Color Copy Features

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

SELECT COLOR:
1. Press Select Color
2. Select the preferred color mode:
   • Auto - auto-detect the color mode
   • Full Color - retain color information (CMYK)
   • Black - convert every page to grayscale
3. Press OK

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

STAPLE:
Staple is an optional feature
1. Press Finishing
2. Select Staple, then press Next
3. Select the Staple Position
4. 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

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

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

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

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
**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
   - **Map** - look for the fine-line detail of maps
   - **Photo Printout** - copying a photograph printed on glossy paper
   - **Printed Image** - copying an image from non-glossy paper
   - **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

**COLOR BALANCE:**
Adjust color balance, saturation, density, and hue
1. Press Options
2. Scroll down to page 2
3. Select Color Balance
4. Use the + (plus) / - (minus) buttons to adjust the color strength
5. Use the buttons on the right to adjust saturation, hue, or density
6. Press OK
ADJUST 1-TOUCH COLOR:
Make fine adjustments to the image quality on copies
1. Press Options
2. Scroll down to page 2
3. Press Adjust 1-Touch Color
4. Select the desired feature:
   • Vivid Colors – increase color saturation
   • Tranquil Colors – subdued, decreased color saturation
   • Lighten Image – decreases density lighter color tones
   • Darken Image – increases density, heavier color tones
   • Highlight – increases exposure of areas with low exposure
   • Sepia Tone – give the effect of old fashioned photographs
5. Press OK

COPY SET 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

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

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. Press OK

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

MIRROR IMAGE:
Copy the original image in reverse
1. Press Options
2. Scroll down to page 3
3. Select Mirror Image

PRINT ON TAB:
Use Insert Sheets to insert tabs within a document
1. Press Options
2. Scroll down to page 3
3. Select Print on Tab
4. Set the Width (distance) to push the text to center it on the tab
5. Press Select Paper to choose the tab paper source
6. Press OK

AREA DESIGNATION:
Specify areas to copy or blank out
1. Press Options
2. Scroll down to page 3
3. Press Area Designation
4. Choose:
   • Pen Entry – use the stylus to define an area
   • Numeric Key Entry – specify area size numerically

To use Pen Entry:
1. Press Start Scanning
2. Choose:
   • Framing – keep only the designated areas
   • Blanking – erase the designated areas
3. Designate a rectangular area by marking two opposing corners with the stylus
4. To designate an area with multiple points press Enter Multipoints, mark points, then press Set Multipoints
5. If using the framing feature, press Next
6. Press OK

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. Select Set to choose the desired image, then press Next
5. Choose Solid or Transparent
6. Select the output color mode
7. Press OK (three times)