Quick Copying Guide

1. Touch Screen: Provides access to printer information and functions.
2. Services Home: Press to access the main services, such as copy, scan, and fax.
3. Services: Press to access Services Home or the last used screen.
4. Job Status: Press to view the list of active and completed jobs.
5. Machine Status: Press to view supplies status, printer information, and so on.
6. Log In/Out: Press to access password-protected features, then enter the user name and password using the touch screen keyboard. Press again to log out.
8. Language: Press to change the touch screen language and keyboard settings.
9. Energy Saver: When printer is in low power mode, press to enter normal mode. Press while the printer is in normal mode to enter low power mode.

Basic Copying
1. Place the originals face up in the document feeder, or face down on the glass.
2. Press Services Home on the control panel, then touch Copy on the touch screen.
3. Confirm or change Copy tab options as desired, such as Output Color, and Paper Supply. Also touch other tabs for more options.
4. Select the number of copies with the alphanumeric keys.
5. Press the green Start button.
For more information, see Copying in the User Guide.

Copy Tab Options

Output Color
- Auto Detect allows the printer to detect and copy in color or black and white.
- Black & White copies in black and white only.
- Touch More for more options.

Reduce/Enlarge
- Touch the minus (–) or plus (+) button to change the copy size proportionally.
- Touch More for more options.

Paper Supply
- Auto Select allows the printer to select trays with the correct paper size.
- Touch one of the trays displayed to select a tray manually.
- Touch More for more information about tray settings.

2-Sided Copying
- Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
- Touch Rotate Side 2 to rotate the second side of copies 180 degrees.

Copy Output
- Touch the desired options for collation and stapling. The list will vary depending on the finisher configuration.
- Touch More for more options.

Other Tab Options

Image Quality
- Original Type
- Image Options
- Image Enhancement
- Color Presets
- Color Balance

Output Format
- Booklet Creation
- Special Pages
- Annotations
- Transparency Separators
- Page Layout

Layout Adjustment
- Original Orientation
- Original Size
- Book Copying
- Image Shift
- Edge Erase
- Invert Image

Job Assembly
- Build Job
- Sample Job
- Save Current Settings
- Retrieve Saved Settings