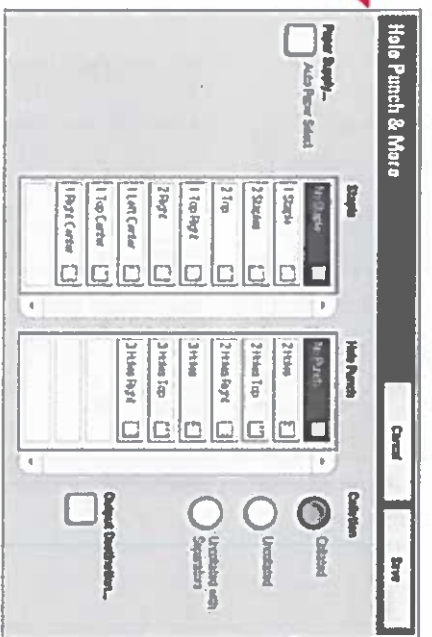
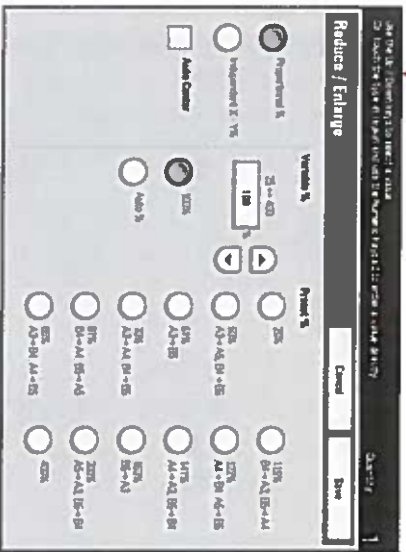
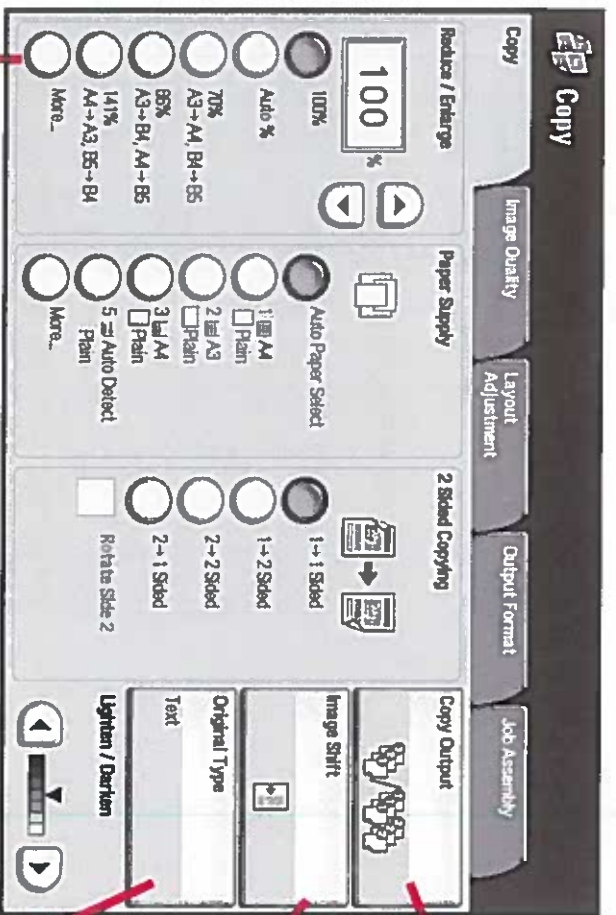
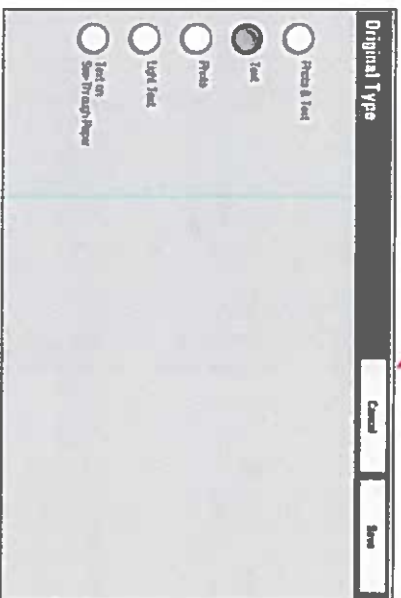


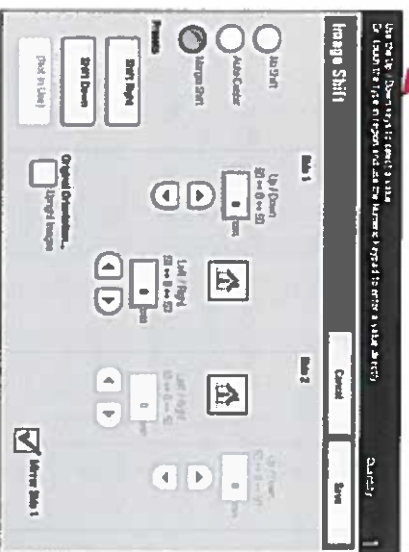
# Copy Tab



**Staple/Hole Punch**  
 Select the following:  
 ✓ Copy Output Button  
 ✓ Staple or Hole Punch



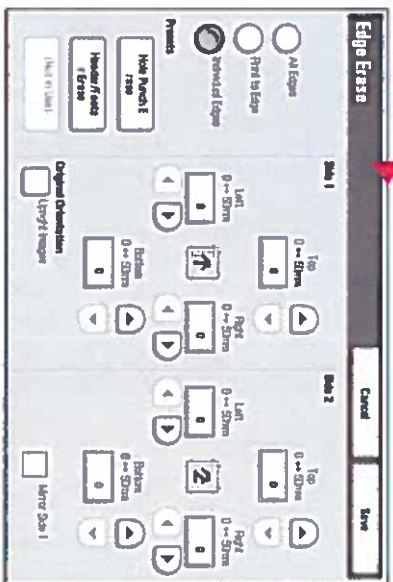
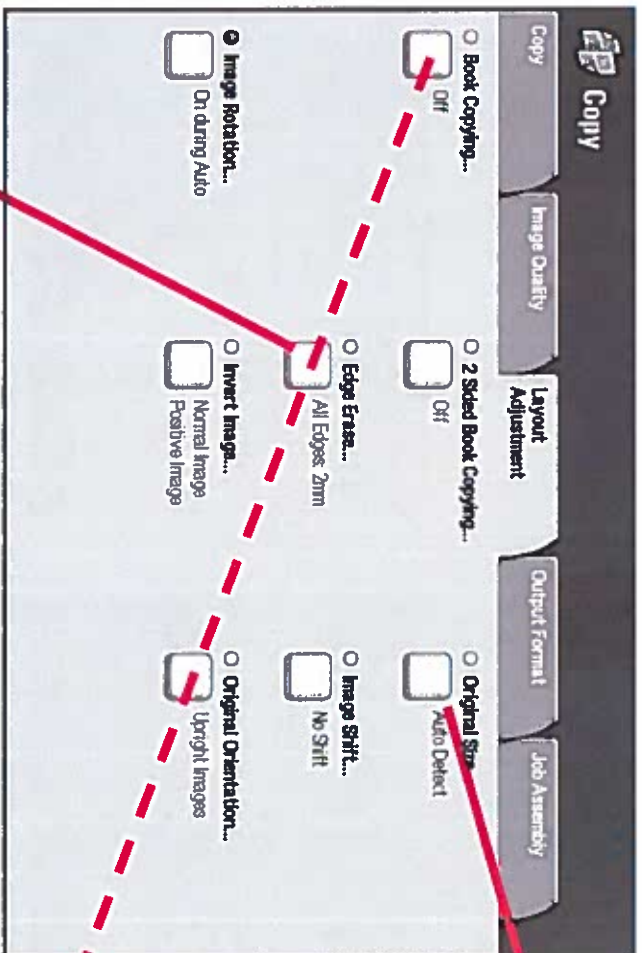
**Original Type**  
 Select the following:  
 ✓ Original Type Button  
 ✓ Photo & Text, Photo, Light Text



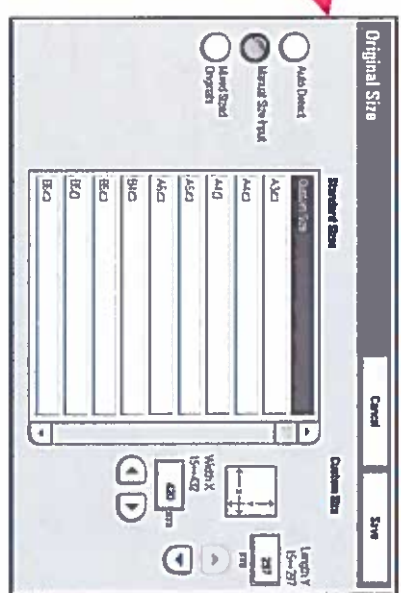
**Image Shift**  
 Select the following:  
 ✓ Image Shift  
 ✓ Use up or down arrow

**Reduce/Enlarge**  
 Reduce: 8.5 x 14 to 8.5 x 11  
 11 x 17 to 8.5 x 11  
 Select the following:  
 ✓ Select More  
 ✓ Select Auto %  
 ✓ Select Auto Center

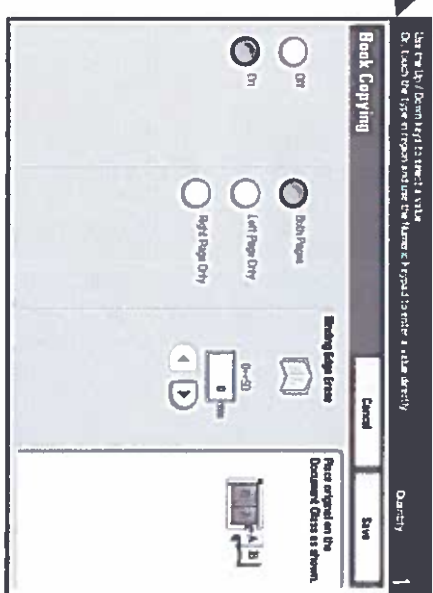
# Layout Adjustment Tab



- Edge Erase**
- Select the following:
- ✓ Layout Adjustment Tab
  - ✓ Edge Erase
  - ✓ Individual Edge
  - ✓ Increase or decrease inches of the edges you wish to erase

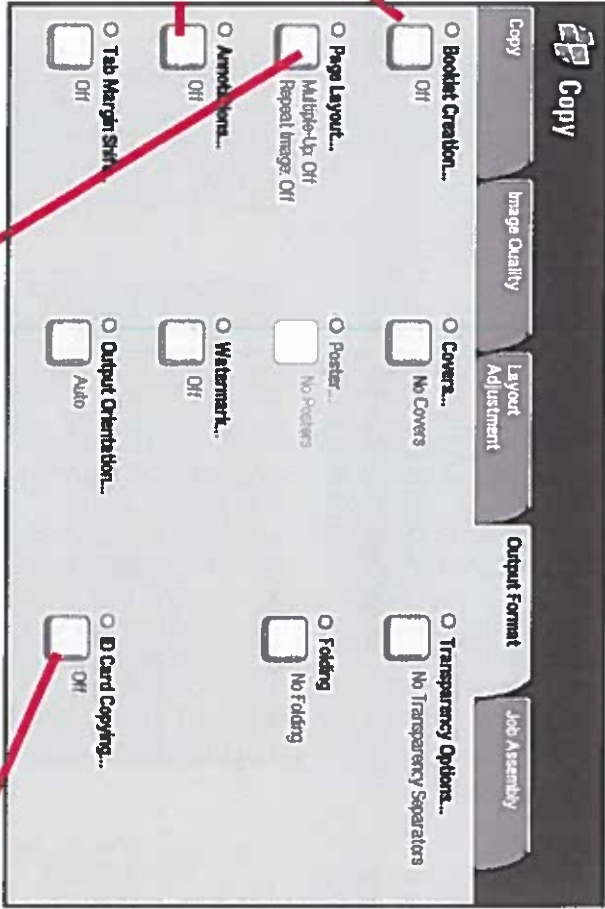


- Book Copying STEP 1**
- Select the following:
- ✓ Layout Adjustment Tab
  - ✓ Original Size
  - ✓ Manual Size Input
  - ✓ Enter Size of document or scan size

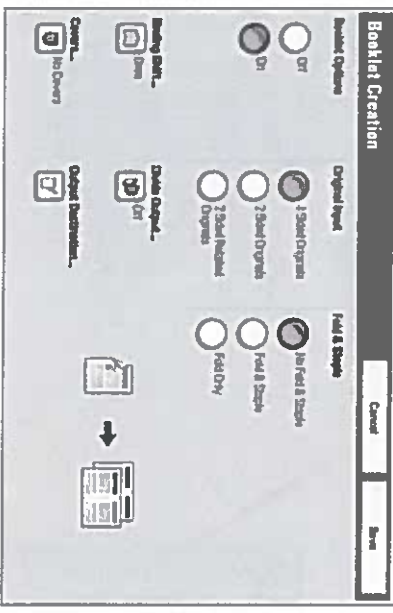


- Book Copying STEP 2**
- Select the following:
- ✓ Book Copying
  - ✓ On button
  - ✓ Choose right, left or both pages
  - ✓ Increase or decrease inches of Binding erase

# Output Format



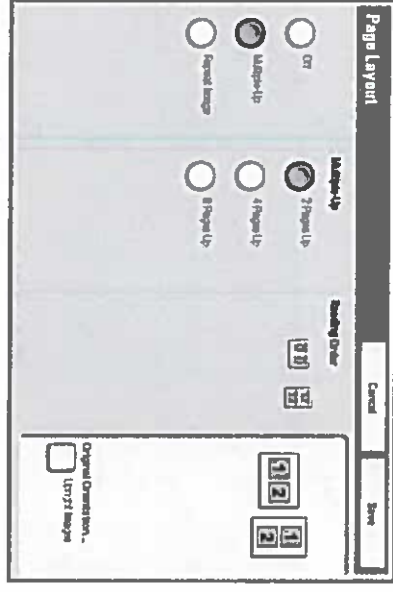
Next Page



## Booklet Creation

Select the following:

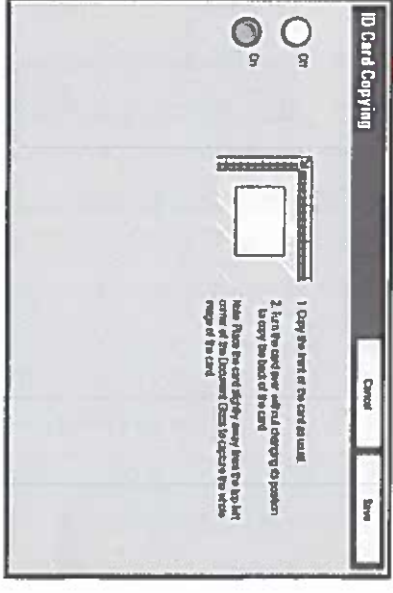
- ✓ A paper tray with Landscape loaded
- ✓ Output Format
- ✓ Booklet Creation ON
- ✓ 1 or 2 Sided Originals
- ✓ Fold & Staple or Fold only



## Multiple-Up

Select the following:

- ✓ Output Format
- ✓ Page Layout
- ✓ Multiple-up
- ✓ Select 2, 4 or 8 pages up



## ID Card Copying

Select the following:

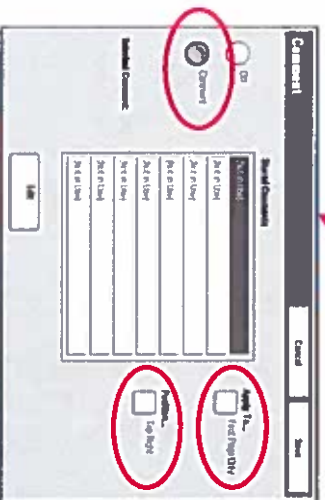
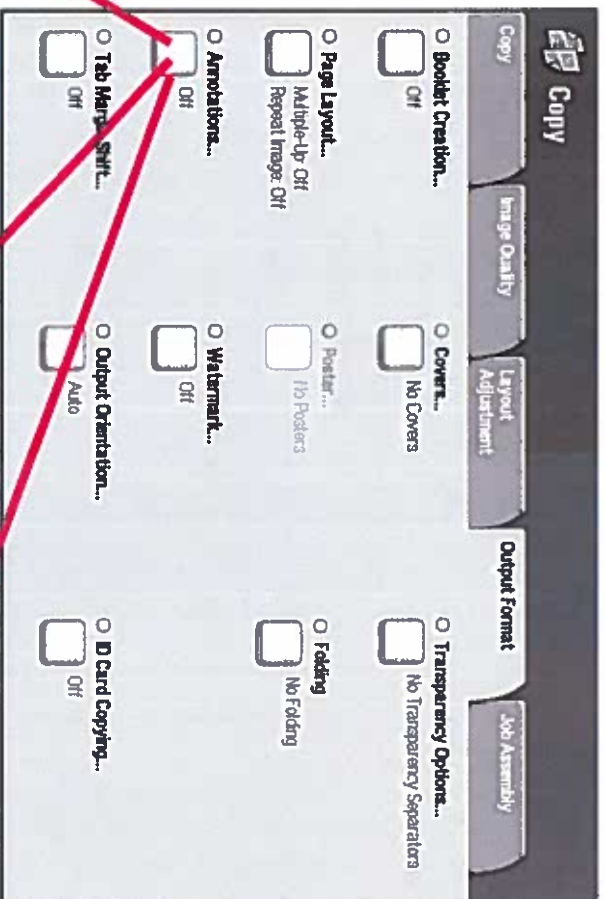
- ✓ Output Format
- ✓ ID Card Copying
- ✓ On Button

# Output Format

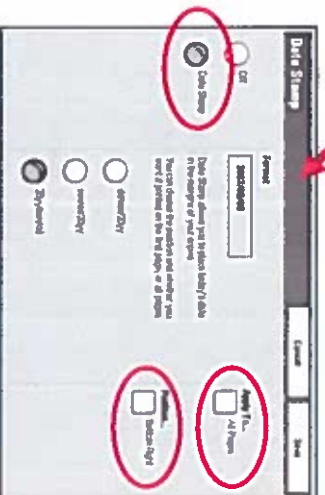
## Annotation

Select the following:

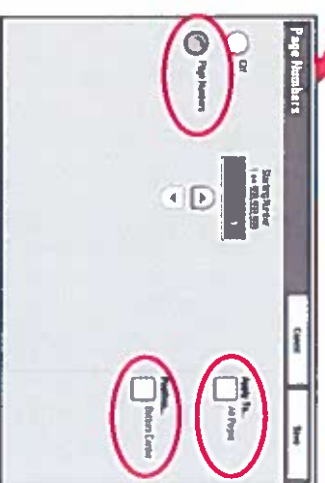
- ✓ Output Format
- ✓ Annotation
- ✓ Select comment, date stamp, page numbers



- ### Comment
- Select the following:
- ✓ Comment
  - ✓ Edit Type a Comment
  - ✓ Apply to...
  - ✓ Position

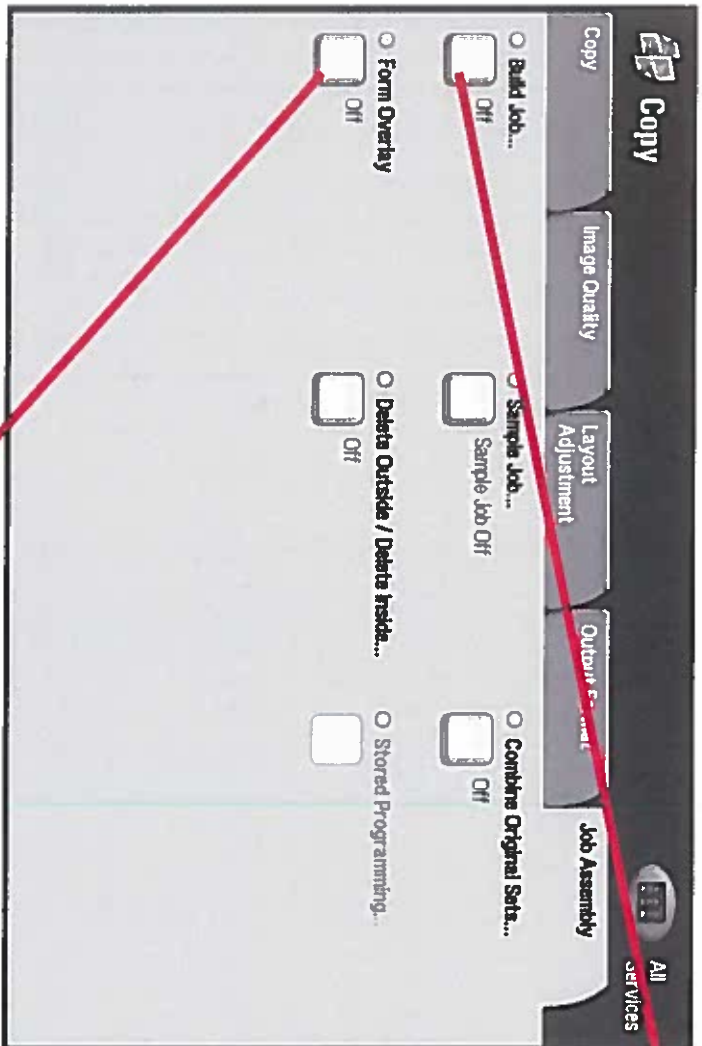


- ### Date Stamp
- Select the following:
- ✓ Date Stamp
  - ✓ Apply to...
  - ✓ Position
  - ✓ Save

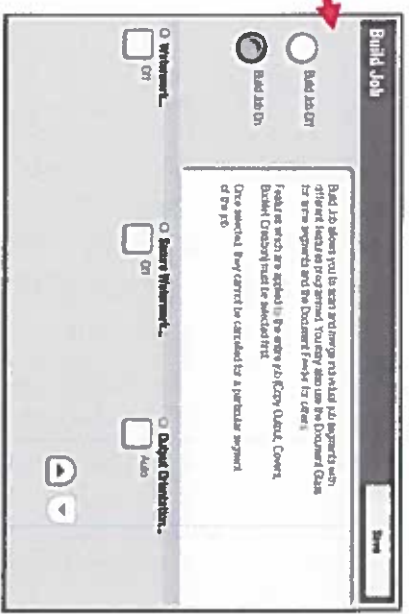
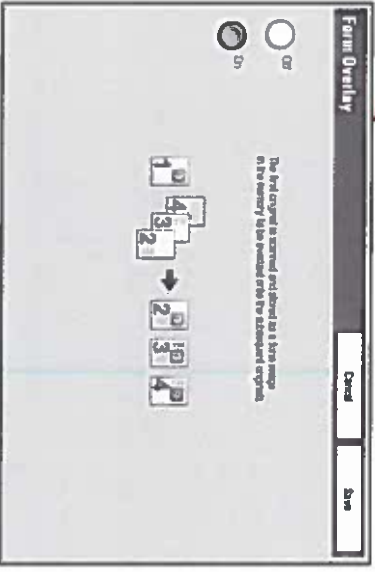


- ### Page Numbers
- Select the following:
- ✓ Page number
  - ✓ Use up or down arrow to select start page
  - ✓ Apply to...
  - ✓ Position

# Job Assembly



**Form Overlay**  
 Select the following:  
 ✓ Job Assembly  
 ✓ Form Overlay  
 ✓ On



- Build Job**
1. Select the On button
  2. Select, set and save the applicable features from the features shown at the bottom
  3. Select the save button at the top
  4. Load 1<sup>st</sup> segment
  5. Press Start
  6. Select change setting
  7. Load 2<sup>nd</sup> segment into the document feeder or place on glass
  8. Press Start
  9. Repeat these steps until all segments of your job has been programmed and saved
  10. Select Last original

