

WorkCentre Pro

5632/5638/5645/5655/
5665/5675/5687

How Do I:

Multi-Up

- Press "Output Format" Tab
- Select "Multi-up" Button
- Select "On"
- Input # of Rows and Columns
- **You MUST have the # of Originals that you want imaged on the output**
- Originals should be letter size

For 2 Up output on letter size copy paper, feed originals short edge into the document feeder & choose 2 Rows / 1 Column

For 4 Up output on letter size copy paper, feed originals long edge into the document feeder & choose 2 Rows / 2 Columns

Covers

- Press "Output Format"
- Select "Covers"
- Select Front Only or Front and Back, when using "Booklet Creation" choose "Front & Back" cover
- Select Printed or Blank
- Select Paper Tray Cover stock is located in

Mixed Originals

- Press "Image Adjustment" Tab
- Select "Original Input" Button
- Select "Mixed Sized Originals"
- On the "Basic Copying" screen choose **"Auto Paper"**

Annotation

- Press "Output Format" Tab
- Select "Annotation" Button
- Select "On"
- Select "Format" Button to select the "Font Size" and "Opaque" or "Transparent"
- Make your annotation selections: Date, Comment, Pagination
- Use the small typewriter icon under the "Comment" selection to type in your comment.

Booklets/ Newsletters

- Press "Output Format" Tab
- Select "Booklet Creation" Button
- Select "On"
- Load Originals Long Edge First
- Select 1 or 2 sided Originals
- Select Short Edge Paper Tray @ Basic Copy Tab

Measure Original Size

- Press "Image Adjustment" Tab
- Select "Original Input" Button
- Select "Manual Size Input" Button
- Select "Custom Size" at the top of the list in the center of the screen
- Input the X & Y axis measurements (inches) by touching the rectangles (darker shade opens them for input) and using the numeric keypad to enter the measurements

Booklet Fold & Staple

- "Basic Copy" Tab
- Under the "Output" column select "Booklet Fold & Staple" Button
- OR Select "More"
- Select "Booklet Maker"
- Select "Fold & Staple" or "Fold Only"
- This feature will "Fold & Staple" 15 sheets of 20 lb. paper (60 letter size originals) or 1 - 110 lb cover and 12 sheets of 20 lb. paper (48 letter size originals)
- This feature will "Fold Only" 5 sheets of 20 lb. paper

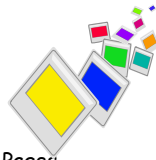
Multi-Staple

- "Basic Copy" Tab
- Under the "Output" column select "More"
- Select "Multi-Staple" Button
- Gives 4 staples in groups of 2, the sets of 2 equally spaced along the left side

Photos

- Press "Image Adjustment" Tab
- Select "Image Quality" Button
- Select "Photo" or "Halftone"

"Halftone" is used for Newspaper/Magazine Pages



Auto Center

- Press "Image Adjustment" Tab
- Select "Image Shift" Button
- Select "Auto Center"

Auto Reduction/Enlargement

- "Basic Copy" Tab
- Under the "Reduction/Enlargement" column select "Auto %", "Auto %" will rotate the image to fit the size copy paper chosen
- Automatically Reduces/Enlarges odd size originals to the size copy paper chosen, use in conjunction with "Original Input" Button (measure the original)

Inserts & Tabs

- Press the "Job Assembly" Tab, Select "Inserts" Button
- Select the "First Tray Insert" button & the tray that special paper is in
- Move the arrow next to "Put Page #" to the desired Insert page # and select "Add Insert".
- Do the same procedure for "Second tray Inserts" if you have 2 special paper inserts.
- You can obtain the same results using the "Build a Job" feature rather than "Inserts"
- Press the "Job Assembly" Tab, Select "Inserts" Button
- Press the "Tab Loading Instructions" and "Tab Image Shift" if you are using tabs.
- Select "Tab" as the paper description (Change Type and Color) for the appropriate paper tray.