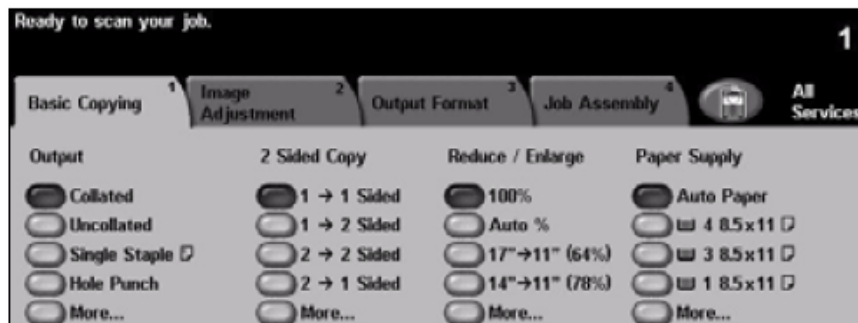


MATC Quick Copy Guide for the WorkCentre® 232, 245 or 246



Simple Copying:



1. **Load** the document into the Document Feeder or place on Glass face down
2. If display is not on the **Copy** menu (above), Touch the **All Services button** (upper right corner), then Touch the **Copy** icon on the Touch Screen
3. Select the appropriate **Settings** (Reduce/Enlarge, Staple, etc)
4. If you wish to make more than 1 copy, enter the **Quantity** using the Number Keypad
5. Press the **Start** button on the Control Panel

Copying Options:

Reduce/Enlarge

Select 100% option to produce copies that match the size of your original. Select *More...* to view a list of commonly used settings.

2 Sided Copying

Depending on your original documents and you required output, you can select 1 → 1 Sided, 1 → 2 Sided, 2 → 2 Sided, or 2 → 1 Sided.

Output

Allows you to use the following finisher options – *Collate, Staple copies.*

Paper Supply

The Paper Supply option allows you to specify any one of available paper trays to use for your copy job. The default is *Auto Paper Select* allowing the machine to choose the best Paper Tray for your job.