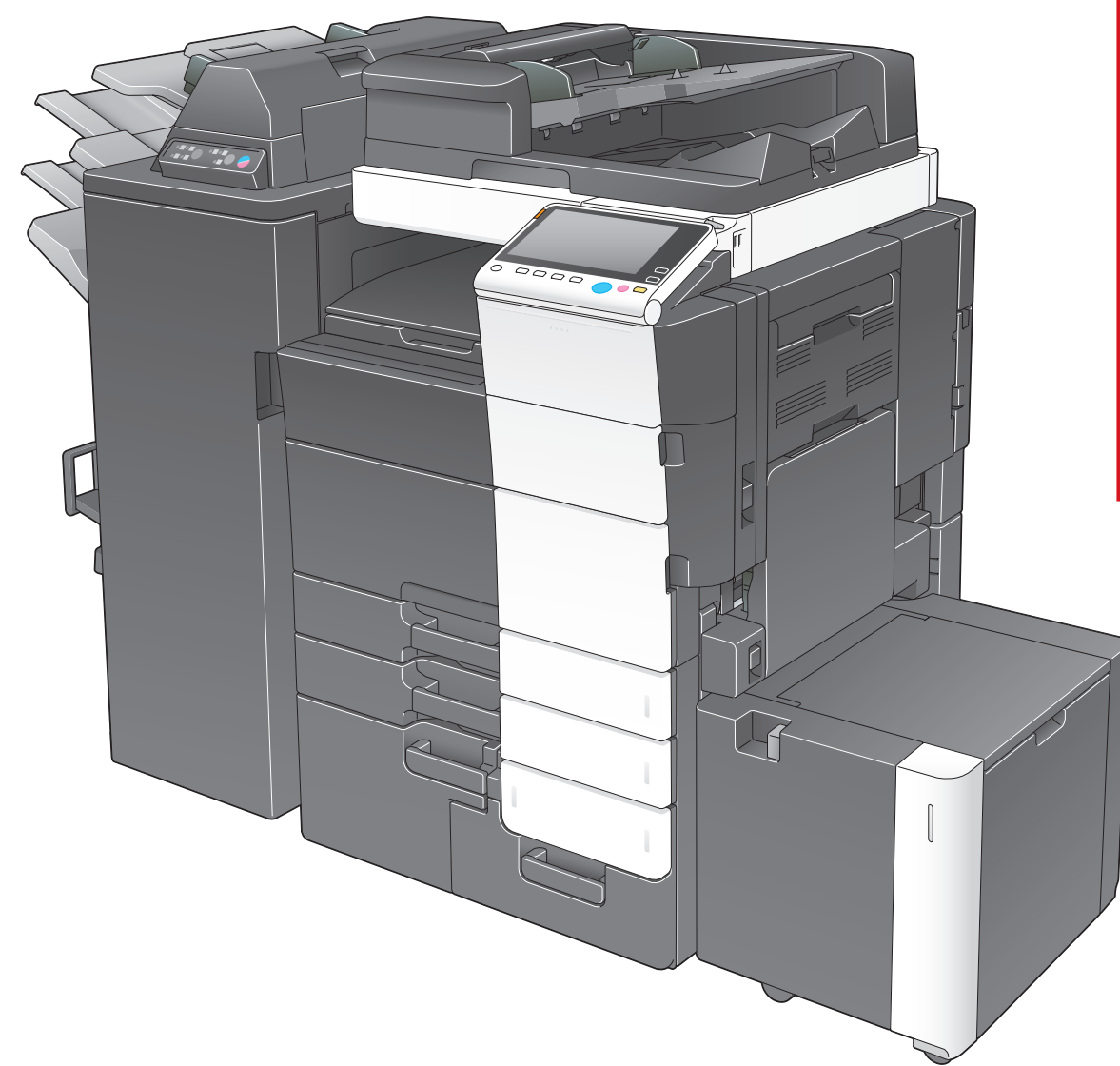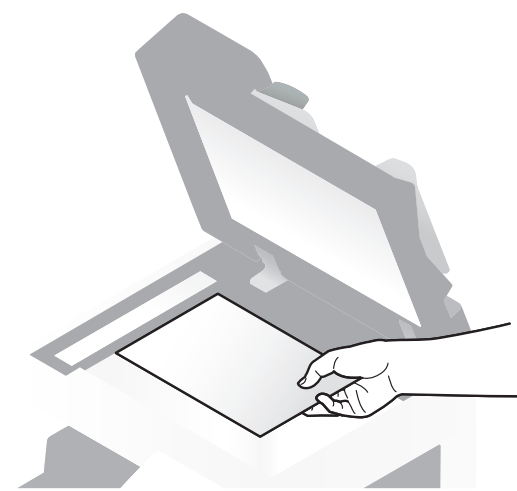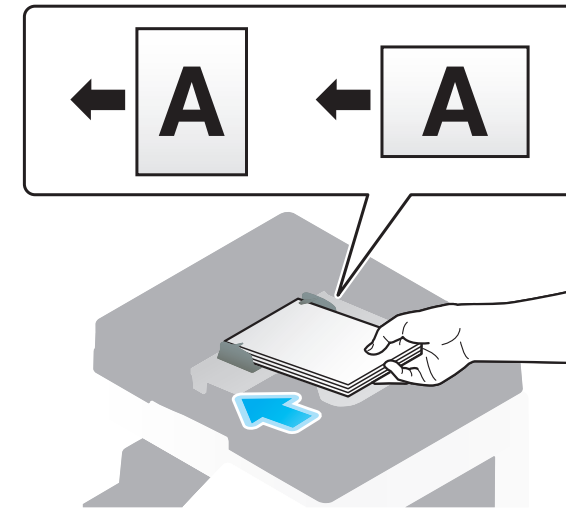# Using the Machine

Making Copies

1 Position the original to be copied.

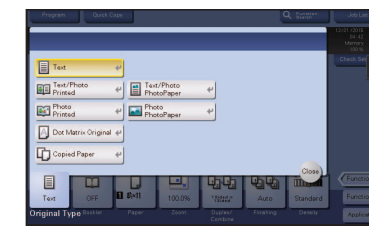Place the original face down on the original glass.

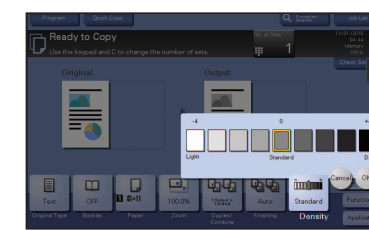Load the original face up into the reverse automatic document feeder.

Print copies at full size on paper of the same size as the original.

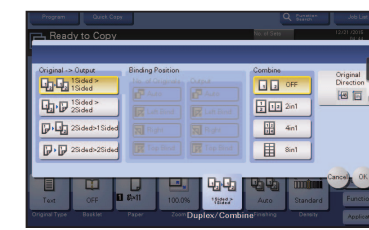The finishing method and various other settings can be specified.

2 Tap [Original Type], and then specify the desired settings.

3 Tap [Density], and then specify the desired settings.

4 Tap [Duplex/Combine], and then specify the desired settings.

Multiple Jobs

From the Job List screens, multiple jobs can be managed.

The Job List screen can be displayed if [Job List] is tapped while the Basic screen is displayed in the touch panel.

Job List screen

① Displays a list of the jobs queued to be printed

② Displays a list of the jobs that have been printed

③ Queued jobs can be prioritized (interrupt printing) so that they will be printed before other jobs.

④ Displays the settings for a job that is queued to be printed

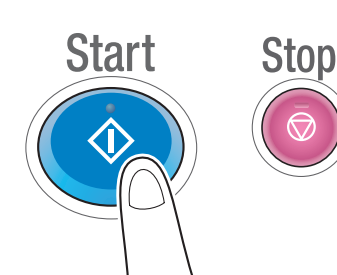⑤ Displays detailed information for the selected job

5 Specify the number of copies.

To change the setting for the number of copies, tap [C], and then specify the desired number of copies.
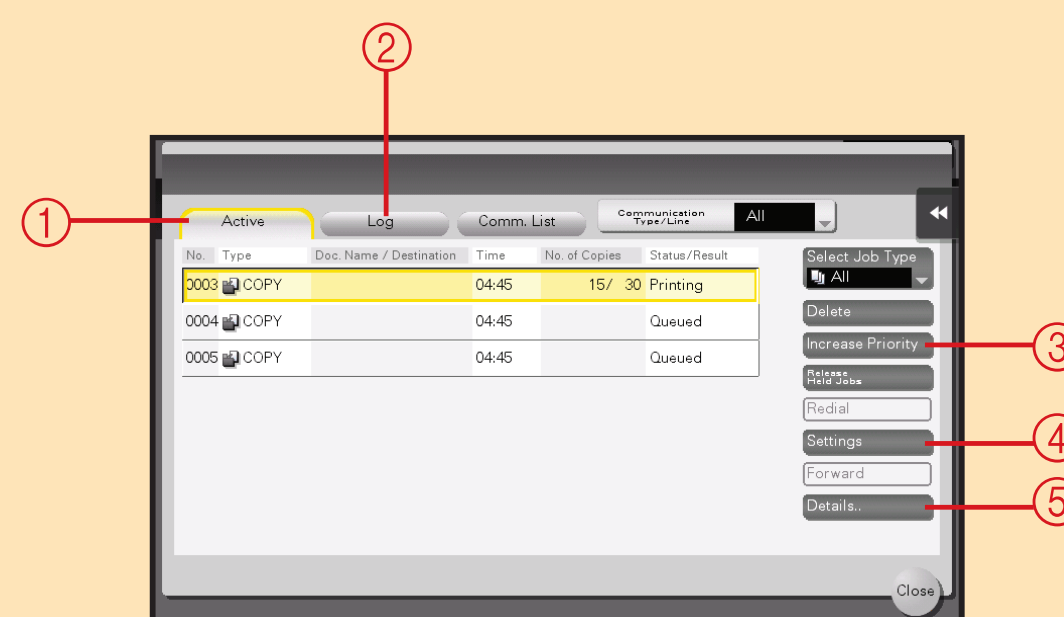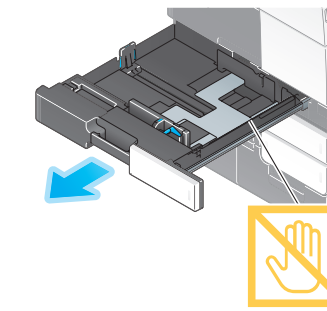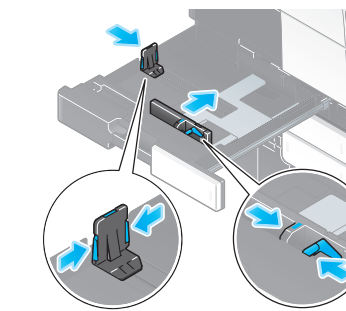
6 Press the Start key.

To stop copying, press the **Stop** key.
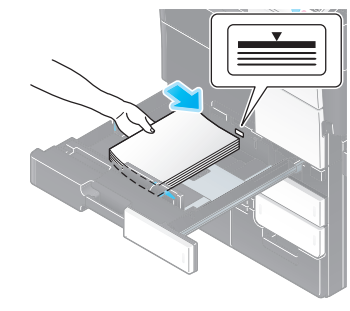
Start   Stop

Loading Paper

Tray 1/2

1. Pull out the desired tray.
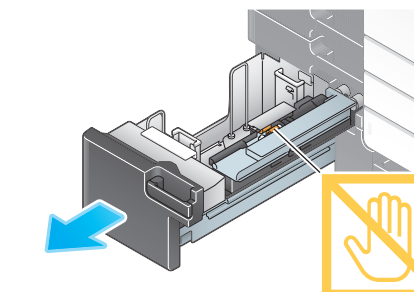2. Slide the lateral guides against the edges of the paper.
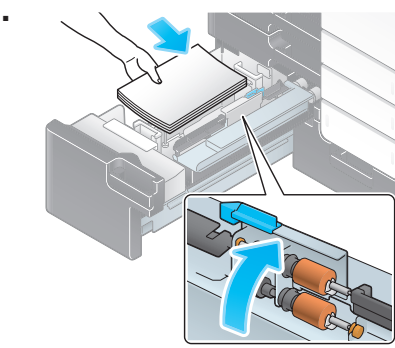3. Load the paper into the tray.

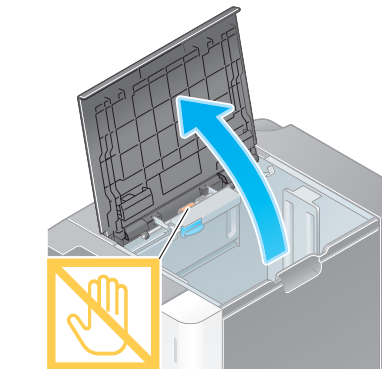### Tray 3/4

1. Pull out the desired tray.
2. Lift up the paper take-up roller, and then load the paper into the tray.
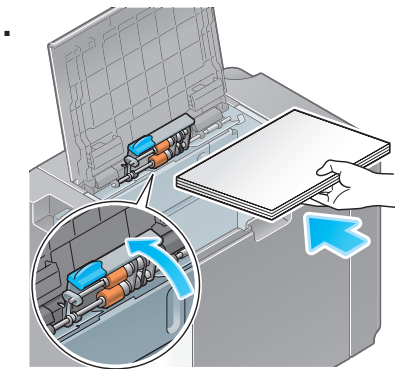
Large Capacity Unit (Option)

1. Open the upper door of the large-capacity paper feed unit.
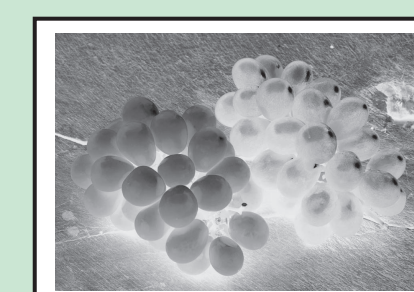2. Lift up the paper take-up roller, and then load the paper into the tray.

Edit Functions

"Mirror Image" Function
Produces a copy in the mirror image of the original

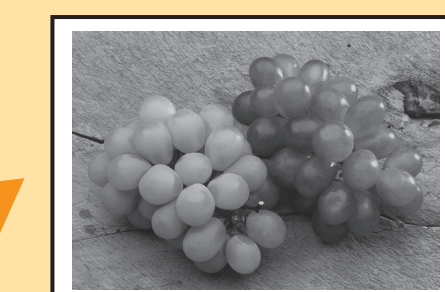**"Neg-/Pos. Reverse" Function**
Produces a copy with the light- and dark-colored areas of the original image inversed

(Original)

Adjust Parameters
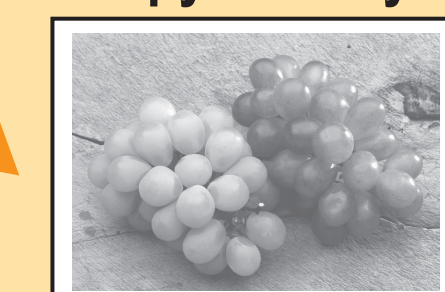
"Contrast" Parameter
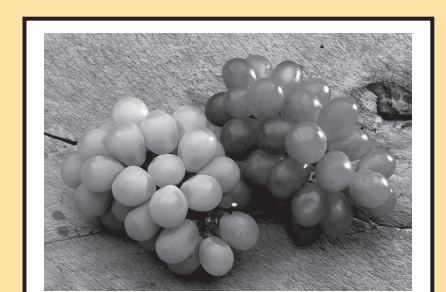(-3)   (+3)

"Sharpness" Parameter
(-3)   (+3)

"Copy Density" Parameter
(-3)   (+3)

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bizhub 958/808/758   **For more detailed operating procedures and instructions, refer to the User's Guide.**

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