

Xerox Copier Features

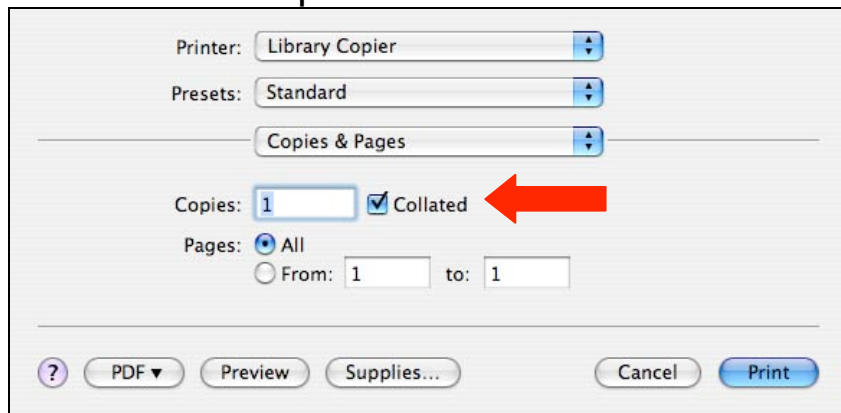


Fig. 1 The Collated feature is used when printing multiple copies of a document. Do you want the pages in order? Or all the same pages together?

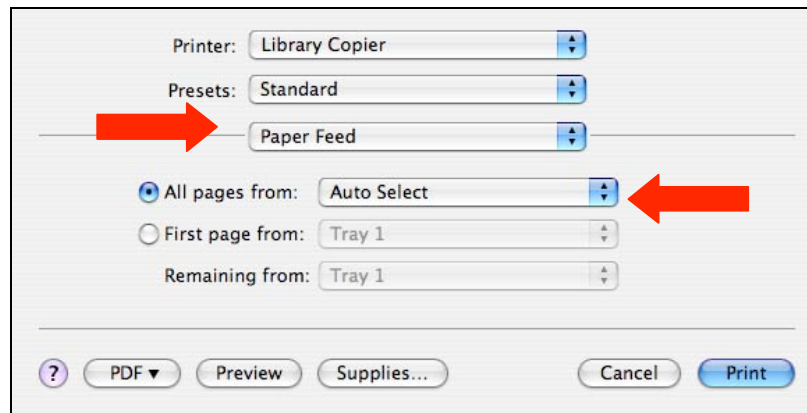


Fig. 3 When a tray is broken or you need to use special paper, you can print to a specific tray by going to the Paper Feed menu and selecting the tray.

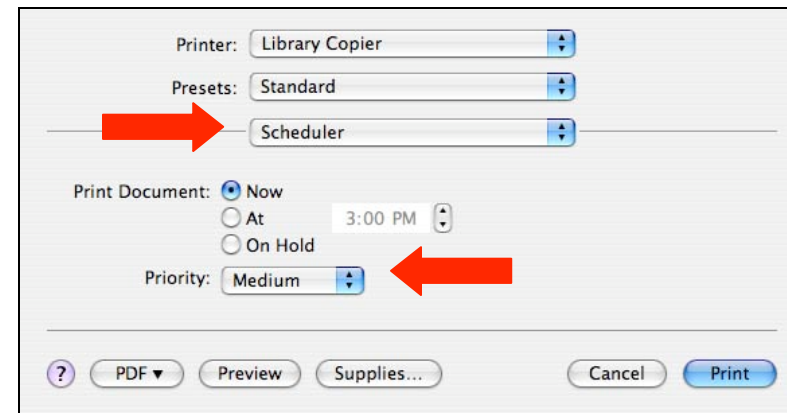


Fig. 5 When somebody is printing very large documents you can have your one page job printed first by selecting Scheduler and then High or Urgent under Priority.

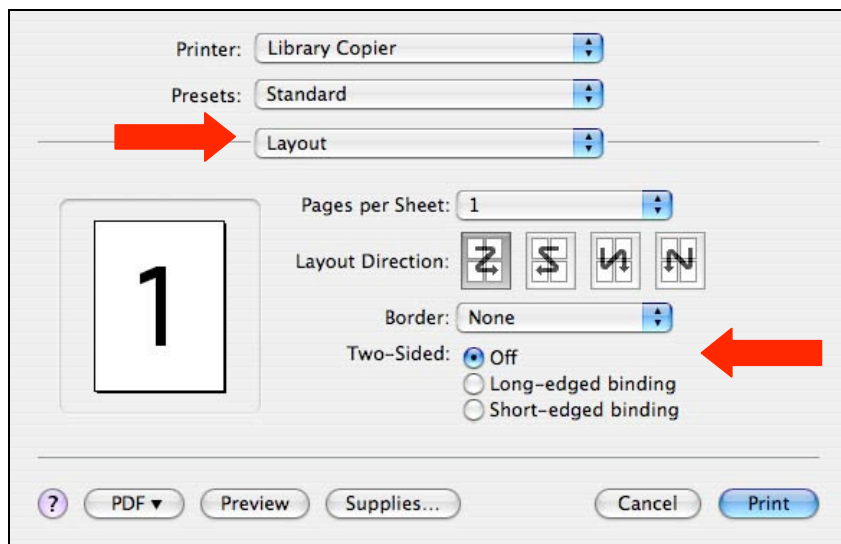


Fig. 2 Under Layout you can select Two-Sided as well as the binding edge. Do not confuse Two-Sided with Pages per Sheet.

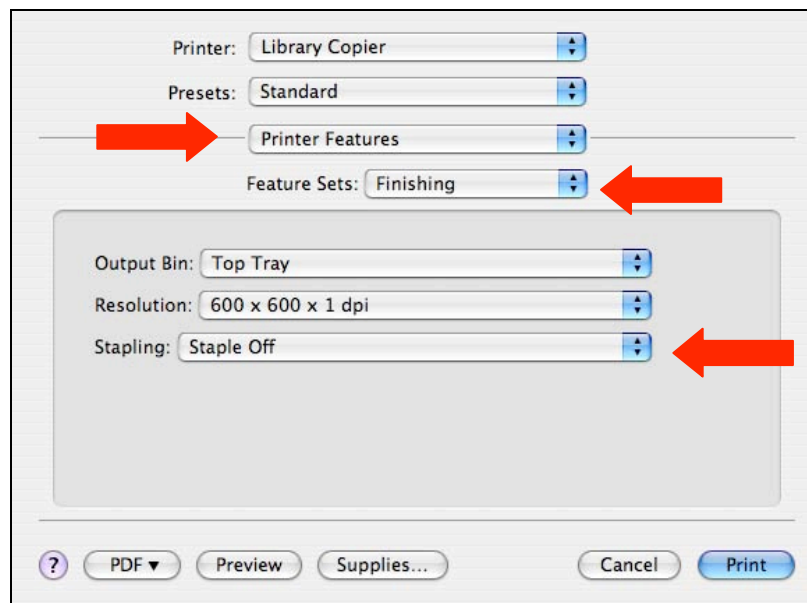


Fig. 4 You can have your documents stapled automatically by selecting Staple On under Printer Features and then Finishing.

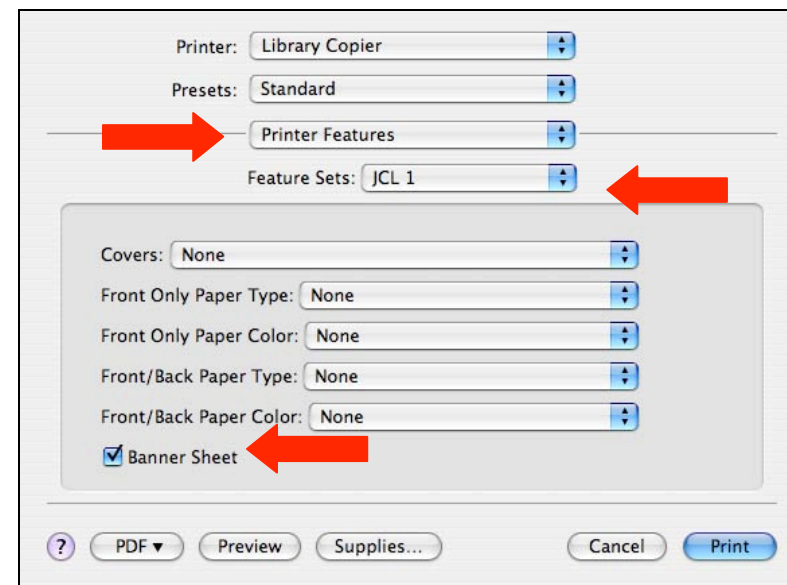


Fig. 6 To save on paper get rid of the banner sheet. Go to the Printer Features menu and uncheck Banner Sheet under the JCL 1 submenu.