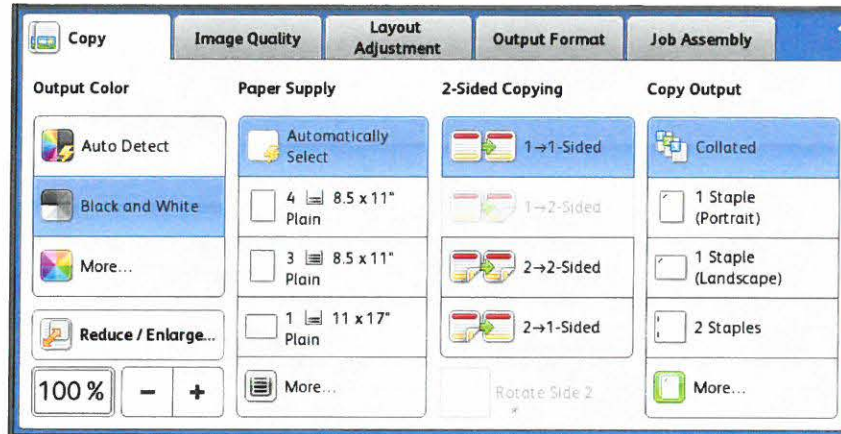


XEROX

Basic Copy Overview - Color

MAIN COPY SCREEN



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

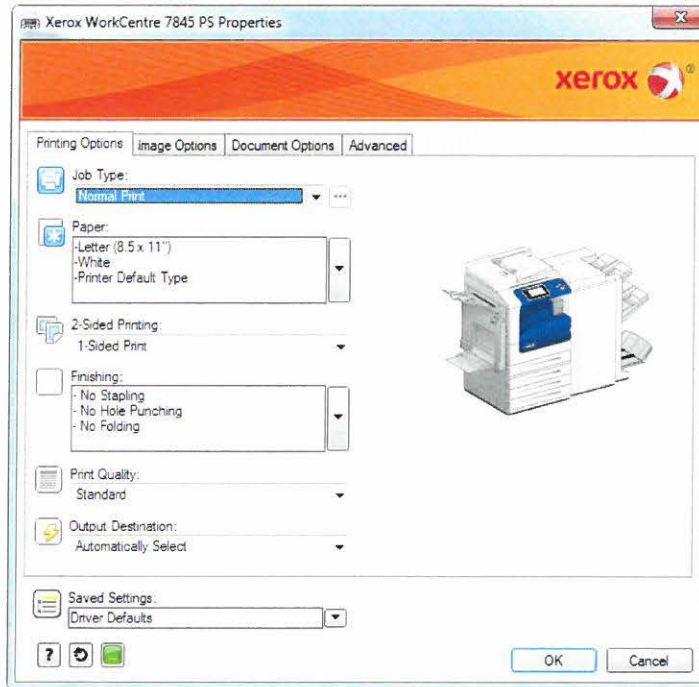
OUTPUT FORMAT TAB:

- **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