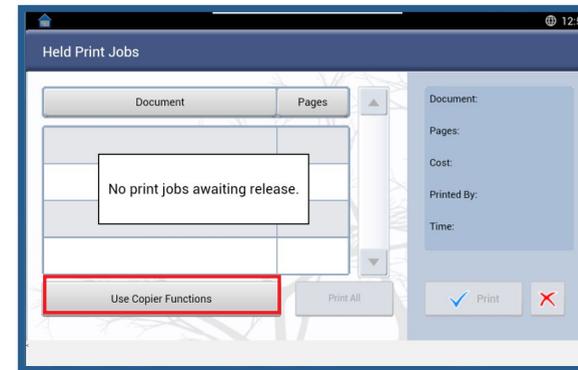


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CONTROL PANEL

To access the copy and scan functions you must first log in by swiping your campus card across the reader on the printer or alternatively enter your University username and password using the touch panel.



The **Use Copier Functions** button will give you access the **Copy & Scan** Functions.

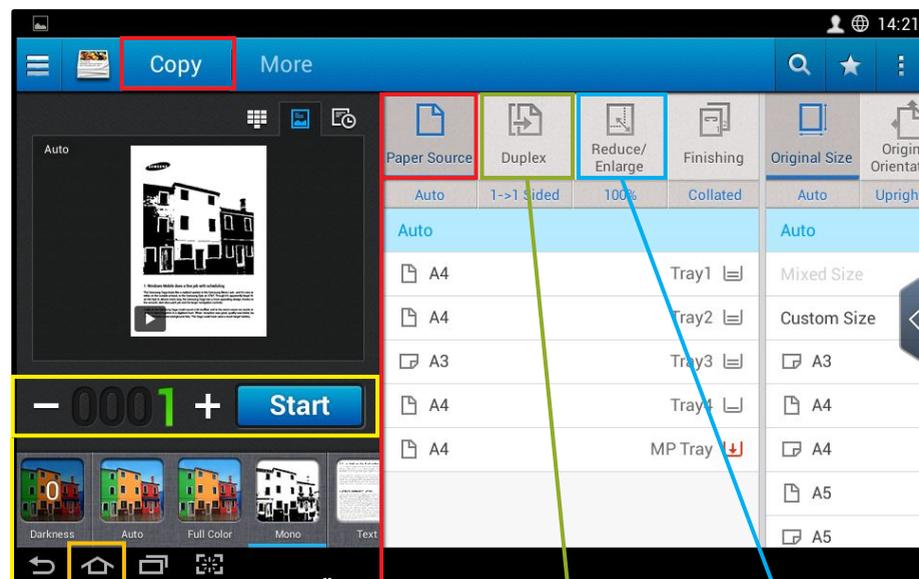


To make a copy select the copy icon and place a document on the glass or feeder and press **start**.



Job Status will display jobs which are currently being processed. Press **Held Jobs** to return to the print release screen.

▶ COPYING: COPY OVERVIEW



Return to homescreen

To optimise the copy quality select a setting to match the document type.
Scroll left and right to view more options.

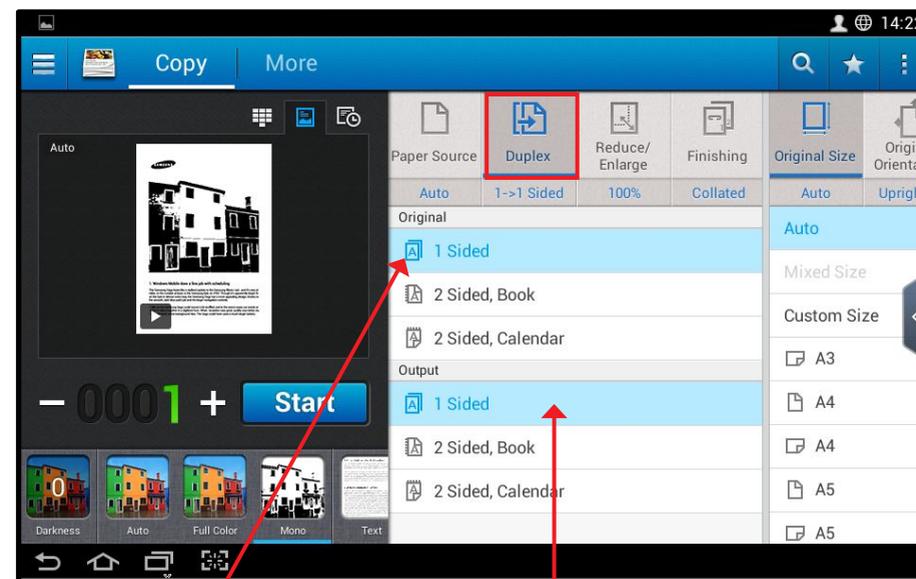
Press to view the paper trays. Options include the MP tray (manual feed) on the side of the device.
Use this for labels & card.

Press to view duplex options.
Copy onto both sides of the page, or from a 2-sided document.

Press to view enlargement and reduction options.
Common settings for A4 up to A3 & A3 down to A4.

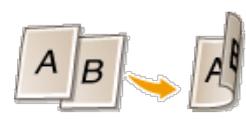
To set quantities for copies either use the + & - keys or touch to enter an amount.
When ready to start copying press the **start** button.

▶ COPYING: DUPLEX MODE



Set here whether your original documents are 1 sided or 2 sided.

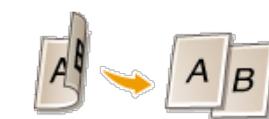
Set here how you would like your copies to be created. 2 sided or 1 sided.



1 Sided to 2 Sided, Book



2 Sided, Book to 2 Sided, Book



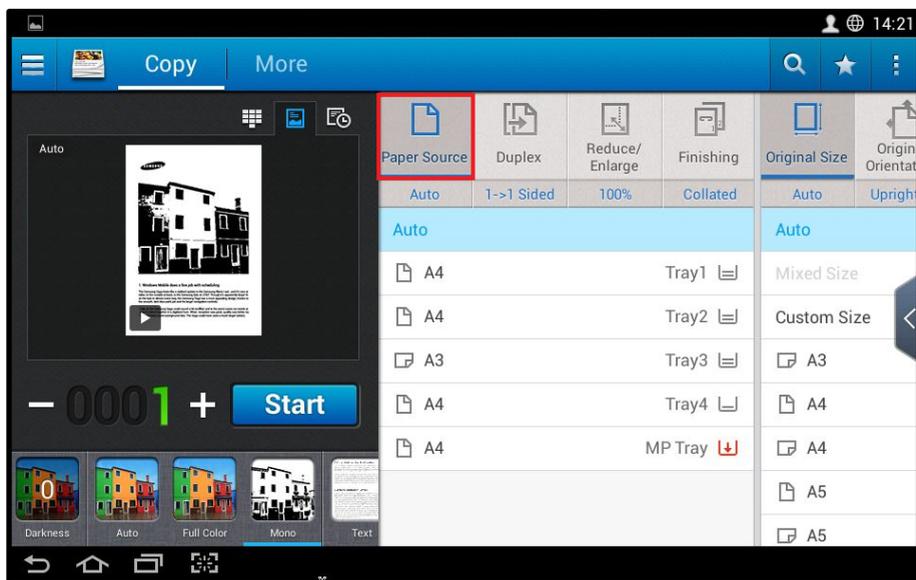
2 Sided, Book to 1 Sided



1 Sided to 2 Sided, Calendar

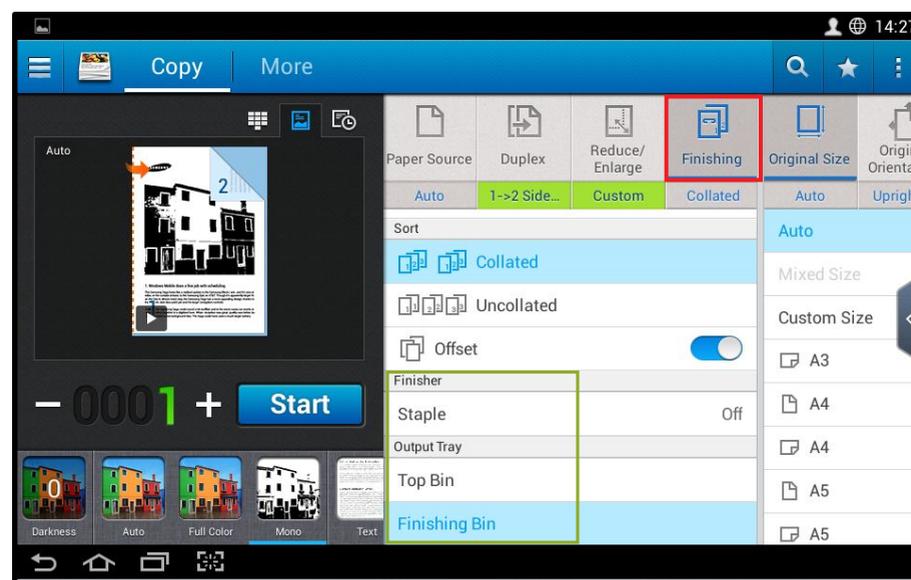
If you have landscape originals and wish to copy them so that both sides are the same orientation place them in the document feeder in Landscape orientation and use 1 Sided to 2 Sided Calendar.

► COPYING: REDUCE/ENLARGE MODE

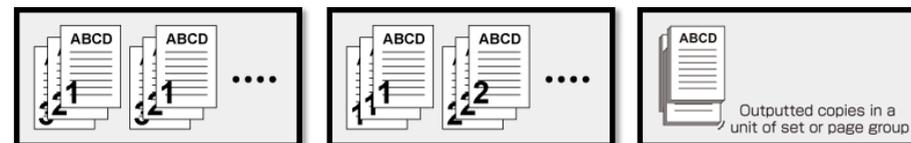


Here you will find the common A4 to A3 enlargement setting and A3 down to A4 setting. Scroll up and down with your finger to view other paper & size settings. Custom sizes can also be entered if you are copying onto a special size of paper/card.

► COPYING: FINISHING MODE



Here you can select how your copies are sorted and arranged on the exit tray.



Collated Mode

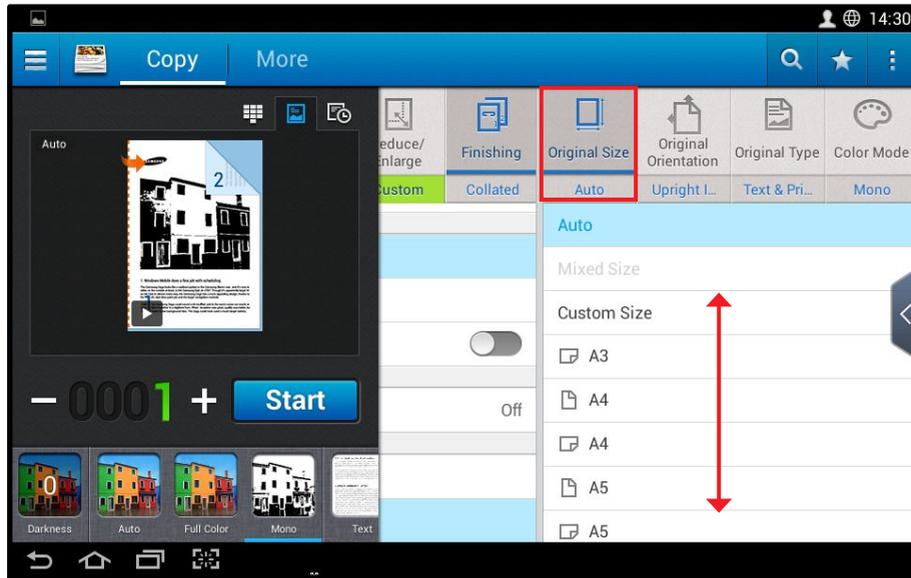
Uncollated Mode

Offset Mode

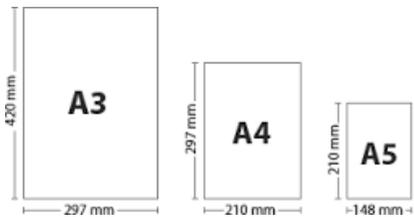


If you have the optional staple finisher installed you can choose from the wide range of staple positions as shown left. Just turn on the staple option above.

▶ COPYING: ORIGINAL SIZE MODE

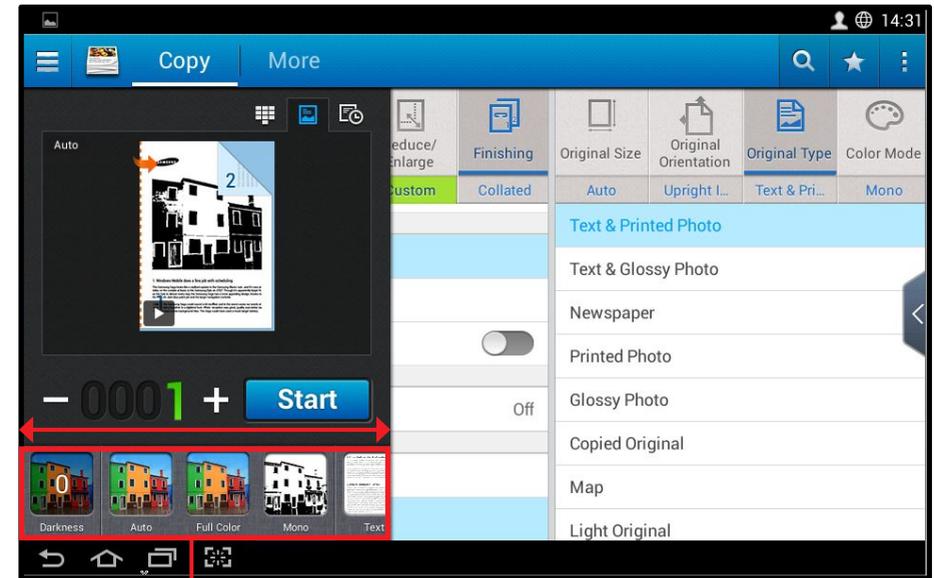


Whilst multi-function devices find it easier to detect standard sizes such as A4 and A3 you can still place non standard sizes such as receipts and photos onto the copy glass. If the document size is not automatically detected you may need to enter the size manually. Press **Original Size** to access this feature as shown above. Or alternatively place a piece of A4 or A3 paper over the top.



Standard paper sizes used in multi-function devices which can be placed in the document feeder or on the copy glass.

▶ COPYING: COLOUR OPTIONS



This area controls the colour and mono settings as well as the lightness and darkness of your copies.



Creates mono copies. The most economical way to copy.



Creates colour pages.

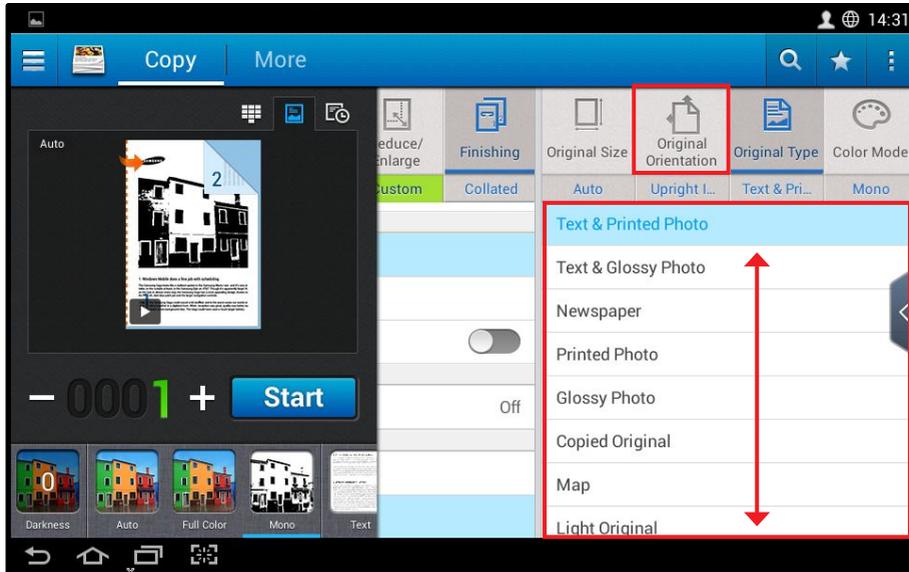


Creates colour and mono copies. Use this if your document is a mix of colour and mono pages.



Controls the lightness and darkness of your copies.

► COPYING: ORIGINAL TYPE



Scroll up and down to view document original types. Choosing the one that corresponds to the type of document you are copying will ensure the quality and clarity is optimised.

Text mode will optimise the quality to ensure the text is sharp and clear to read.

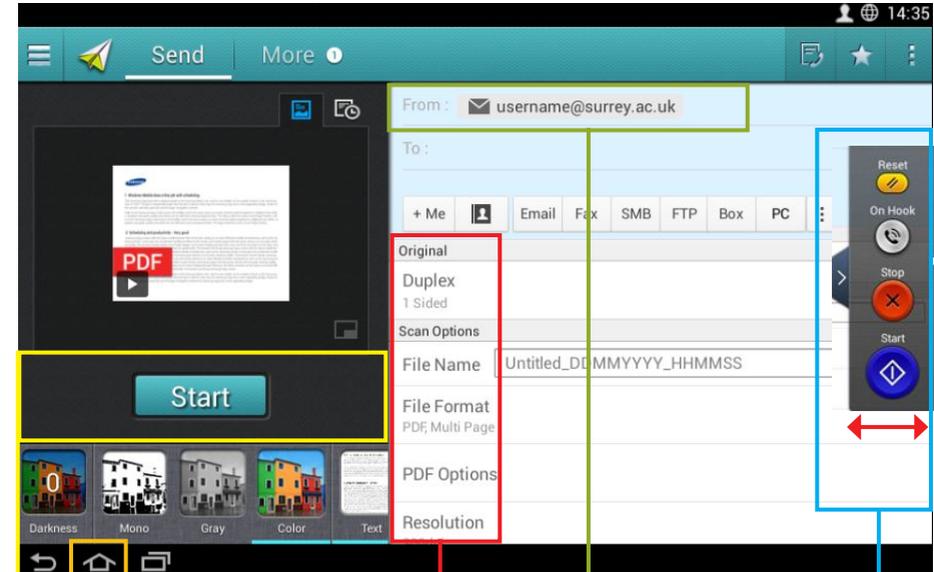
Photo will optimise the quality for image based documents.

Text/photo will ensure the text is sharp and clear to read and any images are optimised.

Others modes range from newspaper, map and light original.

These settings allow you to fine tune any documents that may not copy clearly.

► SCANNING: SCAN TO EMAIL



Return to homescreen

Press start to begin scanning your documents.

You can also start scanning by pressing the blue start button.

Press to view the paper trays. Options include the MP tray (manual feed) on the side of the device.

Use this for labels & card.

For other features such as 2 sided scan, scan resolution, file type and file name scroll up and down to view the options.

Your email address will automatically be displayed here.

Scans are sent directly to your own email address.

Start Scanning

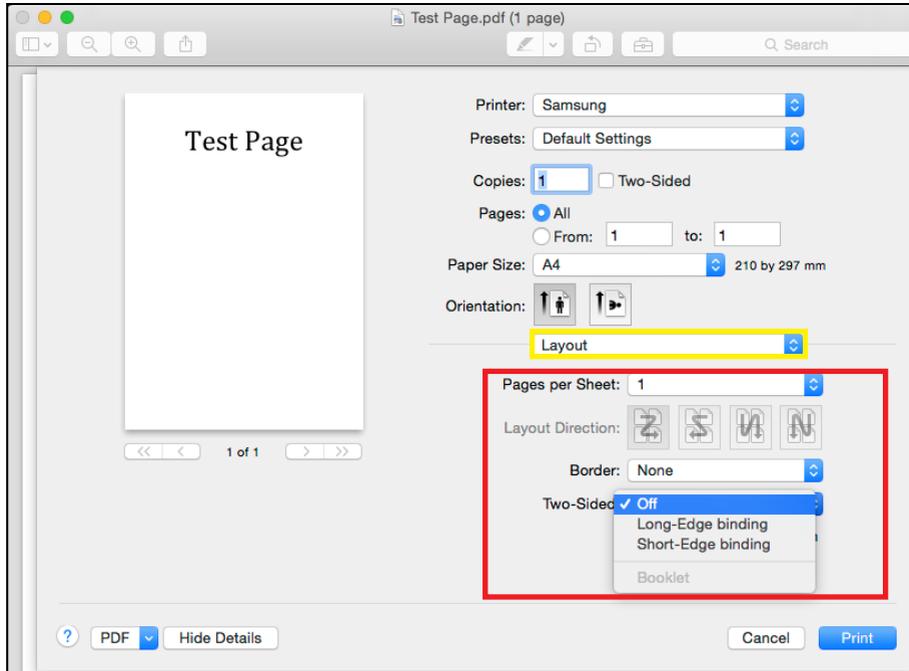
Stop Scanning

Reset to default

On Hook dial tone (only if you have a fax installed)

Swipe to view/hide TAB

▶ PRINTING: BASIC SETTINGS



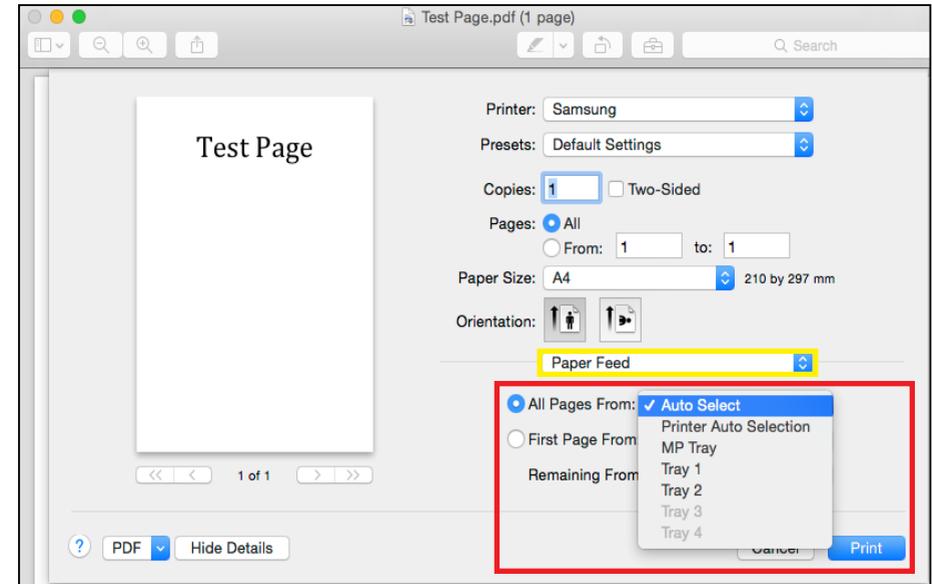
Layout options can be found under the **orientation** option in the drop down menu.

Pages per Sheet gives you the option to print multiple pages side by side, or tiled on one page.

Layout Direction allows you to change the layout order.

Two Sided Printing has the option of Off, **Long Edge Binding** which is usually the default mode where portrait documents are printed 2 sided. **Short Edge Binding** is normally used when printing 2 sided landscape documents.

▶ PRINTING: PAPER SETTINGS



The **Paper Feed Settings** option can be found under the **orientation** option in the drop down menu.

All Pages From allows you to select which paper tray you wish to print from . If you want the first page printed on a different type of paper to the rest of your document then click on **First Page From** and select the tray where your first page is to be printed from. Then select where the rest of the document is to be printed from by clicking **Remaining From**.

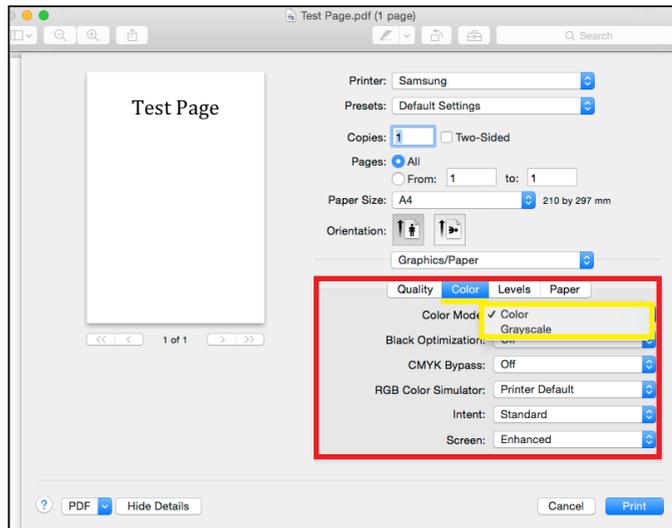
▶ PRINTING: COLOUR AND QUALITY SETTINGS

Colour Mode

Grayscale is the default – this produces Black & White documents and is most cost effective.

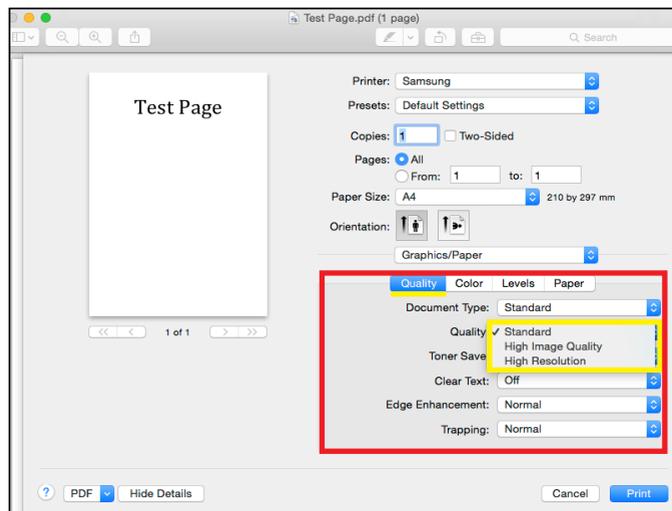
Click on the **Colour Mode** option to select colour for colour printing and grayscale to print in black only.

TIP: Remember to collect any colour printing from a device that supports colour output.

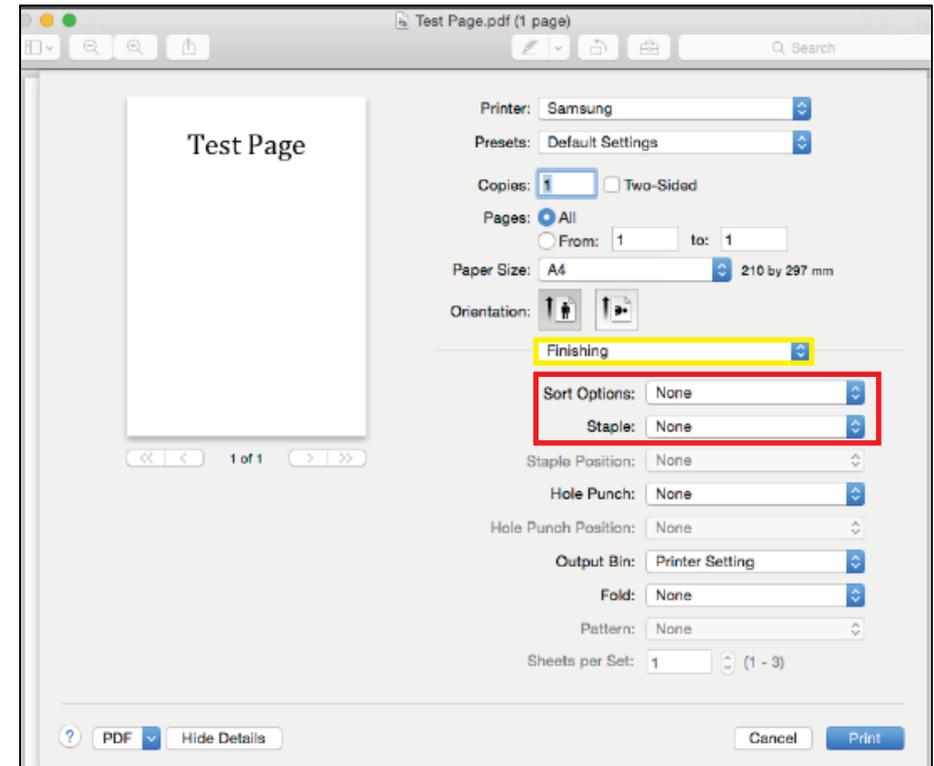


Quality Options

Select higher print qualities by clicking **Quality** then use **Document Type** and **Quality** settings to adjust print quality.



▶ PRINTING: FINISHING OPTIONS



Sort and Staple options can be found under the **Finishing** option in the drop down menu. **Set Options: None** will collate pages in sets on top of one another (stack).

Staple allows you to staple your printed pages together. Click to view staple position options.