Table of Contents

Separate Scan (Print Page Mode) ......................................................... 3
Image Repeat Mode ........................................................................ 4
Copy Protect .................................................................................. 5
Watermark ...................................................................................... 7
Mode Memory ................................................................................ 8
Sheet Insertion (Finished Set with Colored Insert Page) .................... 10
Cover Insertion Front & Rear
  (Pulling Different Paper From Multiple Drawers — 2 Drawer Pull) ..... 11
Booklet Creation — Booklet Legal (Letter size 8.5” x 11” to legal size 8.5” x 14”)... 13
Booklet Legal — Booklet to Booklet ................................................ 14
Save in User Box (From the Control Panel) ...................................... 15
Separate Scan (Print Page Mode)

PRE-REQUISITES:
This job shop requires two sets of originals. The first set is 4 single sided originals in letter size (8.5" x 11") that will be duplexed in the 1:2 mode.

The second set will be two originals that will be copied as single-sided copies and reduction mode at 50%.

APPLICATION:
Separate Scan is a feature utilized when the number of pages in the document to be copied exceeds the capacity of the document feeder (RADF). Also the scanning location can be switched between the platen glass and the document feeder (RADF), in the event a portion of the document is a book or “3D” object.

Separate Scan has two different modes. “Page Print Mode” and “Batch Mode.” In the page print mode, which is the factory default mode, printing of the document begins when the document is scanned. In the “Batch Mode”, printing begins after all the pages of the document have been scanned. This “Separate Scan” job shop will be done in the “Print Page” mode.

Steps/Keystrokes:
Press the “Reset” Key before beginning this job shop.
1. Place first set of 4 original into the document feeder (RADF).
2. Touch Separate Scan.
3. Touch Check Details.
4. Touch Duplex Combine.
5. Touch 1 sided ,2 sided.
6. Touch Start.
7. Place second set of two originals into document feeder (RADF).
8. Touch Change Setting.
10. Touch 50% ratio.
11. Press Start.
12. Touch Finish.
Image Repeat Mode

PRE-REQUISITES:
One demo original “8.5 x 11” with text or graphics.

APPLICATIONS:
The 2/4/8 “Image Repeat” Mode will repeat the image of one original either 2, 4 or 8 times and print the specified number of images on one page.

Steps/Keystrokes

*Press the “Reset” Key before beginning this job shop.*

1. Place an “8.5 x 11” size original into the document feeder (RADF).

2. Touch Application.

3. Touch Book Copy/Repeat.

4. Touch Image Repeat.

5. Touch 2/4/8 Repeat.

6. Touch 4 Repeat (you can chose 1 of 3 options).

7. Touch OK.

8. Touch Set Range.

9. Touch Choose size of area to be scanned, in this case, choose 8.5 x 11 sheet size.

10. Touch OK.

11. Touch Start.
Copy Protect

WHAT & WHY
Copy Protect allows (for security purposes) printed copies to have hidden text. For example, “invalid copy” prevents unauthorized copying. This hidden text will appear when making copies of the original copy.

APPLICATION:
You are distributing a confidential document in a meeting. You do not want others to make unauthorized copies.

HOW
Pre-requisites:
You will need one letter size original with text. After setting up Copy Protect parameters, a copy will be made of the first copy.

Press the “Reset” Key before beginning this job shop.

1. Insert original in the document feeder (RADF).
2. Touch Application.
3. Touch Stamp/Composition.
4. Touch Copy Protect.
5. Touch Preset Stamp.
6. Touch Confidential.
7. Press OK.
8. Touch Detail Settings.
10. Select DARK.
11. Press OK.
Touch **Copy Protect Pattern** tab – select **Emboss Background**.
Press **OK**.
Touch **Text Size** tab – select **LARGE**.
Press **OK**.
Touch **Pattern Overwrite** tab – select **BACK**.
Press **OK**.
Touch **Background Pattern** tab – select **#5**.
Press **OK**.
Press **CLOSE**.
Press **OK**.
Touch **START**.
Place the copy output on the RADF.
Press **START** to make a copy of the copy.

**SELLING POINTS**

- Another form of security available to the customer enabling them to monitor the distribution of confidential documents.
Watermark

PRE-REQUISITES:
This job shop requires a multi-page single-sided or double-sided (duplexed) original in letter size (8.5" x 11").

APPLICATION:
The Watermark feature is used to place an important message on the copied page(s). It is transparent-type text that alerts the reader of the intended message without interfering with the content of the page. The Watermark is printed over the original image.

The device offers pre-set text that can be selected. Among the selections available are “Urgent”, “Private”, “Confidential” and “Draft”. There are eight pre-registered text selections found within the Watermark function. With selections such as “Confidential”, the watermark deters unauthorized users from making copies of sensitive documents.

The Watermark text is printed at an angle of 45 degrees. It is printed once on each page. The user also has the ability to select the color they wish to use for the Watermark. The Watermark text color selections available are Black, Magenta and Cyan.

SELLING POINTS
- Users have the ability to provide important messages to the recipients regarding the content of the document.
- Deters unauthorized users from copying sensitive documents.
Mode Memory

PRE-REQUISITES:
This job shop instructs you in setting up 1:2 duplexing and finishing job parameters; and then putting these specific job parameters into memory after naming the job. You will not need any samples for this job.

APPLICATIONS:
The Mode Memory functionality allows a “one touch” key to be programmed for frequently used job parameters. These “one touch” keys can then be given “job names” for easy future access. This feature promotes a “user friendly office environment” for the end-users. You can store up to 30 job programs.

- Frequently used job parameters can be retrieved quickly and easily.
- Easy access to specific job parameters increases productivity.
- User Friendly.

Steps/Keystrokes:
Press the “Reset” Key before beginning this job shop.

Setting up the job parameters
1. Touch Duplex/Combine.
2. Touch 1-Sided, 2-Sided.
3. Touch OK.
4. Touch Corner Staple Top Left to highlight selection. NOTE: System is defaulted to Corner Staple so no programming is required for Corner Stapling.
5. Touch Mode Memory.
6. Touch Blank Memory Box.
7. Touch Register Program.
8. Input Job Name 1:2

Press the “Reset” Key before beginning the following exercise.

To Retrieve Job
1. Insert multi-page document on document feeder (RADF).
2. Touch Memory Mode.
3. Touch 1:2 (Pre-Programmed Job).
4. Touch OK.
5. Touch **Start**.

   *Press the “Reset” Key before beginning the following exercise.*

**Deleting a Pre-Programmed Job**

1. Touch **Mode Memory**.
2. Touch the **Pre-Registered Copy Program** (in this case 1:2).
3. Touch **Delete**.
4. Touch **YES** when prompted “Are you sure you want to delete this copy program?”
5. Touch **OK** twice.
Sheet Insertion (Finished Set with Colored Insert Page)

PRE-REQUISITES:
Job requirements are eight letter size (8.5" x 11") originals containing text or graphics. Also needed is white 20 lb. bond paper and 20 lb. bond colored paper. White 8.5" x 11" paper will be in paper tray #1 and Colored 8.5" x 11" paper will be loaded into tray #2 for the insert pages.

RESULT:
The finished output will be a ten page stapled set; which will include copies of the eight letter originals and two blank colored insert pages.

Steps/Keystrokes:
*Press the “Reset” Key before beginning this job shop.*

1. Insert the eight letter size originals into the document feeder (RADF).
2. Check to ensure that system is set to Corner Staple, Top Left (this is the system default).
3. Touch Paper.
4. Touch Tray #1.
5. Touch OK.
6. Touch Application.
7. Touch Sheet/Cover/Chapter Insert.
8. Touch Insert Sheet.
10. Enter #3 (by pressing “3” hard key).
11. Touch Insert Paper.
12. Touch Tray #2.
13. Touch OK.
14. Touch the Next Box.
15. Enter #6 (by pressing “6” hard key).
16. Touch Start.
Cover Insertion Front & Rear  
(Pulling Different Paper from Multiple Drawers — 2 Drawer Pull)

PRE-REQUISITES:
You will need six “letter size” (8.5 x 11) originals containing text and two originals marked “front” and “rear” for covers for a total of eight originals. Load White 20 lb. “letter-size” paper in Tray #1 and Colored 20 lb. letter bond paper into Tray #2.

APPLICATION:
Print both front & rear covers with their documents. You will be able to add both Front and Back Covers in the Printed and Blank mode into stapled sets.

CONFIGURING THE PAPER DRAWERS:

Steps/Keystrokes:
Press the “Reset” Key before beginning this job shop.
1. Touch the Paper tab on the MFP’s copy default screen.
2. Touch Paper Drawer #1.
3. Touch Change Tray Settings.

NOTE: There are multiple tabs for “Colored Paper”, “Plain Paper”, “Thick 1, 2 and 3”, “Special Paper”, “Letterhead”, “Thick 1+” “Single Side – Only”.
1. Press Plain Paper.
2. Press OK.
3. Touch Paper Drawer #2.
4. Touch Change Tray Settings.

NOTE: There are multiple tabs for “Colored Paper”, “Plain Paper”, “Thick 1, 2 and 3”, “Special Paper”, “Letterhead”, “Thick 1+” “Single Side – Only”.
1. Press Colored Paper.
2. Press OK.
3. Press OK again.

(You have now set up the paper drawers and are ready to proceed to Front and Rear Cover Insertion the Job Shop).

Steps/Keystrokes:
1. Position the eight originals (including front and rear cover originals) to be copied in the document feeder (RADF).
2. Load the color paper for the cover pages and the plain bond paper for the main body of original into the
paper cassettes. **NOTE: Use paper with the same size for the cover pages and for the main body of the original, and load them in the same orientation. Load the plain bond white paper into drawer #1 and load the color paper into drawer #2.**

3. Check to ensure that system is set to **Corner Staple, Top Left** (this is the system default).
4. Touch **Application**.
5. Touch **Sheet/Cover/Chapter Insert**.
6. Touch **Cover sheet**.
7. Select **Front (Copy)** for front cover.
8. Select **Back (Copy)** for back cover.
9. Select **OK**.
10. Touch **Start**.
**Booklet Creation — Booklet Legal** (Letter size 8.5" x 11" to legal size 8.5" x 14")

You will need the optional FS-526 Finisher to create Legal-sized booklets.

**APPLICATION:**
You need to create an 8.5" x 14" center stapled and folded booklet; using letter sized 8.5" x 11" originals.

**HOW**

**Pre-requisites:**
You will need eight letter size (8.5” x 11”) original documents with text. In addition, you must load legal size (8.5” x 14”) paper in one of the cassettes.

Press the “Reset” Key before beginning this job shop.
1. Place your eight letter size originals in the document feeder (RADF) face up in a “Portrait” position (LEF – Long Edge First).
3. Touch paper drawer with Legal size (8.5” x 14”) paper.
4. Touch OK.
5. Touch Finishing tab.

**WITH FS-526 FINISHER:**

Touch Fold/Bind.
Touch Center Staple & Fold.
Press OK.
Press the Start key.

- Provides “on-demand” resource for creating booklets.
- Addresses the needs of marketing, training, human resources and administrative departments that provide legal-size bulletins.
Booklet Legal — Booklet to Booklet

You will need the optional FS-526 Finisher to create Legal-sized booklets.

APPLICATION:
You need to create an 8.5" x 14" stapled and folded booklet using legal-sized 8.5" x 14" imposed originals.

HOW
Pre-requisites
You will need four legal size (8.5" x 14") duplexed original documents with text.

Press the “Reset” key before beginning this job shop.

1. Place your two legal-size (8.5" x 14") duplexed original documents with text in the document feeder (RADF) face up.
3. Touch Paper Drawer with Legal-size (8.5" x 14") paper.
4. Touch OK.
5. Press the Finishing tab.

WITH FS-526 FINISHER:

Touch Fold/Bind.
Touch Center Staple & Fold.
Press OK.
Press the Start key.
Save in User Box (From the Control Panel)

PRE-REQUISITES:
The job shop requires the user to save and name a document. You will need the following materials: Four letter size (8.5” x 11”) originals to be saved in a specified Public User Box, which will be created on the fly from the panel. Also we must retrieve and print these documents.

Steps/Keystrokes:
Press the “Reset” Key before beginning this job shop.

Saving Documents in the ‘Public User’ Box:
1. Place 4 letter size (8.5” x 11”) originals in the document feeder (RADF).
2. Touch User Box hard key on the control panel.
3. Select the desired Public User Box
4. Touch Save Document tab (at the top right of the screen).
5. Touch Document Name.
6. Press C (hard key) to erase the entered document name.
7. Use the keypad to type in your desired document name.
8. Touch Start.

Retrieve Documents in ‘Public User’ Box:
1. Touch User Box.
2. Press desired Public User Box
3. Touch User/File.
4. Enter your Password (if one was assigned).
5. Touch OK.
6. Touch the desired document name that appears on the screen.
7. Touch Print.
8. Touch Start.

The Document will be printed.