Basic Copy Functions

Clear (C) - Clears # of copies only
Function Clear (FC) – Clears all functions entered into the machine.

Stop – Press ONCE ONLY and wait for the job to stop or follow the 'Job Status' instructions.

Key Pad- Numbers are for entering ALL numbers when needed at machine

Full Color- Everything that is put into the document feeder or on the glass will be charged for color. This will give you *slightly* better color quality.

Auto Color- The machine will know the difference between black and white as well as color. It will charge for what color is put through the machine in the document feeder and the glass. A dot of color will be recognized and will be charged as color.

Under Sort/Non-Sort/Non-Staple

Sort- pages will be copied as the set is put into the document feeder. ie: 1-5, 1-5 etc
Group- pages will be copied all of the same page together. ie: all of pg 1, all of pg 2 etc
Staples- The pictures in each box refer to how the documents are placed into the document feeder. The marks on those pages are where the staples will be located.
Hole Punch- same as staples; one is 3 hole the other is 2 hole.
Magazine Sort- puts 4 pages onto 1 sheet of paper. When folded it will be in page numerical order (use for single pages)
Saddle stitch- double-sided, folded and stapled (use for pages that are 2-up on a page and ready to be folded)
Magazine Sort and Saddle stitch- it will do the magazine sort but fold and staple

Text, Photo, and Text/Photo- Choose for the best resolution for what is being copied.

All Models

Proof Copy- Select this option before hitting Start. It will make 1 set allow you to look at it and if you like it hit Start to complete the job   if a mistake was made, FC twice to start over.

1>1 Simplex
The number on the left- how many sides is the original
The number on the right –how many sides do you want the copy to be
1>1   one sided original to one sided copy
1>2   two one sided original sheets to two sided copy
2>1   two sided original to two separate sheets
2>2   two sided original to two sided copy

Original > Copy ZOOM
This is an automatic reduction/enlargement. Choose the size of the original in column on the left. In the column on the right choose what size you want it to come out on.
LD- Ledger 11x17
LG- Legal 8.5x14
LT- Letter 8.5x11
ST-Steno 8.5x5.5
Use the arrows to reduce/enlarge by 1%
Mixed Originals or Mixed Sizes- Originals are LG, LT-R, LD together. Place them in portrait into the document feeder. The copy will come out on the appropriate paper.

Using the Bypass Tray
Inkjet Paper may NOT be used
Transparencies must be 'copier quality" not write on.
NO ENVELOPES (exception is the e -205)
100 sheets of 20lb paper may be placed into the bypass tray. IF it is thicker paper, please use less and do not go above the max fill lines. When paper is placed into the bypass tray a sensor will trigger a screen. Make sure you use the paper guides.
> 1. Choose the size paper you are putting into the tray.
>   LD- Ledger 11x17
>   LG- Legal 8.5x14
>   LT- Letter 8.5x11
>   ST-Steno 8.5x5.5

All Models

Other- Measure the paper in MM and enter it into the boxes width and length

2. Media Type or Paper Type- choose the proper thickness for the paper you are using. You will find the weight on the packaging of the paper.

EDIT TAB

Page Number- Choose where you would like the page number on your copy. Then enter the *beginning* page number. Press set then enter.

Time Stamp- This will Date AND Time stamp your copy. Choose where you would like this to be located on the page.

Image Shift- Moves the image over to the right, left, up, or down in MM sizing for hole punching purposes.

Edge Erase- Erases ALL 4 edges of the paper in MM

Sheet Insertion and Cover Sheet- Inserts paper into the place you want it. The paper needs to be placed into the bypass tray* (*Follow the bypass instructions). Choose whether you want the paper to be copied onto or left blank. Then choose the page you want the paper inserted. Then press Set. Repeat entering numbers for multiple page insertions. When finished press Enter.

Dual Page- Copies a book.
- 1 Side for 2 separate pages or 2 Side for 1 page front and back
- Place the center of the book on the Orange line
- It will copy the right side first then the left
- Select the number of copies, exposure, etc
- Press Start
- Repeat as many times as necessary
- Finish

Basic Scanning Functions

HOW TO SCAN TO SHARE FILE
Use the following steps to scan:
SCAN
FILE USB
FILE NAME
CLEAR
CAPS LOCK
TYPE IN DOCUMENT NAME
OK (TWICE)
SCAN

USE SCAN SETTINGS FOR 2-SIDED, OMIT BLANK PAGES, DPI
CHANGES, COLOR, COLOR AND EXPOSURE ADJUSTMENTS,
ROTATION FUNCTIONS

HOW TO SCAN TO E-MAIL
Use the following steps to scan:
SCAN
E-MAIL
CHOOSE ADDRESS OR INPUT ADDRESS
START OR SEND

All Models