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

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

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/Enlarges
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

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

**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

**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

**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

**WATERMARK:**
1. Press Options
2. Scroll down to page 2
3. Select Watermark
4. Choose the Position, Font Size, Color, 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

**NEGA/POSI:**
Invert the original image
1. Press Options
2. Scroll down to page 3
3. Press Nega/Posi
**MIRROR IMAGE:**
Copy the original image in reverse
1. Press **Options**
2. Scroll down to page 3
3. Select **Mirror Image**
4. Set the **Width** (distance) to push the text to center it on the tab
5. Press **OK**

**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. Press **Select Paper** to choose the tab paper source
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**

**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**

**SUPERIMPOSE IMAGE:**
Copy an original onto 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)

**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**

**PRINT ON TAB:**
Use Insert Sheets to insert tabs within a document
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. Press **Select Paper** to choose the tab paper source
5. Press **OK**