



Self Serve Copying Guide

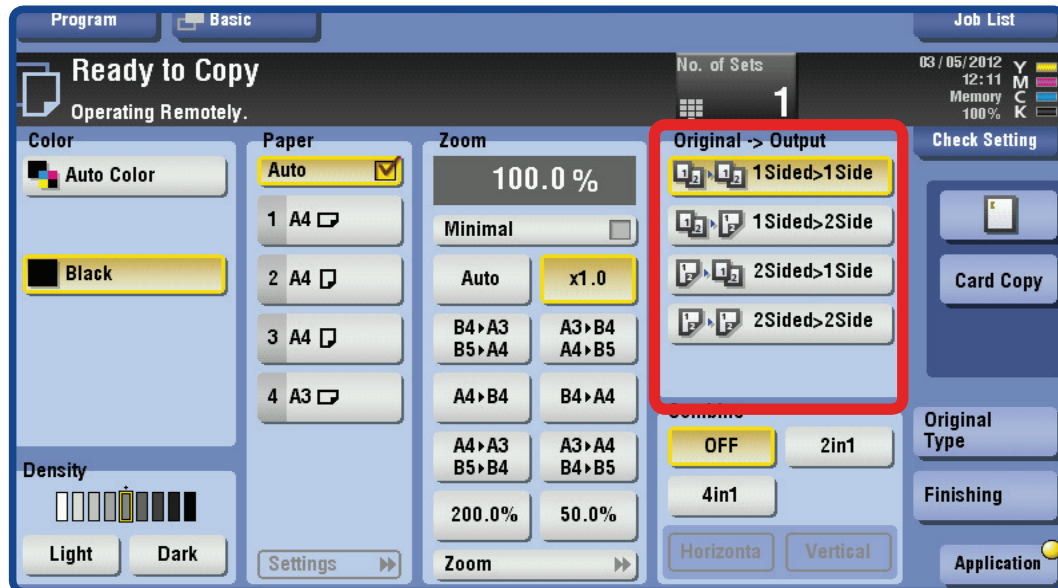


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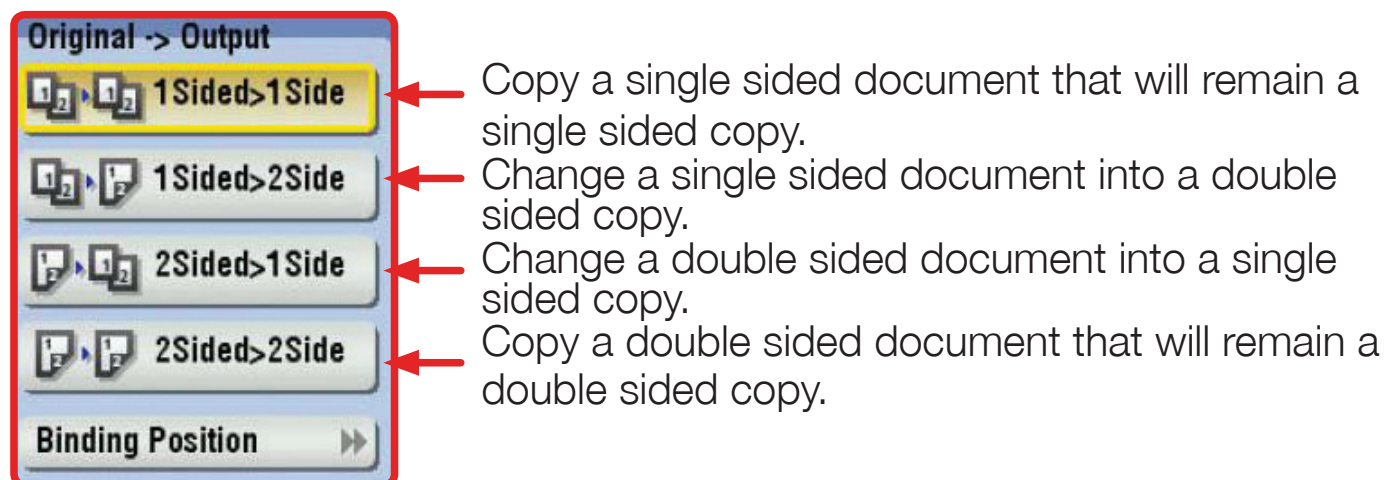
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Double Sided Copying

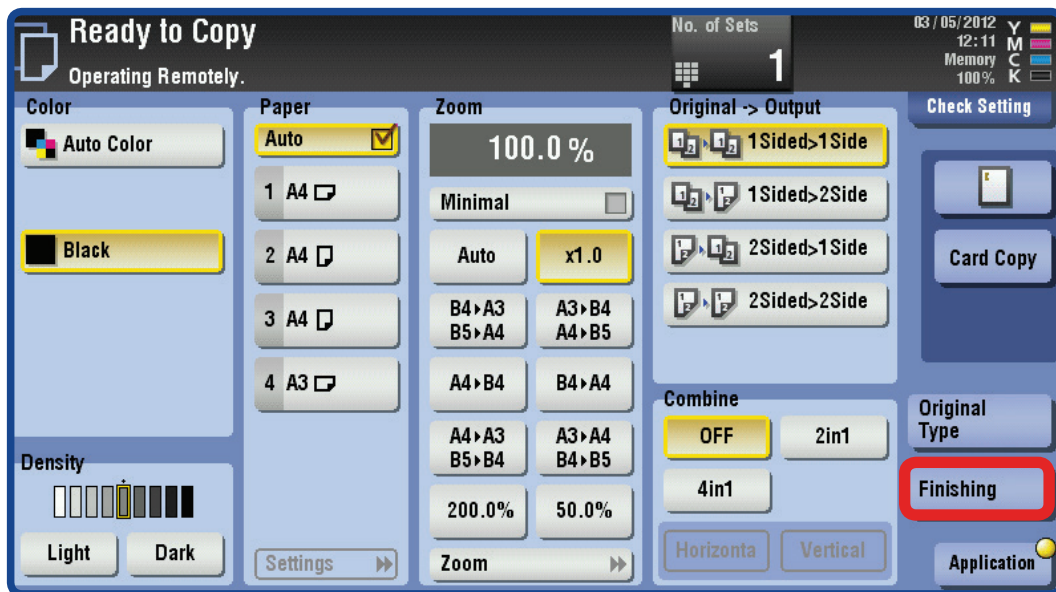
Use to photocopy on one side or both sides of a sheet of paper.



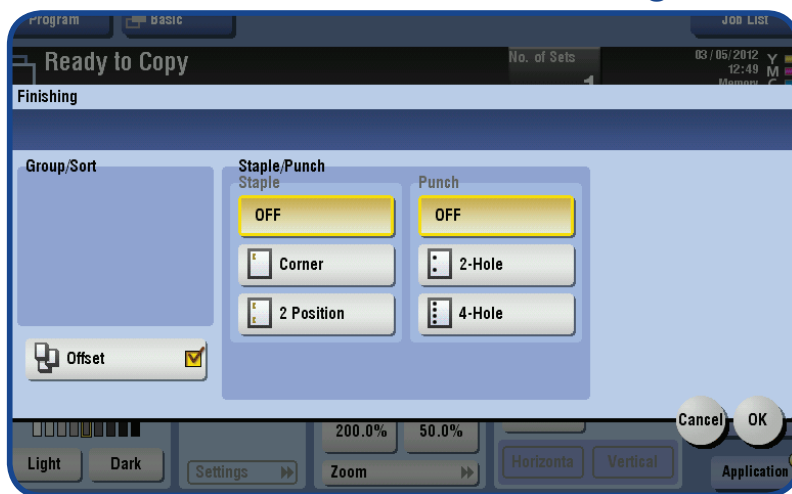
On the main screen under **Original > Output** choose from:



Stapling and Hole Punching



On the main screen select **Finishing**.



Staple

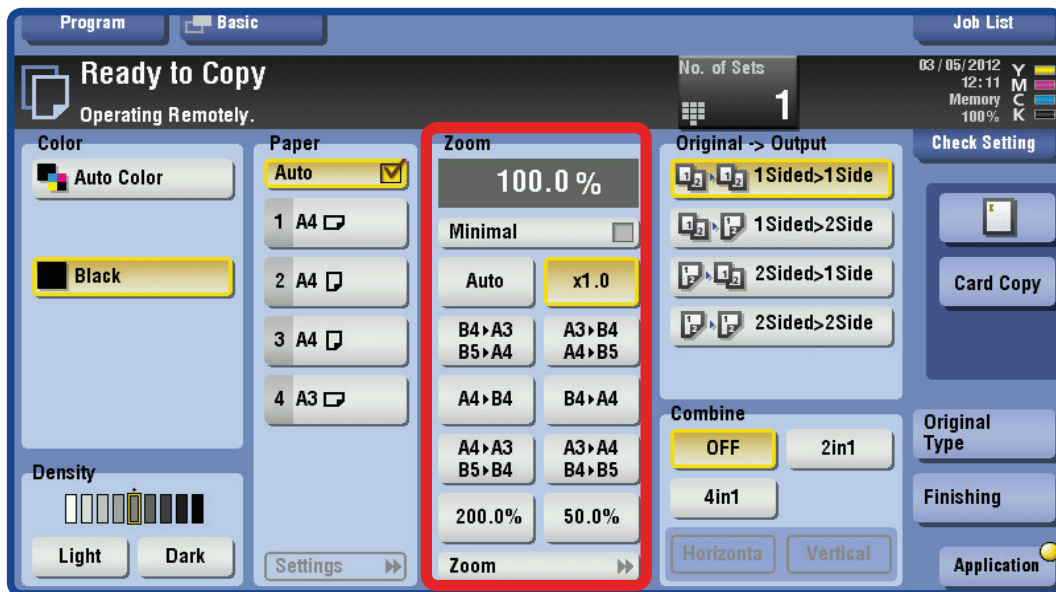
- **Corner** - Each set of printed sheets is stapled in the top left corner.
- **2 Position** - Each set of printed sheets is stapled in two positions on the left side.

Punch

- Choose from 2 or 4 holes.

Zoom

Use this function to enlarge or reduce the size of your document.



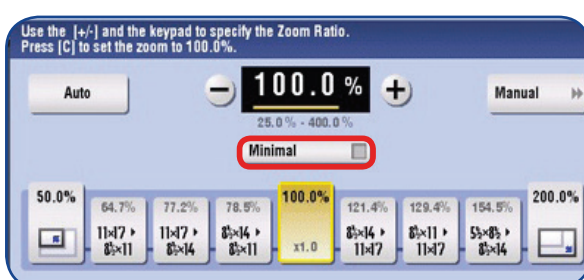
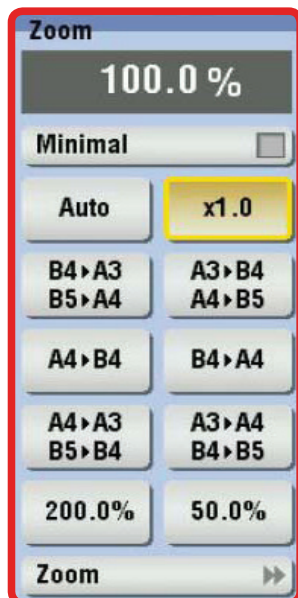
The copier is automatically set to 100% which will not alter the size of your document.

To enlarge an A4 document to an A3 size

1. Place document in the copier.
2. Select **A4 to A3**
3. Select **Start**.
4. Your copy will now be in A3 size and on A3 paper.

To type in your own zoom percentage.

1. Place document in the copier.
2. Select **Zoom**
3. Use the keypad to type in the desired ratio. Ensure the decimal place is entered.
4. Select **Ok**.
5. Select the paper tray and Select **Start**.



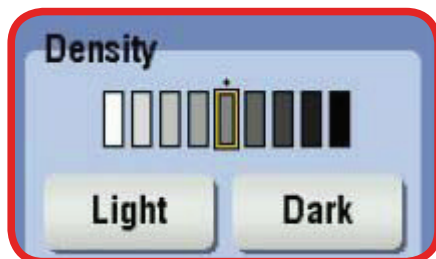
Minimal - Will reduce your copy slightly from original size when copying. Use this when copying a full page image, to ensure the copier does not miss anything.

Lighten/ Darken

Use this to make your copies lighter or darker.

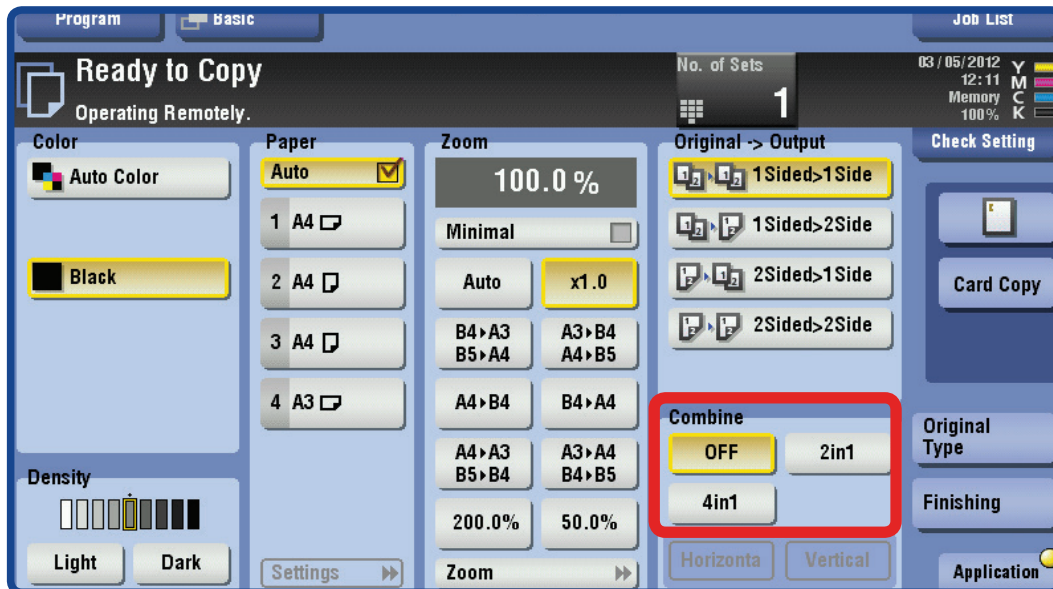


On the main screen under Density, Select on **Light** or **Dark** to make your copies lighter or darker.

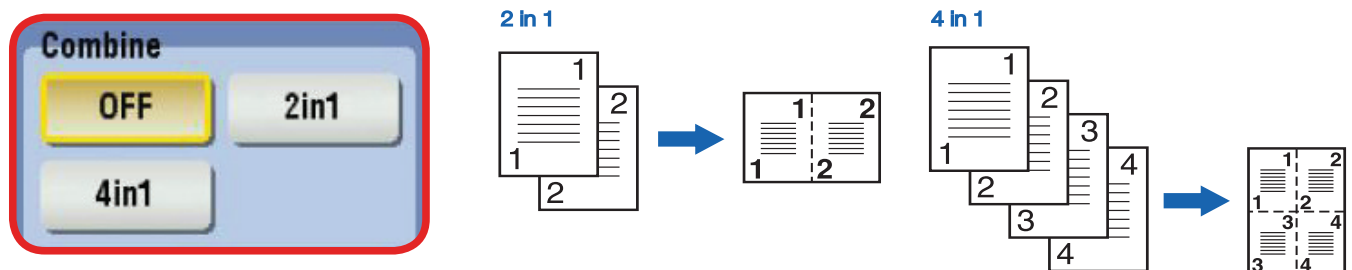


Combine

2 or 4 originals can be printed onto one side of a piece of paper. A multi-page document can be reduced and copied on the same side of a single sheet of paper.



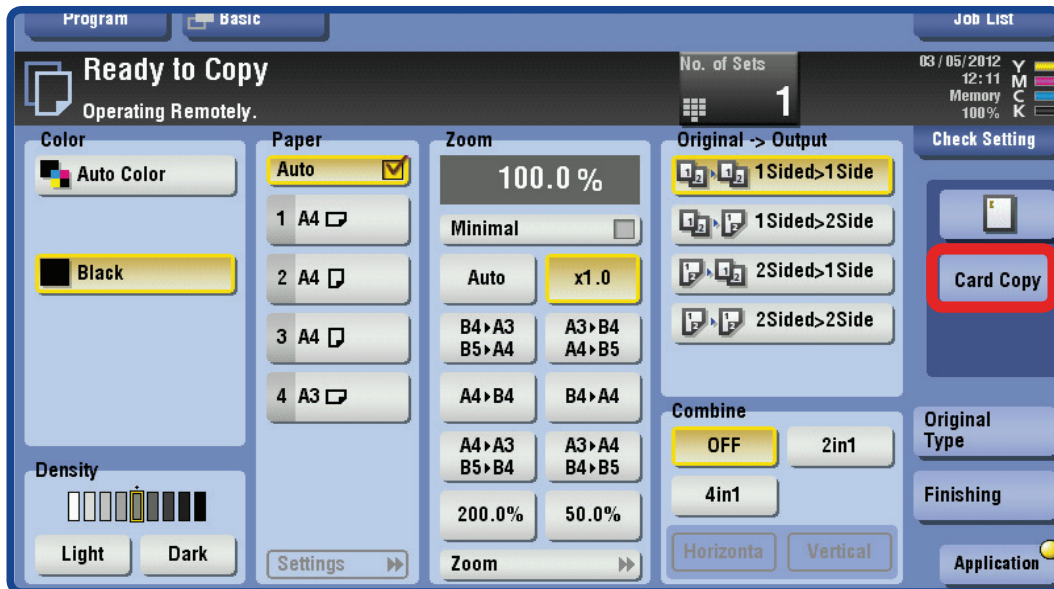
1. Under **Combine** select 2 in 1 or 4 in 1.



2. Place the original face up in the document feeder, or face down on the glass.
3. Select **Start**.

Card Copy

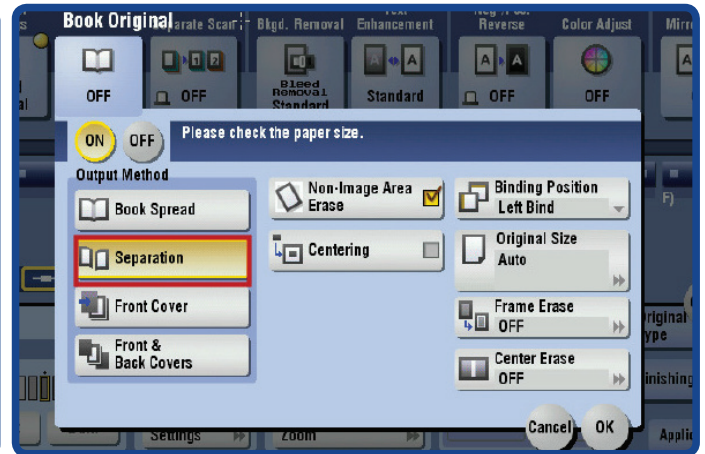
Copy licenses and ID cards onto one side of a sheet of paper.



1. Place the original in the top left hand corner of the glass.
2. Close the lid
3. Select **Card Copy**.
4. Select **Start**.
5. Open the lid and turn the license or ID card over and place in the same position
6. Close the lid
7. Select **Start**.
8. Select **Finish** then select **Start** to print the copy.

Copying a Book

You can copy two-page spreads, such as books onto separate pages, or turn them into a booklet.



Separation

Copy a two page spread in the same order as they appear in the original book.



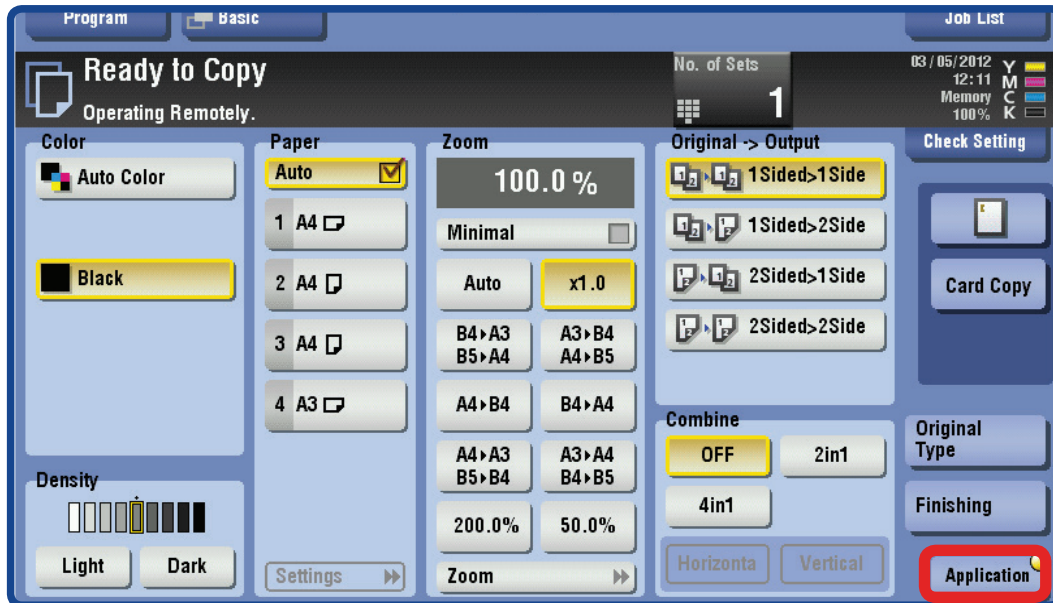
Caution although exposure to visible light is well below the permissible exposure level and is completely safe - do not look directly at photocopier light while scanning.

1. Place open book face down on the glass. The document feeder lid will need to stay open to copy the book.
2. Select the paper tray.
3. Select **Application**.
4. Use the slider bar to scroll to **(B)** and select **Book Original**.
5. Select **On**.
6. Select **Separation**.
7. Select **OK**.
8. If you want to copy more than one page, select **Separate Scan**.
9. Select Close.
10. Select other copy options e.g staple or 2 sided.
11. Select **Start**.

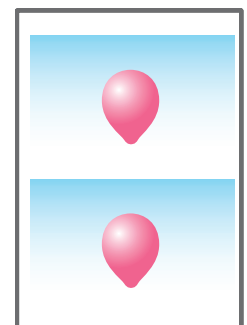
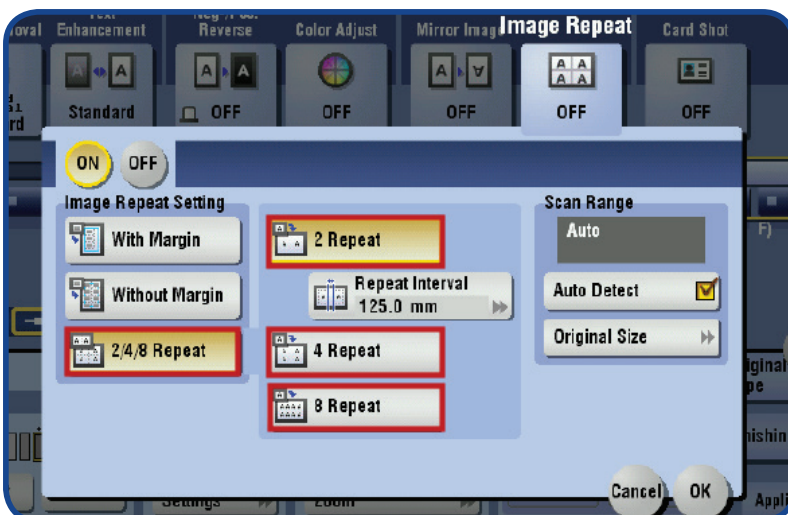
Once staple function is selected you can scan multiple pages to create a booklet. Wait until all pages have been scanned before removing final copies.

Image Repeat

Use this function to repeat an image 2 or 4 times onto a single page.



1. Place original document face up in the document feeder.
2. Select the paper tray to be copied onto.
3. Select **Application**.
4. Use the slider bar to scroll to **(E)** then select **Image Repeat**.
5. Select **On**.

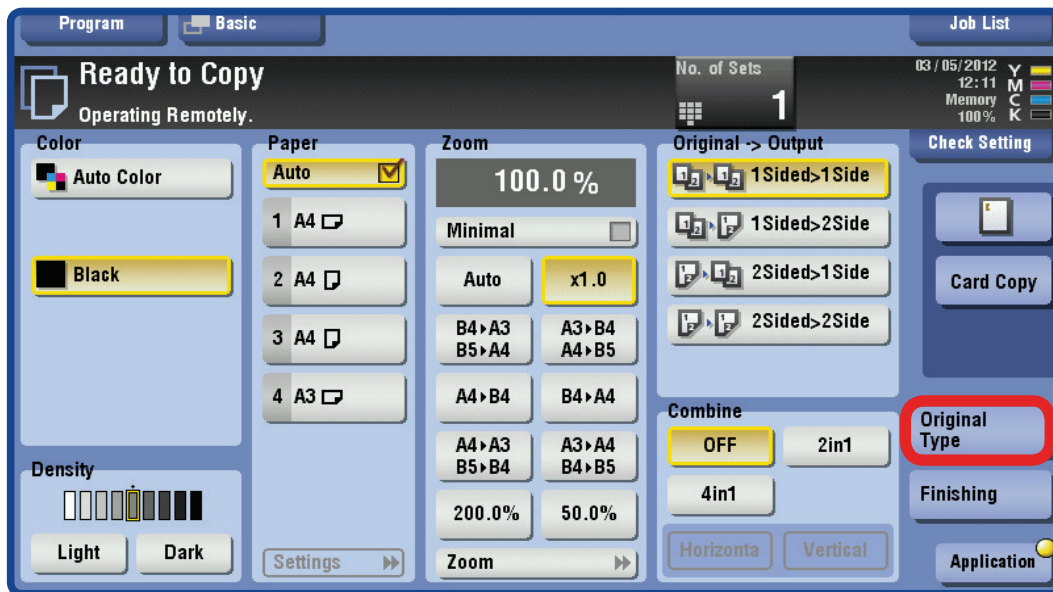


6. Select **2/4/8 Repeat**.
7. Select **Quantity**.
8. Select **OK**.
9. Adjust the Zoom if required. See table and zoom section of this guide.
10. Select **Start**.

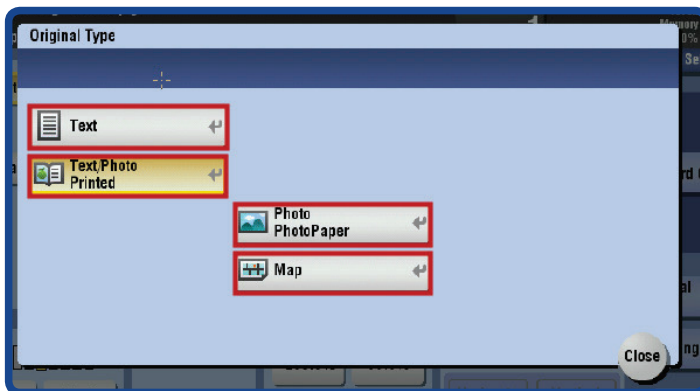
	A4 - A3	A4 - A4
2 Repeat	100%	70.7%
4 Repeat	70.7%	50%
8 Repeat	50%	34%

Original Type Setting

Use Original Type Setting to maximise the quality of copying photos and maps.



1. On the main screen select **Original Type**.



Text - Use to enhance text in a document.

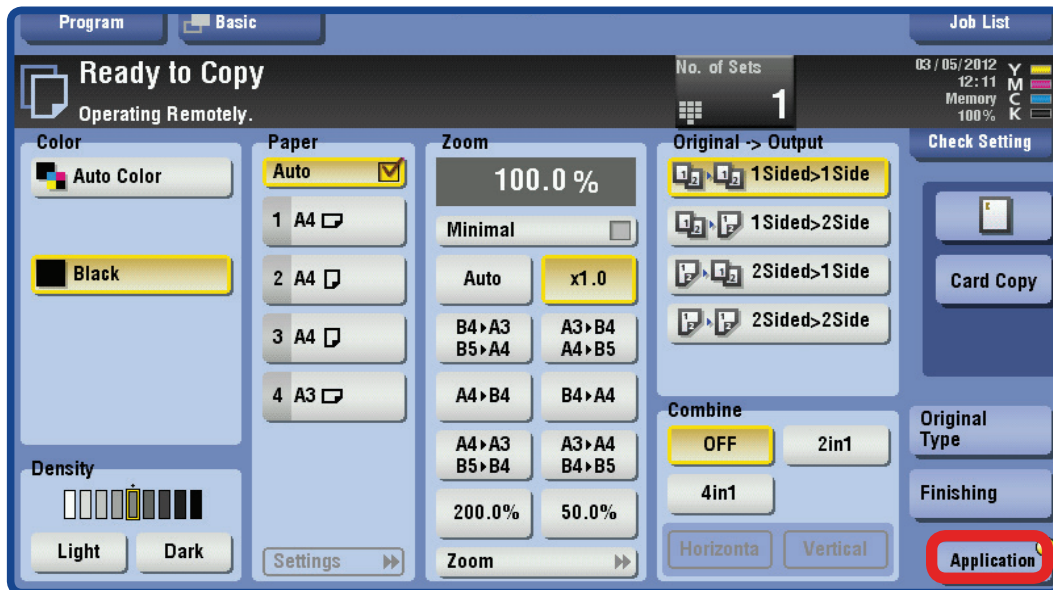
Text/Photo Printed - Use to enhance a document consisting of text and photos.

Photo Photo Paper - Use to enhance a document consisting of only photos, brochures and catalogues.

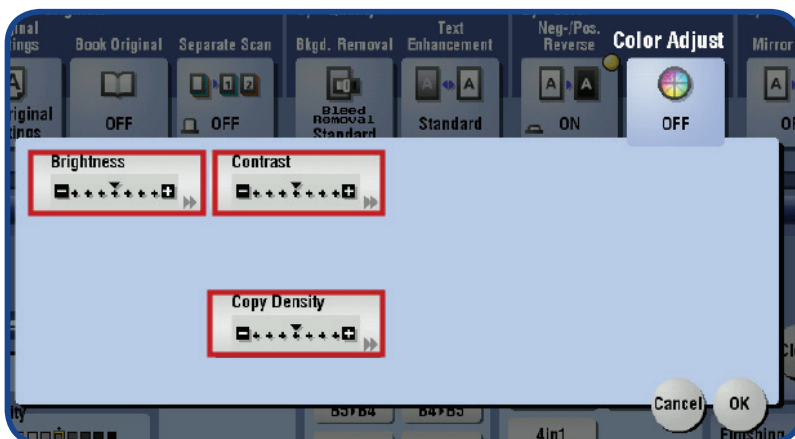
Map - Use to enhance a document that has a coloured background such as a map or an image drawn with a pencil or containing thin coloured lines.

Colour Adjustment

Adjust the colour quality of the original for copying.



1. On the main copy screen, Select **Application**.
2. Use the slider bar to scroll to **(D)**
3. Select **Color Adjust**.



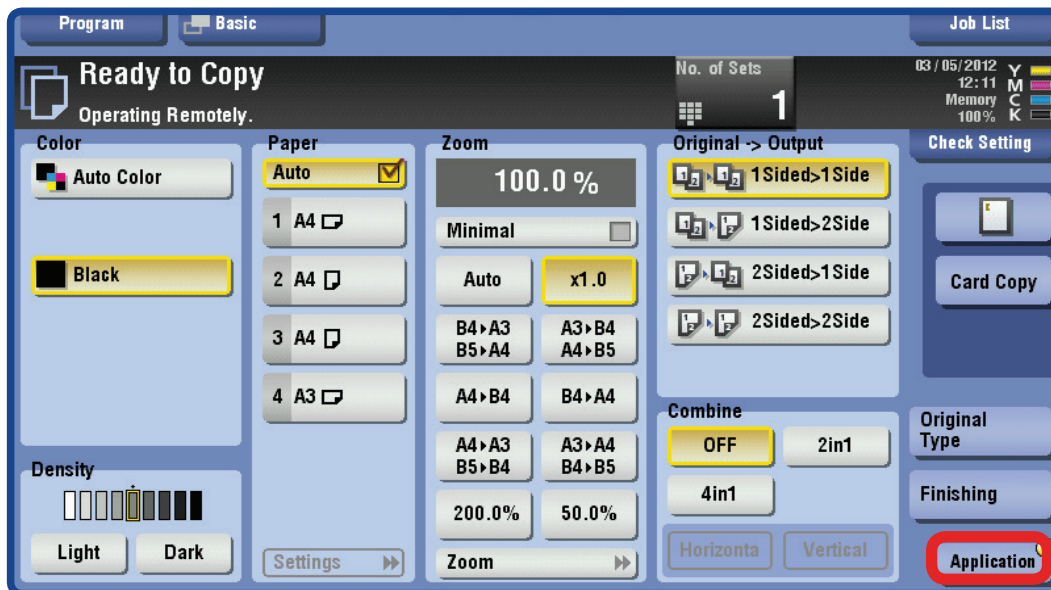
Brightness - Adjust the brightness level.

Contrast - Adjust the shading of an image.

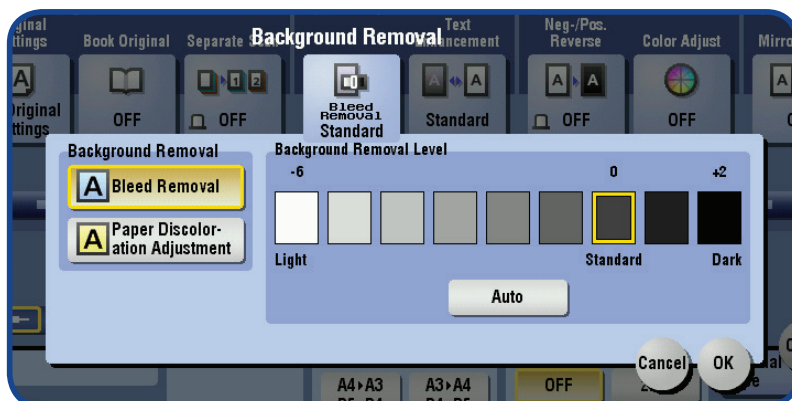
Copy Density - Adjust the copy density.

Background Removal

Use to adjust the brightness of an original with a colored background.



1. On the main copy screen, Select **Application**.
2. Use the slider bar to scroll to **(C)** then select **Background Removal**.

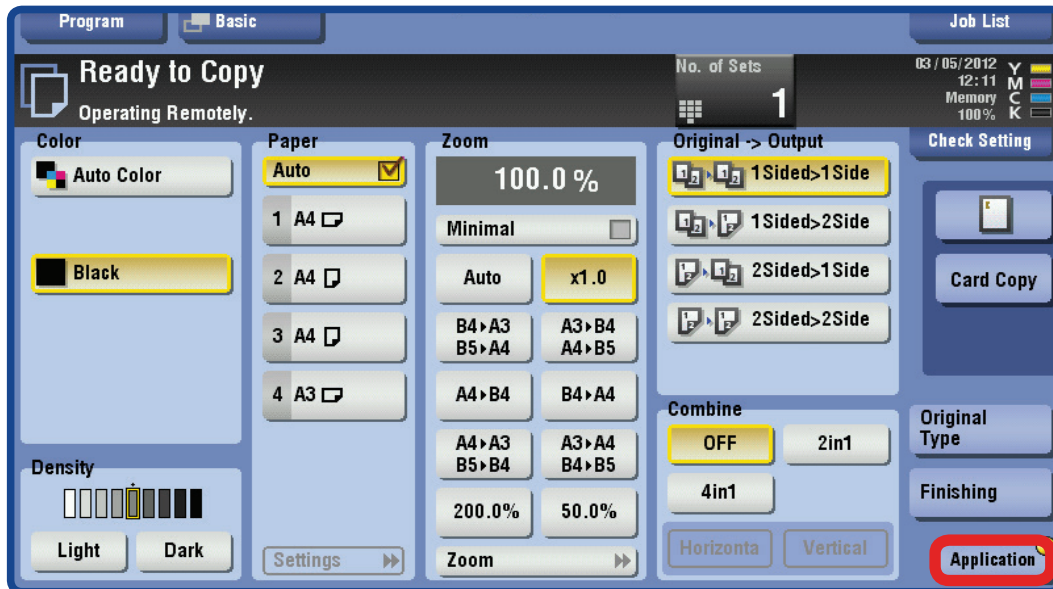


Bleed Removal - used for thin paper being copied to prevent the second side of the original showing on the printed copy.

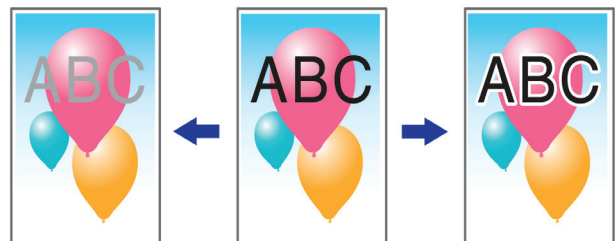
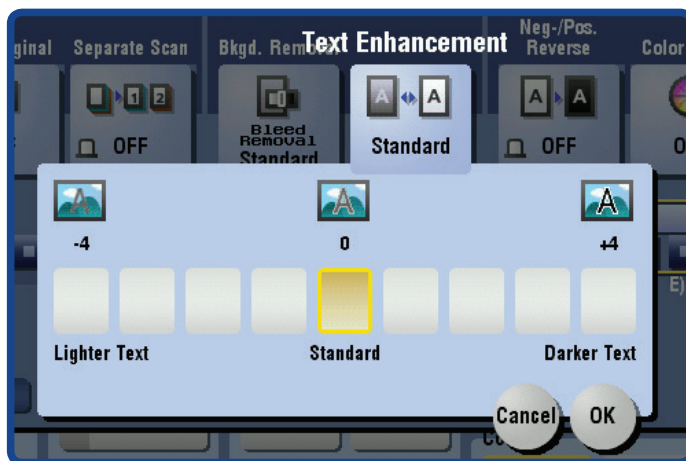
Paper Discoloration Adjustment - use this to lighten documents with a coloured background such as a newspaper or map.

Text Enhancement

You can darken or lighten the text of a document by using Text Enhancement



1. On the main copy screen, Select **Application**.



2. Use the slider bar to scroll to **(C)** then select **Text Enhancement**.

Lighter Text - use to make text light and enhance the background.

Standard - copy with the optimal balance between text and background.

Darker Text - use to make the text darker against a background.

