**MAIN COPY SCREEN**

![Image of the Xerox main copy screen](image-url)

**COPY TAB:**
- **Output Color**
  - Auto Detect: copy a document in color
  - Black and White: create black and white copies
- **Reduce/Enlarge**
  - Reduce/Enlarge: choose pre-set ratios for standard paper sizes
  - [100%]: enter a ratio from 25% to 400% using the 10 key pad
- **Paper Supply**
  - Manually select a paper tray by touching the tray
  - Select [More] to view all paper trays
- **2-Sided Copying**
  - 1→1 Sided: scans only one side of the originals and produces 1-sided copies
  - 1→2 Sided: scans only one side of the originals and produces 2-sided copies
  - 2→2 Sided: scans both sides of the originals and produces 2-sided copies
  - 2→1 Sided: scans both sides of the originals and produces 1-sided copies
- **Copy Output**
  - Collated: default setting (1,2,3,1,2,3)
  - Select [More] to Un-collate (1,1,2,2,3,3)
  - Select [More] to Staple or Hole Punch (requires optional finisher)

**IMAGE QUALITY TAB:**
- Image Options: adjust Lighten/Darken, Sharpness and Saturation
- Original Type: Select Photo, Photo/Text, Map, Magazine etc.
- Color Balance: adjust Color

**LAYOUT ADJUSTMENT TAB:**
- Book Copy
- Original Size: select a custom paper size
- Mixed Size Originals: copy mixed page sizes from the document feeder

**OUTPUT FORMAT TAB:**
- Booklet Creation: create pamphlets (fold and staple requires booklet finisher)
- Special Pages: Covers, Inserts and Exception pages

**JOB ASSEMBLY TAB:**
- Build Job: Copy large jobs
XEROX Basic Printing

**JOB TYPE:**
- Secure Print – send a print job with a secure password to release at printer
- Delayed Print – delays the job from printing until released at the printer
- Sample Set – prints one complete set to review, then release all
- Fax – fax a document from your workstation (optional fax kit required)

**PAPER:**
- Other Size – reduce or enlarge to a standard paper size
- Other Color – when paper tray setting set for a color other than white
- Other Type – when the type of paper is set for a type other than plain

**TIP:** Both type and color must match the paper tray settings at the printer

**2 SIDED PRINTING:**
- 1-Sided Print
- 2-Sided Print
- 2-Sided Print flip on short edge (used for landscape and tablet style documents)

**FINISHING:** (requires optional finisher)
- Staple
- Hole Punch
- Booklet Creation

**IMAGE OPTIONS TAB:**
- Un-check [Xerox Black and White Conversion] to print in color