

XEROX®

Copying at the WorkCentre® 7328/7335/7345



Copying Options:

Output Color

The *Auto Detect* option allows the machine to determine the color content of your document. The *Color* option enables the machine to use all four toner colors. The *Black & White* option enables the machine to use only black toner.

Reduce/Enlarge

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

Paper Supply

The *Paper Supply* options allow you to specify any one of five standard paper trays to use as a source for your copy job. You can also choose the *Auto Paper Select* option to allow the machine to automatically choose the best Paper Tray for your copy job.

2 Sided Copying

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

Copy Output

The *Copy Output* options differ depending on your machine's Finisher configuration. The most robust Finisher configuration allows you to choose from *Collated*, *1 Staple*, *2 Staples*, *Folded*, and *Hole Punched*.

Image Quality

The *Image Quality* tab options allow you to access the *Original Type*, *Image Options*, *Image Enhancement*, *Color Effects*, *Color Balance*, and *Color Shift* settings.

Layout Adjustment

The *Layout Adjustment* tab options allow you to access the *Book Copying*, *Original Size*, *Edge Erase*, *Image Shift*, *Image Rotation*, *Invert Image*, and *Original Orientation* settings.

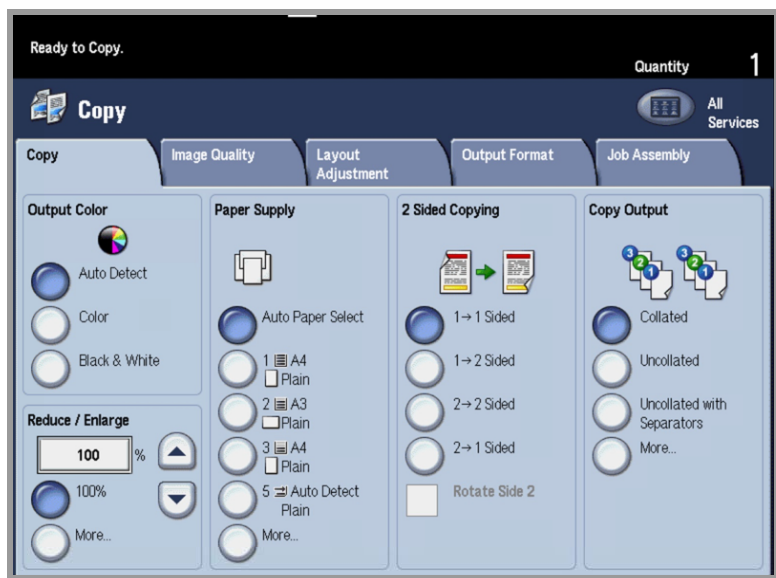
Output Format

The *Output Format* tab options allow you to access the *Booklet Creation*, *Covers*, *Transparency Options*, *Page Layout*, *Poster*, *Annotations*, *Watermark*, and *ID Card Copying* settings.

Job Assembly

The *Job Assembly* tab options allow you to access the *Build Job*, *Sample Job*, *Combine Original Sets*, *Delete Outside/Delete Inside*, *Save Current Settings*, and *Retrieve Saved Settings* options.

Simple Copying:



1. **Load** the document into the Document Handler.
2. Touch the **Services** button on the Control Panel.
3. Touch the **Copy** icon on the Touch Screen.
4. Select the appropriate **Settings** on the Touch Screen.
5. Enter the **Quantity** using the Number Keypad.
6. Press the **Start** button on the Control Panel.