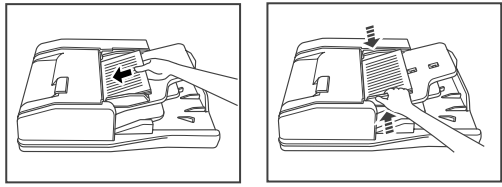


## Positioning the Original: For more information, see p. 3-2 of the User's Manual

Originals can be loaded using the Electronic Document Handler (EDH) or the platen glass:

**1** Position originals **FACE UP** and in order in the EDH tray.

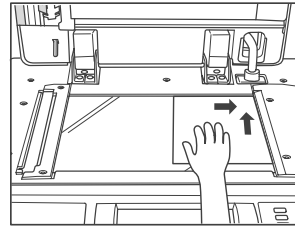
**2** Adjust paper guides.



**1** Raise the Electronic Document Handler (EDH).

**2** Place your original **FACE DOWN** in the right rear corner, aligning the edge with the right and rear measuring guides.

**3** Gently **close** the EDH.



**\*** Be sure to select the desired original set direction by selecting **SPECIAL ORIGINAL** on the Basic Screen and selecting the original set direction. Touch **OK**.

**NOTES:**

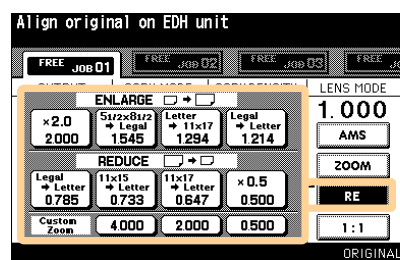
• Use the platen glass when originals are not suitable for use with the EDH, e.g., when size is incompatible, or when originals are folded, stapled, torn or in poor condition.

## Zoom: For more information, see p. 3-17 of the User's Manual

**For Preset Zoom Ratios:**

**1** Touch **RE** on the Basic Screen.

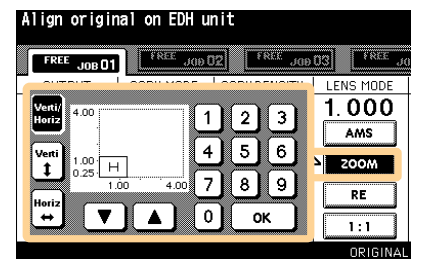
**2** Select magnification. *i.e. - If enlarging a Letter size original to an 11x17 copy, choose:*



**For Custom Zoom:**

**1** Touch **ZOOM** on the Basic Screen.

**2** Use the keypad on the pop-up menu to enter a 4-digit zoom ratio, or use arrows to scroll to the desired ratio. Touch **OK**.

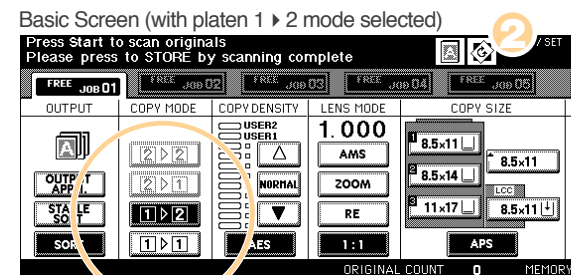
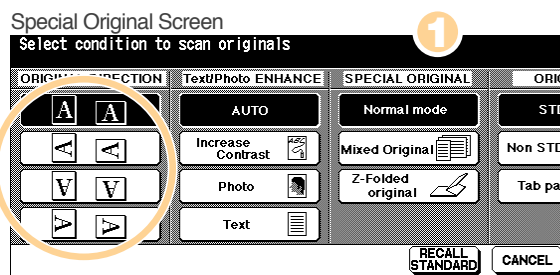


## 1 ▶ 2 Mode: For more information, see p. 3-22 of the User's Manual

Use 1 ▶ 2 Mode when making 2-sided copies or working with 2-sided originals.

**1** Touch **SPECIAL ORIGINAL** and specify paper feed direction.

**2** Select copy mode from Basic Screen.

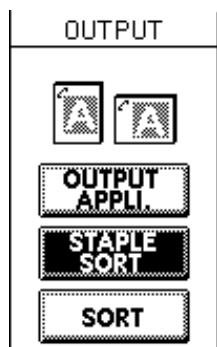


## Finishing Options: For more information, see Section 3 of the User's Manual

**Staple-Sort Mode:**

**1** Touch **STAPLE SORT** for default staple position. *To change staple position, touch OUTPUT APPLI.*

**2** Touch **OK**.



**To Make A Booklet:**

**1** Load originals.

**2** Touch **APPLI**.

**3** Touch **BOOKLET** then **OK**. *See User's Manual for Cover Insertion.*

**4** Touch **OK** to exit booklet menu.

**5** Select output paper size.\*

**6** Specify Folding or Stapling & Folding:\*\*

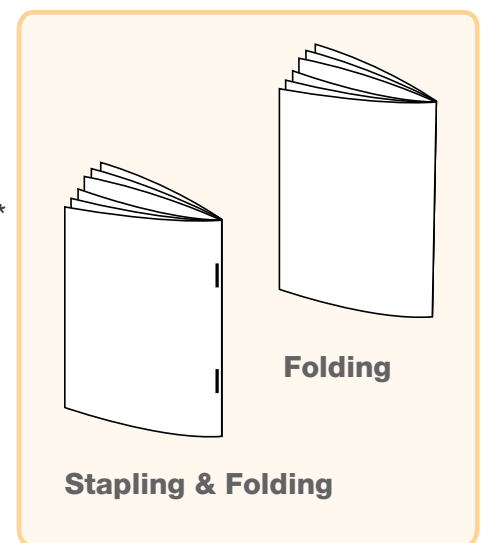
**a** Touch **OUTPUT APPLI**.

**b** Touch **FOLDING** or **STAPLING & FOLDING**. Touch **OK**.



**NOTES:**

- \*Letter R for 5.5" x 8.5" booklet.
- \*11" x 17" for an 8.5" x 11" booklet.
- \*\*Step 6 only available with 9980 Finisher



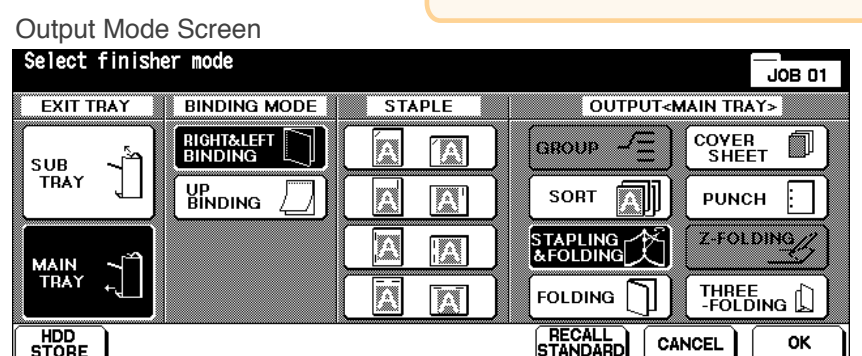
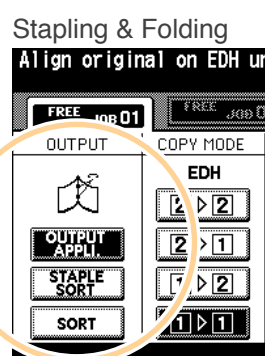
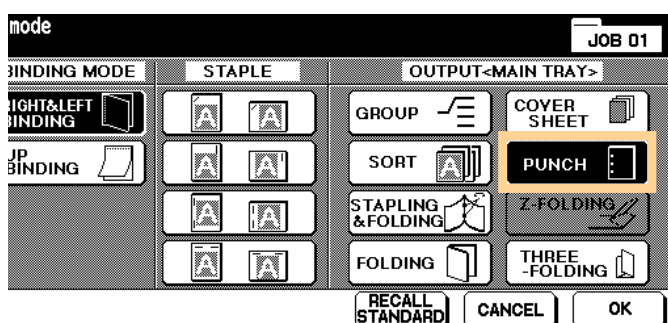
**Hole Punch:**

**1** Touch **OUTPUT APPLI**.

**2** Touch **PUNCH** then select the desired punch position key.

**3** Touch **OK** to exit Punch Position Selection Screen.

**4** Touch **OK** to exit Output Mode Screen.



*For folding only, select FOLDING button.*