

Basic Copy Jobs - Default

Advised settings for copy jobs

Introduction

A default copy job takes two steps: feed the original face up and tap the green button.

When you change the presets or the advanced settings, it is an extended copy job.

Advised settings for copy jobs

It is best to predefine the advised settings for copy jobs you do most often.

In the table below you find the advised settings for specific copy jobs. In most cases, the advised settings give the best results.

Original document	Original type	Remarks
Monochrome CAD Drawings	'Lines/text standard' or 'Folded lines/text'	
Folded coloured CAD drawing	'Coloured original'	For folded monochrome originals apply 'Folded lines/text'.
Coloured original, like CAD-colour, maps, business graphics, etc.	'Coloured original'	The 'Coloured original' mode converts all colours, even weak ones, to greyscale.
CAD drawings with marks from marker pens	'Coloured original'	
Photos and high definition colour prints	'Photo'	
Medium quality colour prints	'Coloured original';	
Dark originals and dark transparent originals	'Dark original'	The renewed 'Dark original' setting is best for all CAD originals with varying background.
Diazo copies / "Chinese blueprints"	'Dark original'	

Advised settings for copy jobs

Original document	Original type	Remarks
Blueprints with white lines on a blue background	'Blueprint'	The image is inverted, that is white is converted to black.



Note:

For highlighting colour on an otherwise monochrome original, select the listed original type and enable 'Colour highlighting'. Enable 'Colour highlighting' on the user panel under 'All settings' - 'Image' - 'Colour highlighting'.

Do a default copy job

Introduction

When you want to copy an original and you do not make any settings the default presets are used. You only use the Smart Access to submit your job.

You can see the presets that are used in the job settings section of your job.

Illustration



Do a default copy job

1. Feed the original face up and centred on the original feeding table.

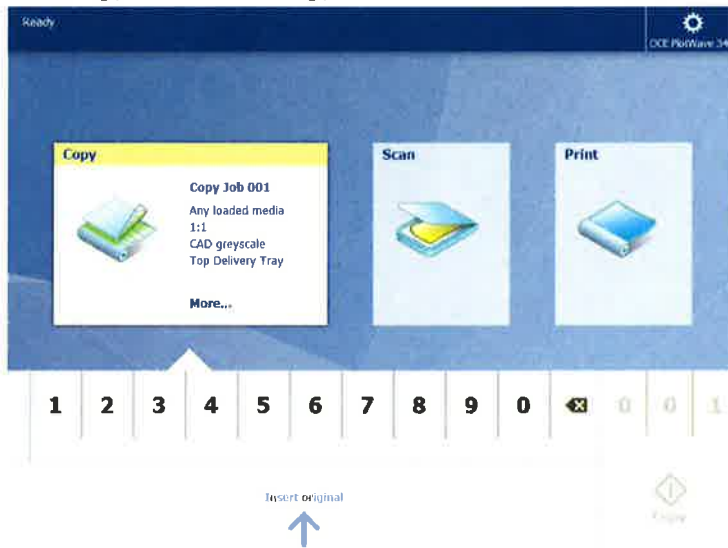


Note:

You do not need to centre the original precisely. The exact position of the original is automatically detected by the scanner.

Do a default copy job

The 'Copy' tile with the copy Smart Access is automatically selected on the user panel.



2. Select the number of copies and tap the green button.



Note:

Tap on 'Release the original' under the Smart Access, to release your original from the scanner.

Result

A copy of your original is made. Collect your copy from the 'Top Delivery Tray'.