**MAIN MENU:**
Contains links to all available functions including links to the most commonly used features.

**To create a Custom Quick button:**
1. Turn on the desired settings from Copy, Scan and Send, or Fax
2. Select the Menu Button
3. Select Register to Home
4. Confirm the settings, then press Next
5. Select the action that should occur when the button is pressed, then press Next
6. Name the button and add a comment (if desired)
7. Press OK

**TO REGISTER MEDIA IN THE PAPER DRAWERS:**
1. Press Status Monitor/Cancel
2. Select Preferences
3. Select Paper Settings
4. Select Paper Settings again
5. Tap to select the drawer to register
6. Press Set
7. Select the correct media type
8. Press OK to accept the paper type
9. Press OK again
10. Press Close

**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
   - Two Colors - copies in black and another color you specify
   - Single Colors - copies with the color you specify only
3. Press OK

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

**STAPLE:**
Staple is an optional feature
1. Press Finishing
2. Select Staple and Collate or Staple and Group, then press Next
3. Select the Staple Position
4. Press OK

**COPY RATIO:**
Reduce/Enlarge
1. Press Copy Ratio
2. Select a preset button or use the key pad to manually input the desired percentage
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

**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

**TO VIEW THE JOB LOG:**
1. Press Status Monitor/Cancel
2. Select the desired function
3. Select Job Log
   - "OK" or "- -" indicates the job has completed
   - "NG" indicates an error has occurred

**2-SIDED:**
1. Press 2-Sided
   - 1-2 Sided - 1-sided originals, produced 2-sided
   - 2-2 Sided - 2-sided originals, produced 2-sided
   - 1-2 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
**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. Select Color Balance
3. Use the + (plus) / - (minus) buttons to adjust the color strength
4. Use the buttons on the right to adjust saturation, hue, or density
5. Press OK
**PAGE NUMBERING:**
1. Press **Options**
2. Select **Page Numbering**
3. Choose the **Position**, **Style**, **Color**, **Font Size**, and **Starting Number**
4. For Number of Digits or to Add Characters, select **Set Details**
5. Press **OK**

**COPY SET NUMBERING:**
1. Press **Options**
2. Select **Copy Set Numbering**
3. Choose the **Position**, **Type**, **Font Size**, **Color**, **Density**, and **Starting Number**
4. Press **OK**

**SHARPNESS:**
Sharpen or soften the text and/or photo/image.
1. Press **Options**
2. Select **Sharpness**
3. Press **Low** to blur or **High** to enhance the outline
4. Press **OK**

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

**NEGA/POSI:**
Invert the original image.
1. Press **Options**
2. Press **Nega/Posi**

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

**ERASE FRAME:**
Eliminate dark borders.
1. Press **Options**
2. Select **Erase Frame**
3. 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
4. Select **Original Size** - size of the original document (if applicable)
5. Use the + (plus) / - (minus) buttons to adjust the erase width
6. Press **OK**

**PRINT DATE:**
Shift the image to the center of the page or to a corner.
1. Press **Options**
2. Select **Print Date**
3. Select the printing position
4. Select the orientation of the placed original
5. Specify the content to print
6. Press **OK**

**SHIFT:**
Adjust the margin on a copy.
1. Press **Options**
2. Select **Gutter**
3. Select **By Position**
4. Choose to adjust the **Front** and/or **Back** side(s)
5. Use the + (plus) / - (minus) buttons to adjust the gutter width
6. Press **OK**

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

**REPEAT IMAGES:**
Repeat the original image vertically & horizontally
1. Press Options
2. Select Repeat Images
3. Use the + (plus) / - (minus) buttons to set the number of times to repeat or select Auto
4. Press Set Margins
5. Set the blank spaces between images
6. Press OK

**AREA DESIGNATION:**
Specify areas to copy or blank out
1. Press Options
2. Press Area Designation
3. Press Touch Entry
4. Press Start Scanning
5. Specify the area to copy
6. Press Framing and then press Preview
7. Confirm if the areas are specified correctly and press OK
8. Next, choose Center Shift to move the specified area to the center of the page, or choose Do Not Center Shift
9. 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. Press Superimpose Image
3. Select Set in Front Side
4. Choose the desired image, then press Next
5. Choose Solid or Transparent
6. Select the output color mode
7. Press OK