**Black & White 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**

**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**

**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**

**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**

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

**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**

**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**

**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

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Next-Generation imageRUNNER ADVANCE
Black & White Copy Features | 1
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)