sided
  - **2-2 Sided** - 2-sided originals, produced 2-sided
  - **2-1 Sided** - 2-sided originals, produced 1-sided
  - **Book-2 Sided** - copy facing pages in a book onto a 2-sided sheet
2. Press **OK**

### DENSITY:

Lighten or darken text and images

1. Press **Density**
2. Select **Lighter** or **Darker** to adjust the density of text and images
3. Press **OK**

### BACKGROUND DENSITY:

Remove background color

1. Press **Density**
2. Select **Adjust**
3. Use the - (minus) button to remove background color
4. Press **OK**

### **BOOK ► 2 PAGES:**

Copy facing pages in a book on to 2 separate sheets of paper

1. Place a book on the glass with the seam lined up on the LTR line
2. Press **Options**
3. Press **Book ► 2 Pages**

### **BOOKLET:**

Repaginate originals so when folded in half, they will read in page order

1. Press **Options**
2. Select **Booklet**
3. Choose:
  - **Booklet Scan** - repaginate originals to create a booklet
  - **Do Not Booklet Scan** - original is already in booklet format
4. Select the **Original Size** - size of the original document
5. Select the **Layout Size** - final output paper size  
— Choose between 11x17, Legal, or Letter R —
6. Choose the desired folding and saddle stitch options:  
(Fold and saddle stitch is an optional feature)
  - **Fold + Saddle Stitch** - fold the booklet in half and staple in the seam
  - **Do Not Fold** - booklet will output on paper tray
  - **Fold Only** - fold the booklet in half, but do not staple
7. For a different cover stock, press **Add Cover**
8. Press **OK**

### **JOB BUILD:**

Copy originals in batches from the feeder and/or the platen glass

1. Press **Options**
2. Select **Job Build**

### **N ON 1:**

Reduce multiple originals to fit on to the front of a single page

1. Press **Options**
2. Select **N on 1**
3. Choose **2 on 1**, **4 on 1**, or **8 on 1**
4. If a double-sided output is desired, press **2-Sided Settings**
5. Select the **Original Size** - size of original document
6. Select the **Paper Size** - output paper size and source
7. Press **OK**

### **ADD COVER:**

Add front and back covers

1. Press **Options**
2. Select **Add Cover**
3. Choose to add a **Front Cover**, a **Back Cover**, or select both
4. Press **Select Paper** to choose the cover paper source
5. Select which sides, if any, to print on
6. Press **OK**

### **INSERT SHEETS:**

Add sheet inserts, chapter pages, or tabs

1. Press **Options**
2. Select **Insert Sheets**
3. Choose to add **Sheets**, **Chapter Pages**, or **Tabs**
4. Press **Add**
5. Use the key pad to enter the page number for the insert
6. Press **Select Paper** to choose the insert paper source
7. Select which sides, if any, to print on
8. Press **OK**

### **DIFFERENT SIZE ORIGINALS:**

Copy different size documents at the same time

1. Press **Options**
2. Select **Different Size Originals**
3. Choose **Same Width** or **Different Width** originals
4. Press **OK**

### **ORIGINAL TYPE:**

Specify to increase copy quality

1. Press **Original Type**
2. Choose:
  - **Text/Photo** - look for the black & white of text and the color or grayscale of photo
  - **Photo** - look for the color or grayscale of photo
  - **Text** - original document contains no images
3. Press **OK**

### **TRANSPARENCY COVER SHEETS:**

Interleave a sheet of paper between printed transparencies

1. Place and register transparencies in the Multi-Purpose Tray
2. Press **Options**
3. Select **Transparency Cover Sheets**
4. Choose to **Print** on the cover sheet or **Leave Blank**
5. Select **Transp. Size** - transparency paper source
6. Select **Cover Sheet Sz.** - interleaf sheet source and size
7. Press **OK**

### **PAGE NUMBERING:**

1. Press **Options**
2. Scroll down to page 2
3. Select **Page Numbering**
4. Choose the **Position**, **Style**, **Color**, **Font Size**, and **Starting Number**
5. For Number of Digits or to Add Characters, select **Set Details**
6. Press **OK**

### **COPY SET NUMBERING:**

1. Press **Options**
2. Scroll down to page 2
3. Select **Copy Set Numbering**
4. Choose the **Position, Type, Font Size, Color, Density,** and **Starting Number**
5. Press **OK**

### **SHARPNESS:**

Sharpen or soften the text and/or photo/image

1. Press **Options**
2. Scroll down to page 2
3. Select **Sharpness**
4. Press **Low** to blur or **High** to enhance the outline
5. Press **OK**

### **WATERMARK:**

1. Press **Options**
2. Scroll down to page 2
3. Select **Watermark**
4. Choose the **Position, Font Size,** and **Watermark Type**
5. For a custom watermark, select **Custom**
6. Select **Set Details,** then **Print Type**
7. Select **Transparent** to lighten down the density
8. Press **OK**

### **ERASE FRAME:**

Eliminate dark borders

1. Press **Options**
2. Scroll down to page 2
3. Select **Erase Frame**
4. Choose:
  - **Erase Original Frame** – erase all four borders of document
  - **Erase Book Frame** – erase all four borders as well as the center binding from a book
  - **Erase Binding** – erase from one designated border
5. Select **Original Size** - size of the original document (if applicable)
6. Use the + (plus) / - (minus) buttons to adjust the erase width
7. Press **OK**

### **MIRROR IMAGE:**

Copy the original image in reverse

1. Press **Options**
2. Scroll down to page 3
3. Select **Mirror Image**

### **PRINT DATE:**

1. Press **Options**
2. Scroll down to page 2
3. Select **Print Date**
4. Choose the **Position, Font Size, Color,** and **Date Format**
5. Use the key pad to specify the date to print
6. Select **Print Type**
7. Choose **Transparent** or **Overlay**
8. Press **OK**

### **SHIFT:**

Shift the image to the center of the page or to a corner

1. Press **Options**
2. Scroll down to page 2
3. Select **Shift**
4. Select **By Position**
5. Use the arrow keys to select the desired location
6. Press **OK**

### **GUTTER:**

Adjust the margin on a copy

1. Press **Options**
2. Scroll down to page 2
3. Select **Gutter**
4. Select which margin to shift
5. Choose to adjust the **Front** and/or **Back** side(s)
6. Use the + (plus) / - (minus) buttons to adjust the gutter width
7. Press **OK**

### **NEGA/POSI:**

Invert the original image

1. Press **Options**
2. Scroll down to page 3
3. Press **Nega/Posi**

### **REPEAT IMAGES:**

Repeat the original image vertically & horizontally

1. Press **Options**
2. Scroll down to page 3
3. Select **Repeat Images**
4. Use the + (plus) / - (minus) buttons to set the number of times to repeat or select **Auto**
5. Press **OK**

### MERGE JOB BLOCKS:

Scan originals in batches from the feeder or the platen glass; each batch can have different copy settings

1. Press **Options**
2. Scroll down to page 3
3. Select **Merge Job Blocks**
4. Specify the copy settings for the combined document
5. Press **OK**
6. Specify the copy settings for first batch
7. Press the **Start** button
8. Select **Scan Settings of Next Block**
9. Specify the copy settings for second batch
10. Press the **Start** button
11. Repeat above steps for any remaining batches
12. After all originals are scanned, press **Check/Merge All Blocks**
13. Use the key pad to specify the number of prints
14. Press **Start Printing**

### SUPERIMPOSE IMAGE:

Copy an original on to a stored image

#### To Store an Image:

1. Press **Settings/Registration**
2. Select **Function Settings > Common > Print Settings > Register Form**
3. Select **Register**
4. Select the **Original Size** of the document, then press **Next**
5. Choose the desired scanning settings
6. Press **Form Name**
7. Use the on-screen keyboard to type the form name
8. Place the original document on the platen glass
9. Press the **Start** button

#### To Use Superimpose Image:

1. Press **Options**
2. Scroll down to page 3
3. Press **Superimpose Image**
4. Press **OK** (three times)

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