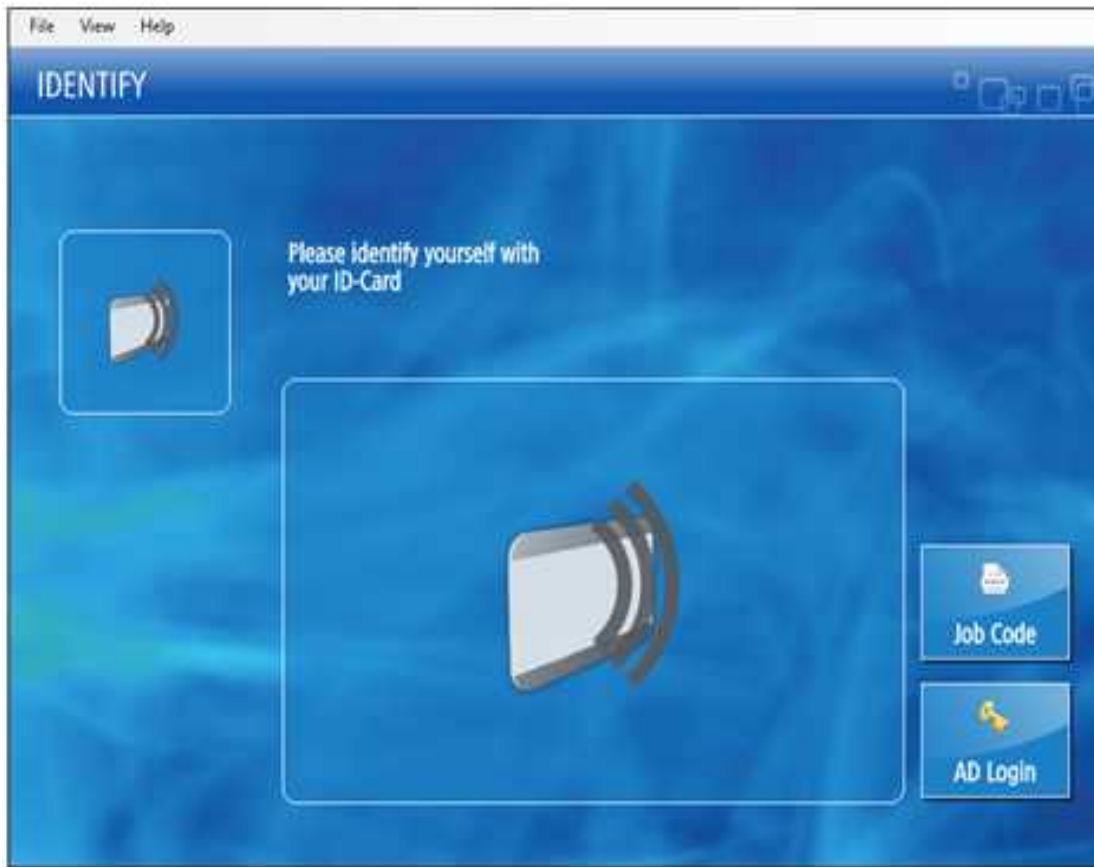
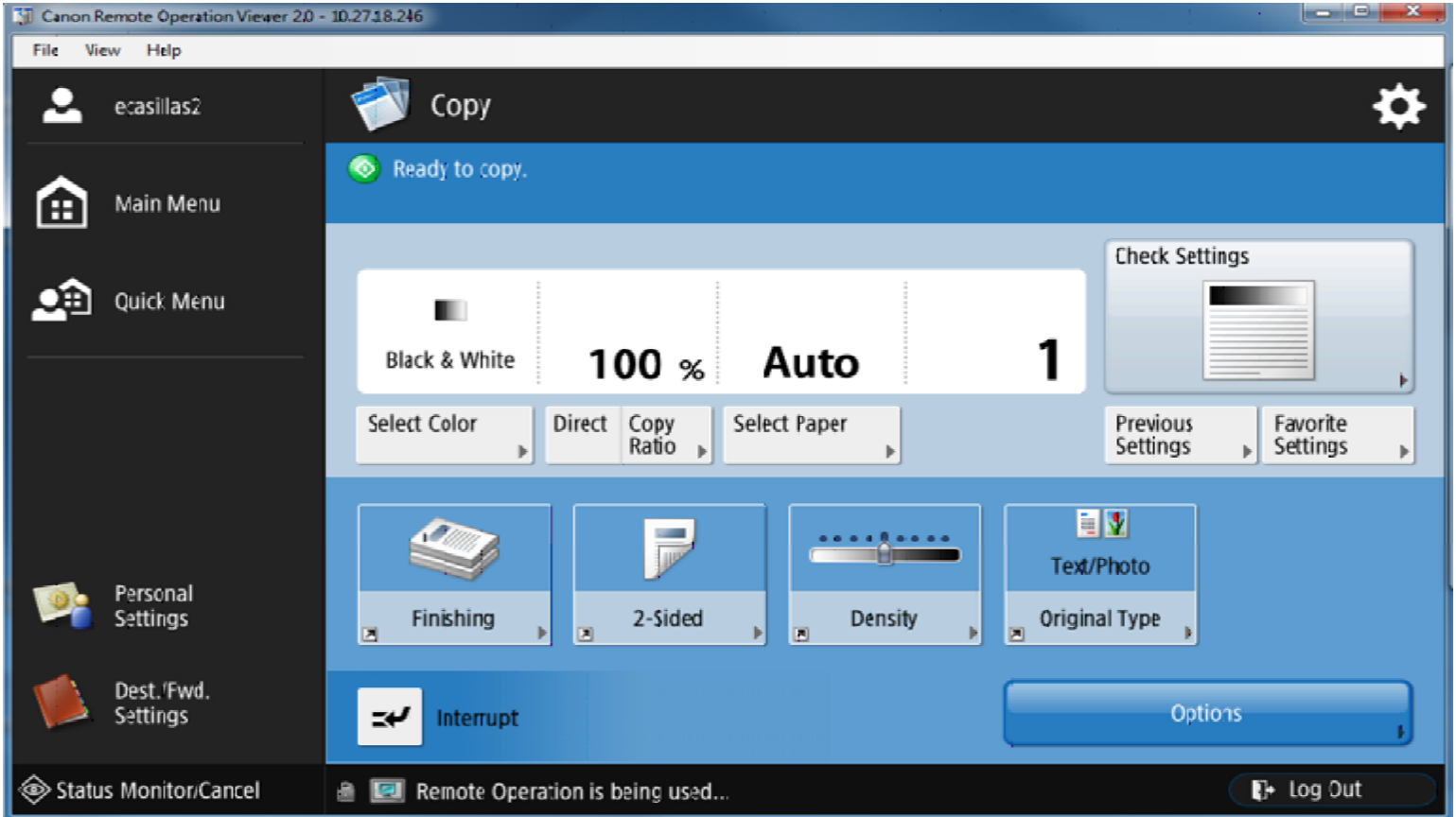


COPY MINI-GUIDE



HOW TO LOG IN:

**HOLD EMPLOYEE I.D. CARD OVER CARD READER
OR
TAP [AD Login] - THEN ENTER CREDENTIALS**



COPY RATIO:

Reduce/Enlarge

1. Press **Copy Ratio**
2. Select a preset button or use the key pad to manually input a desired percentage
3. Press **OK**

FINISHING

Collate & Group

1. Press **Finishing**
2. Choose:
 - **Collate** - keep in page order (ABC, ABC)
 - **Group** - output by same page (AAA, BBB)
3. Press **OK**

DENSITY:

Lighten or darken text and images

1. Press **Density**
2. Select **Lighter** or **Darker** to adjust the density of text and images
3. Press **OK**

SELECT PAPER:

1. Press **Select Paper**
2. Choose the desired paper drawer
3. Press **OK**

STAPLE:

Staple is an optional feature

1. Press **Finishing**
2. Select **Staple**, then press **Next**
3. Select the **Staple Position**
4. Press **OK**

BACKGROUND DENSITY:

Remove background color

1. Press **Density**
2. Select **Adjust**
3. Use the - (minus) button to remove background color
4. Press **OK**

MULTI-PURPOSE TRAY:

Use for specialty media

1. Insert paper in the MP Tray
2. Select the **Paper Size**, then press **Next**
3. Select the **Paper Type**
4. Press **OK**

2-SIDED:

1. Press **2-Sided**
 - **1-2 Sided** - 1-sided originals, produced 2-sided
 - **2-2 Sided** - 2-sided originals, produced 2-sided
 - **2-1 Sided** - 2-sided originals, produced 1-sided
 - **Book-2 Sided** - copy facing pages in a book onto a 2-sided sheet
2. Press **OK**