FAQ: How to copy …? Step-by-Step-Instructions for advanced Functions.

1. Preview: Checking the preview image before copying.

2. Copy a 1-sided original of multiple pages onto both sides of paper at one time with the automatic document feeder (ADF).

3. Copy a 2-sided original of multiple pages onto one side of paper at one time with the automatic document feeder (ADF).

4. Copy a 2-sided original of multiple pages onto both sides of paper at one time with the automatic document feeder (ADF).

5. Copy a 1-sided original of multiple pages onto both sides of paper from the Original Glass.

Please call us for assistance or further instructions: 0421 218 59600, KRAMM Service-Büro, Raum 2380, SuUB. suub@kramm-leipzig.de

7. Copy a book or a magazine separately into the left and right page. On one sided pages, or on both sides of paper.

8. Combine

9. Zoom

10. Copy a passport
1. Preview: Checking the preview image before copying.

You can check the finishing image of a copying the Touch Panel before copying.

By checking whether any incorrect setting is specified with the finishing image, you can prevent a number of copy errors.

► Payment input.

► Load the original.

► Configure copy settings.

► Tap [Preview].

► Tap [Preview on Screen], and select [Original Direction] according to the original direction.

► Tap [Start].

The original is scanned, and the Preview screen appears.

► Check the preview display, and rotate the page or change settings as required.
  → To continue to scan the originals, load the original, and tap [Start Scan].
  → To start copying, tap [Print] or press the Start key.
  → If a multi-page original has been scanned, you can flick the preview image to feed pages forward or backward.

► After all originals are scanned, tap [Print] or press the Start key. Copying begins.
2. Copy a 1-sided original of multiple pages onto both sides of paper at one time with the automatic document feeder (ADF).

► Payment input.

► Load the original.  
  Set the document face-up punch holes right.

► Configure copy settings.

► To print on both sides of Paper, select [1-sided > 2-sided].

► Press the Start key.

3. Copy a 2-sided original of multiple pages onto one side of paper at one time with the automatic document feeder (ADF).

► Payment input.

► Load the original.  
  Set the document face-up punch holes right.

► Configure copy settings.
To print on both sides of Paper, select [2-sided > 1-sided].

Press the Start key.

4. Copy a 2-sided original of multiple pages onto both sides of paper at one time with the automatic document feeder (ADF).

Payment input.

Load the original.
Set the document face-up punch holes right.

Configure copy settings.

To print on both sides of Paper, select [2-sided > 2-sided].

Press the Start key.

5. Copy a 1-sided original of multiple pages onto both sides of paper from the Original Glass.

Payment input.
FAQ: How to copy ...

Step-by-Step-Instructions: Advanced Functions


► Load the original.

► Configure copy settings. [Zoom] if necessary.

► To print on both sides of Paper, select [1-sided > 2-sided].

► Press the Start key.

► Load the next original, and press the Start key.

► Repeat until all originals are scanned.

► After all Originals are scanned, tap [Finish].

► and press the Start key.

► Payment input.
FAQ: How to copy ... ?

Step-by-Step-Instructions: Advanced Functions

► Load the original.

► Configure copy settings:
  > Specify the output paper. Depending on the orientation of the original, the printout format can be selected from the following:

1 = A4 landscape format
2 = A3 landscape format
3 = A4 portrait format

  > Tap [Zoom] and copy an original image enlarged or reduced by an arbitrary zoom ratio.

  > To copy on both sides of Paper, select [1-sided > 2-sided].

► To check the preview image before copying, tap [Preview].

► Press the Start key.

► If you want to copy more than one page, load the next original, then press the Start key.

► Repeat until all originals are scanned.

► After all Originals are scanned, tap [Finish].

► Press the Start key.

Please call us for assistance or further instructions: 0421 218 59600, KRAMM Service-Büro, Raum 2380, SuUB. suub@kramm-leipzig.de
7. Copy a book or a magazine separately into the left and right page.

On one sided pages, or on both sides of paper.

► Payment input.

► Place the original in the centre of the Original Glass.

► Configure copy settings:
  > Specify the output paper. Depending on the orientation of the original, the printout format can be selected from the following:

  1 = A4 landscape format
  2 = A3 landscape format
  3 = A4 portrait format

  > Tab [Zoom] to copy an original image enlarged or reduced by an arbitrary zoom ratio.

  > To copy on both sides of Paper, select [1-sided > 2-sided].
FAQ: How to copy ...

Step-by-Step-Instructions: Advanced Functions

► Tap [Application].

► Under [No. of Originals] select [Book Original].

► Select [ON] to specify Book Original.

► Select the copy output method of two-page spreads. [Separation]: Copy the right and left pages of two-page spreads separate in the order of the page numbers.

► You can select the binding position.

► Tap [OK]

► Tap Start.

► If you want to copy more than one page, load the next original, then press the Start key.

► Repeat until all originals are scanned.

► After all Originals are scanned, tap [Finish].

► Press the Start key.

Please call us for assistance or further instructions: 0421 218 59600, KRAMM Service-Büro, Raum 2380, SuUB. suub@kramm-leipzig.de
8. Combine

Multiple pages (such as 2, or 4 pages) can be reduced and copied on the same side of a single sheet.

You can select the page layout when copying four pages onto the same side of one sheet.

► Payment input.
► Load the original.
► Configure copy settings.
► [Combine]: Tap [2in1].
► If you select [4in1], select Combination layout [Horizontal] or [Vertical].
► Press the Start key. The original is scanned, and copying starts.

9. Zoom

Copy an original image enlarged or reduced by an arbitrary zoom ratio.

► Payment input.
FAQ: How to copy ...?

Step-by-Step-Instructions: Advanced Functions

Load the original.

Configure copy settings.

Tab [Zoom] in the copy settings.

Make the desired settings.

<table>
<thead>
<tr>
<th>Settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Auto]</td>
<td>Tap this button to automatically make a copy with the optimal zoom ratio to match the image of the original with the paper size. This is convenient because you do not need to specify the zoom ratio.</td>
</tr>
<tr>
<td>[+]/[-]</td>
<td>Enter a zoom ratio manually. You can also enter the zoom ratio from the Keypad. To display the Keypad, tap the input area for the numeral.</td>
</tr>
</tbody>
</table>
FAQ: How to copy ... ?  

Step-by-Step-Instructions: Advanced Functions

<table>
<thead>
<tr>
<th>Fixed Zoom</th>
<th>Select a preset zoom when copying from a standard size original onto a standard size sheet of paper. The paper tray is selected automatically according to the selected zoom ratio.</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Minimal]</td>
<td>Place an original image in the center after slightly reducing the size of the original when copying. Select this option when copying the entire original image, including its edges.</td>
</tr>
<tr>
<td>[Manual]</td>
<td>Specify zoom ratios individually for the lengthwise and widthwise directions for copying. Select [X] or [Y], and enter a zoom ratio by tapping [+]/[-] or Keypad. To display the Keypad, tap the input area for the numeral.</td>
</tr>
<tr>
<td>[Zoom Ratio]</td>
<td>Copy with the registered zoom ratio. If you tap [Set Zoom], you can change the registered zoom ratio.</td>
</tr>
</tbody>
</table>

► Tap [OK].

► To check the preview image before copying, tap [Preview].

► Press the Start Key.

Please call us for assistance or further instructions: 0421 218 59600, KRAMM Service-Büro, Raum 2380, SuUB. suub@kramm-leipzig.de
10. Copy a passport/insurance card/ etc.

Copying the front and back sides of a card on the same side of a single sheet ([Card Shot])

When you want to copy cards, such as a Semesterticket, a Studentenausweis, an insurance card, a driver license card and a business card, you can arrange the front and back sides of the card on a single page and print the images on to the same side of one sheet. This can reduce the number of sheets used.

► Payment input.

► Place a card on the **Original Glass**.

► Tap [Paper], and specify the paper tray for printing the card.

► Select [Card Shot]

► Set [Card Shot] to [ON].

► Set [Zoom] to [x1,0].
Configure the [Original Size], [Layout], and [Zoom] settings according to the finishing image.

Press the Start key. The front side of the card is scanned.

Turn the card over, and place on the Original Glass.

Press the Start key. The back side of the card is scanned.

After both sides of the card are scanned, tap [Finish] and the Start key. Copying begins.