

Combine printing, copying and scanning in one stand-alone machine can improve the office efficiency ...



Scanning

- **Scan to a Network-Connected Computer**

You can scan documents directly from the machine to a folder configured in your PC through the network. The photocopier machine and your PC should be connected to the network.

- **Scan to a USB Memory Device**

You can directly save the scanned document or picture to a USB memory device.

- **Scan-to-Email**

You can scan the documents to your email and send them directly to others.

- **Scanned Documents File Types**

The scanned documents can be stored as PDF Formats or picture formats. Also, the PDF formats can be stored as one file with multiple sheets, or you can scan each sheet in a single PDF.



Copying

- **Adjusting Darkness**

If your original documents contain dark images, you can adjust the darkness level to make a copy easier to read.

- **Adjusting Size**

You can reduce or enlarge the size of a copied document. You can use this feature, when you need to copy a small document larger or a large document smaller.

- **Copying Multiple Pages per Side**

Using this feature reduces the size of the original images and prints 2 or 4 pages onto one sheet of paper. You can make a voluminous work into a portable summary. Reduce your document's size and paper usage with this feature.

- **Copying on Both Sides of Paper**

You can set the machine to print copies on both sides of paper.

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Expert finishing

The photocopier has different document finishing capabilities:

- **Stapling**

Copies are automatically collated into sets arranged in page order and stapled.

- **Hole punch**

The machine punches two or three holes into the copies.

- **Z-Fold**

The machine automatically Z-folds 11"x17" / A3 copies into LTR/A4 copies, respectively.

- **Job Separator**

For separating print, copy, and report output.