

COPY CHEAT SHEETS

TO MAKE A COPY

- **Press Copy (If you do not see the button for copy press the hard key that is shaped like a house)**
- **Put originals in the feeder face up or on glass face down on the glass on the left-hand side**
- **Press Start on the screen**

CA – Clears everything back to defaults

C – (Near Keypad) Clears quantity only

TO CHOOSE PAPER DRAWERS

- **The copier will automatically choose the paper for you**
- **If you want to choose another drawer either touch the copier in the center of the screen and choose the drawer or press paper select and choose your drawer**

TWO-SIDED COPYING

- **Press 2-sided**
- **The first set of numbers is what you are starting off with, either one sided or two sided. The second set of numbers is what you want your copy coming out, either one sided or two sided.**
- **Press the ok button to accept**

COPY RATIO (To Reduce or Enlarge)

- **Press copy ratio**
- **Choose a preset key or use the + or - to adjust in between.**
- **Or press the white box where it says 100% and use the keypad to enter your ratio and press ok.**

TO LIGHTEN OR DARKEN

- **Press exposure**
- **Press lighter or darker**
- **If copying a mixture of text and photo, use text/photo**
- **If copying a picture, use photo**

TO SORT/GROUP

- **The copier will automatically sort and offset from the factory. Therefore you do not have to do anything.**
- **If you do not want to offset, press sort/group and uncheck the offset.**
- **If you do not want to sort, press sort/group and press group**
- **Choose group if you want all of page one together and all of page two together.**

TO STAPLE

- **Press Staple/sort**
- **Choose the position where you want your staple**
- **Press ok to accept**

TO 3 HOLEPUNCH

- **Press Others**
- **Press Punch**
- **Press On**
- **Press ok**

TO 2 HOLEPUNCH (TOP OF PAGE)

- **Press Others**
- **Press Punch**
- **Press On**
- **Place your original in landscape in the feeder and you must have 8 ½ x11R paper in one of your drawers**
- **Press ok**

PREVIEWING DOCUMENTS PRIOR TO COPYING, SCANNING OR FAXING

- Press the button on the screen for the function you would like to do
- Instead of pressing start you can press preview (which is located above the start buttons in each of the functions)
- This allows you to look at your document prior to copying, scanning or faxing.
- If you want to make changes such as reduction/enlargement, paper trays or exposure press the arrow on the far left of the screen and make your changes.
- Once you have made all your changes or if no change was needed press start
- If you want to edit your document such as redaction, delete pages, rotate pages or move pages press the picture with the hand (located on the left on the bottom of the screen)
- Touch your page you want to edit and choose the option on the right side of your screen.
- If you are going to delete an area on the page (redaction) press Erase Specified Range Erase Specified Original Area.
- You may use the + button to increase the size of your document to see it better on the screen
- Press a spot on your document and press This is start point.
- Press another spot on the document to create a box and press This is end point
- At this time you may adjust the size of the box with the arrows to the area you want to delete
- Once you are happy with your deletion press execute.
- If you have another place you want to delete repeat process by pressing specify range 2.
- Once you are done press exit then edit end and you will see your document with the deletions you have made
- Press start

Paper Saving Features

Multi Shot

Press Others and choose multi shot 2 in 1 or 4 in 1. Reduces full size sheets to one page

Pamphlet

Press others and choose pamphlet (put your originals in the feeder)

Press left binding and upper ok

Press a letter tray under paper select and ok

Press copy ratio and choose auto image and ok

Book Copying

Press other and choose dual page and ok. Put your book on the glass and put the binder where the picture of the book is.

SCANNING FOR SHARP USING **GLOBAL ADDRESS SEARCH** **FOR EMAIL**

- **Press Scan to Email**
- **Press Global Address Search or Press Scan Email to me**
- **Type in the first couple letters of your first name (use the pull out keyboard)**
- **Press Search or enter on the keyboard**
- **Highlight your email address**
- **At this point you can press start if your original is one-sided and you would like it to scan as a PDF and you do not want to name the file from the copier**
- **If you want to make the above changes press the OK button**
- **If your original is 2-sided, press original and highlight 2-sided booklet and press ok**
- **If your document has some pages that are two sided and some that are not press others and choose blank page skip, then skip blank pages and ok**
- **Under Color Mode press mono 2 if you do not want your scan in color if you do choose Auto**
- **Under file format, you may choose TIFF or JPEG as PDF is the default.**
- **If you want to name your document press file name and enter your desired name with the pull out keyboard or press direct entry to get a keyboard either on the screen or the pull out keyboard.**
- **At this point after making your changes, press start**

To Scan To USB Port

- Press HDD File Retrieve
- Press Scan to External Memory Device
- Press File name -> use pull out keyboard or screen keyboard
- Press Start

To Print From USB Port

- Press HDD File Retrieve
- Press Select File from USB Memory to Print
- Touch document you want to print
- Press Choose Print Settings to Print (in top right corner)
- Press Start (or choose finishing options and press start)

* Only image files can be printed, i.e. TIFF, JPEG, PDF, XPS