

Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Quick copies 2

Examples of typical jobs 3

Job 1: single page 3

Job 2: mixed content 4

Job 3: use 2-up to save paper 4

Job 4: duplex copies 5

Job 5: enlarge copies 6

Job 6: document with color 6

Adjust copy quality 7



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Quick copies

- 1 Make sure the OptralImage control panel is in copy mode and the Ready status message is displayed. If necessary, press Stop/Clear to return to copy mode.
- 2 Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.
- 3 Enter the number of copies you want to make using the numeric keypad.
- 4 Press Go/Send to start scanning your documents.

Note: If you are using the flatbed of the scan unit, watch the control panel for messages. If prompted to Place Next Or Stop, place the next page on the flatbed and then press Go/Send to continue scanning. Press Stop/Clear when all the pages have been scanned.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Examples of typical jobs

The following examples explain how to change the settings on the control panel to perform specific copying jobs. Each of the examples assumes the necessary features (duplex, color, and so on) are installed on the scan unit and printer.

Make sure you are in copy mode and the Ready status message is displayed. If necessary, press Stop/Clear to reset the control panel to copy mode.

Note: If you are using the flatbed of the scan unit, watch the control panel for messages. If prompted to Place Next Or Stop, place the next page on the flatbed and then press Go/Send to continue scanning. Press Stop/Clear when all the pages have been scanned.

Job 1: single page

- 1 Place the document on the flatbed of the scan unit.
- 2 Make sure 1 appears on the control panel display as the copy count (default). If it does not, press Stop/Clear to reset the control panel to copy mode.
- 3 Press Go/Send.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Job 2: mixed content

Make eight copies of a two-page, letter-size document containing one drawing within the text.

- 1 Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.
- 2 Press Collation/Finishing until you see Collate appear on the control panel display.
- 3 Press Content until the mixed light comes on.
- 4 Press 8 on the keypad, and then press Go/Send.

Job 3: use 2-up to save paper

Make three copies of a four-page document which has some text in color, but minimize paper usage.

- 1 Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.
- 2 Press 3 on the keypad.
- 3 Press Paper Saver until the 2-up light comes on. If the scan unit and printer support duplex, you could also choose Duplex to save paper.
- 4 Press Collation/Finishing until you see Collate on the control panel display.
- 5 Press Content until the mixed light comes on, and then press Go/Send.



Make copies

Send faxes

Scan to PC

Scan to e-mail


Scan to FTP

Control panel

Edition notice

Job 4: duplex copies

Make a legal-size, two-page document fit on a duplexed, letter-size page for insertion in a standard-size notebook. The original documents contain several color photographs as well as some text.

- 1 Load all pages in the automatic document feeder of the scan unit. Place the pages according to the drawing on the scanner.
- 2 Press Content until the mixed light is on.
- 3 Press Duplex until the  light is on.
- 4 Press Original Size until the legal light is on.
- 5 Press Copy Size until the letter light is on.
- 6 Press Go/Send.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Job 5: enlarge copies

Enlarge a black-and-white drawing so you can see it better and make annotations.

- 1 Place the document on the flatbed of the scan unit.
- 2 Press Enlarge. Hold down the button to rapidly increase the scaling factor.
- 3 Release the button when 125% appears on the control panel display. You may need to experiment to get the copy just the way you want it.
- 4 Press Go/Send.

Job 6: document with color

Make copies of a one page letter-size document containing several small, color photographs.

- 1 Place the document on the flatbed of the scan unit.
- 2 Press Content until the photo light is on, and then press Go/Send to print a copy.

Note: Photo mode is intended to be used to copy actual photographs or similar high quality images. Photos printed on a printer should be copied using mixed mode.

- 3 Press Content until the mixed light comes on, and then press Go/Send to print a second copy.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

- 4 Compare the two copies to the original, and then decide which setting produces the best quality of the photograph. Reset Content to the best choice (photo or mixed).
- 5 Enter the number of copies you want using the numeric keypad.
- 6 Return the page with the photograph to the scan unit, and then press Go/Send.

Adjust copy quality

You can use the settings in the following tables to adjust the output quality of your copies.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Change the brightness

Feature	Description
Lighter	Produces lighter copies.
Darker	Produces darker copies.

Set the copy size

Feature	Description
Copy Size	<p>Selects the size of the copy being made from the available paper sizes in the printer.</p> <p>Note: If a particular paper size is not properly loaded into the printer, no indication appears on the display for that paper size.</p>
Original Size -- Letter, Legal, A4	<p>Scroll to specify different paper sizes for the original. The paper size is shown on the display and the indicator light is on.</p>



Make copies

Send faxes


Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Feature	Description
Original Size -- Other	<p>Scrolls through paper sizes other than letter, legal, and A4. Also offers the Book Original choice.</p> <p>If your scan unit supports 11 x 17 or A3 size paper, you can copy a book.</p> <ol style="list-style-type: none"> 1 Press Original Size until Book Original appears on the control panel display. 2 Place an open book in the scan unit as illustrated. You can copy both pages without repositioning the book. <div data-bbox="854 502 1147 692" style="text-align: center;">  </div>

Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Reduce or enlarge

Feature	Description
Reduce	<p>Press once to decrease the scaling factor by 1%. Hold button down to rapidly decrease the scaling factor.</p> <ul style="list-style-type: none"> • If either Reduce or Enlarge is pressed, the Original Size light is turned off. • Automatic scaling between the original and the copy is used if the paper size selections have been set.
Enlarge	<p>Press once to increase the scaling factor by 1%. Hold button down to rapidly increase the scaling factor.</p> <ul style="list-style-type: none"> • If either Reduce or Enlarge is pressed, the Original Size light is turned off. • Automatic scaling between the original and the copy is used if the paper size selections have been set.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Select the content

Content defines what kind of original is being copied. One of the content features is always selected. The current selection is indicated by one of the three content lights being on.

Feature	Description
text	Original document is composed entirely of text, simple line-art graphics, or a combination of both. This choice is the default. The highest possible scan speed is used. Copies are black and white only, even if the original is color.
mixed	Original document contains a mix of both text and graphics. If both the scan unit and printer are color-capable, this choice produces color copies.
photo	Original document contains extremely fine details and graphics. Use with actual photographs or similar high quality images. If both the scan unit and printer are color-capable, this choice produces color copies. The highest scan resolution is used.
mixed mono (only available with color scanner/color printer combinations)	Original document contains a mix of both text and graphics. Copies are black-and-white only, even if the original is color.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Feature	Description
mixed image (only available with some color scanners)	Original document has a mix of both text and graphics, but image quality is the highest priority. If both the scan unit and printer are color-capable, this choice produces color copies.
photo mono (only available with color scanner/color printer combinations)	Select if your original is an actual photograph or similar high quality image. Copies are black and white only, even if the original is color. The highest resolution is used.



Make copies

Send faxes

Scan to PC




Scan to e-mail

Scan to FTP

Control panel

Edition notice

Set the duplex option

Duplex option	Description	Display message
	Two single-sided originals are copied to one two-sided copy (long edge or short edge).	1 > 2
		1 > 2 short edge
	One double-sided original is copied to two single-sided copies.	2 > 1 (available only if scan unit supports duplex)
	A double-sided original is copied to a double-sided copy.	2 > 2 (available only if scan unit supports duplex)

Note: If you press Duplex and no duplex lights come on, no duplex functions can be performed. This response occurs if the printer does not have duplex capabilities.



Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Set Collation/Finishing features

Collation is turned off by default. To turn Collation on, press Collation/Finishing until you see Collate in the control panel display, and then press Select. Turning collation on produces complete, ordered copies of the original.

Finishing features (such as stapling or hole punch) are only available if your printer supports finishing functions. If your printer does not support finishing, only collation is supported.

Save paper when you print

This process of saving paper is sometimes referred to as N-up. Some features share a panel light. For example, the same panel light is on for both 4-up and 4-up Landscape printing.



Make copies

Send faxes

Scan to PC



Scan to e-mail

Scan to FTP

Control panel

Edition notice

There are five choices available in the Paper Saver menu. Press Paper Saver until your selection appears in the control panel display.

Feature	Description
Off	N-up copying is turned off (no choices lit). This is the default setting. You can turn the n-up frame On or Off in the Copy menu on the Copy Setting configuration page located on the resident Web page.
	2-up copying transfers two originals to one copy. The two originals are rotated and reduced in size to fit onto a single sheet, as shown.
	2-up Landscape reduces your two landscape originals to fit on a single sheet of paper.
	4-up copying saves even more paper by transferring four originals to one single-sided copy. Your four originals are reduced to fit on a single sheet of paper in portrait mode.
	4-up Landscape reduces your four originals to fit on a single sheet of paper in landscape mode.

Note: If you want to have each page surrounded by a border, select Solid Border for Paper Saver in the Copy menu.

Make copies

Send faxes

Scan to PC

Scan to e-mail

Scan to FTP

Control panel

Edition notice

Select your copy media

The printer may be capable of using media types other than plain paper for your copies.

Media type describes the kind of material being printed on, such as plain paper, transparencies, card stock, and bond paper.

Feature	Description
Plain paper	Plain paper is the default for copy media type.
Transparency	Choose transparency to draw from the tray in the printer which has been loaded with transparencies.
Transparency + Separators	Press Copy Media until the transparency light is lit, and then press it again until Transparency+Sep appears on the control panel display. This choice inserts a plain sheet of paper between transparencies if the transparencies and paper are correctly loaded in the printer. The Plain Paper source must be an automatic tray and the size must be set to be the same size as the loaded transparencies.
Other	Select from other possible copy media. Press this button repeatedly to scroll through the other choices. Only properly loaded media types are presented as choices. Refer to your printer documentation for help in loading paper properly.

