

# **COPY CHEAT SHEETS**

## **Black and White Machine**

### **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 B/W start or Color start

**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 output and uncheck the offset.
- If you do not want to sort, press output and press group
- Choose group if you want all of page one together and all of page two together.

## **TO STAPLE**

- Press output
- Choose the position where you want your staple
- Press ok to accept

## **TO 3 HOLEPUNCH**

- **Press Output**
- **Press the Punch Tab**
- **Press 3 Hole Punch**
- **Press ok**

## **TO 2 HOLEPUNCH (TOP OF PAGE)**

- **Press Output**
- **Press the Punch Tab**
- **Press 3 Hole Punch**
- **Place your original in landscape in the feeder and you must have 8 ½ x11R paper in one of your drawers**
- **Press ok**

## **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

## SCANNING FOR SHARP USING GLOBAL ADDRESS SEARCH FOR EMAIL

- Press Scan to Email
- Press Global Address Search
- Type in the first couple letters of your <sup>first</sup> ~~last~~ 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

## 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.