

The following copy features are available on the DocuColor 2006 copier/printer:

- Reduce/ Enlarge options
- Paper Supply options
- Original Type options
- Lighten/Darken options
- Quality Adjustment
- Advanced Features

This chapter provides detailed information about using each of these features.

Reduce/Enlarge

The Reduce/Enlarge feature allows you to increase or decrease the size of the original image onto your copy output. Selecting a Reduce/Enlarge percentage on the Copier Control Panel specifies a desired change in the original image size.

The following Reduce/Enlarge options are available on your DocuColor 2006 copier/printer:

- 100 % - The copy image will be the same size as the original image.
- Auto % - The DocuColor 2006 copier/printer automatically detects original document size. After you select your desired paper output size, the copier/printer reduces or enlarges the image to fit onto the output paper.

- Preset % - The Preset % settings are shown on the Copier Control Panel. The copier/printer automatically determines output size based on the selected reduction or enlargement percentage.

The following tables list the Preset % options available on the DocuColor 2006 and how each percentage affects certain paper sizes.

Percentage	Paper Sizes
64%	11 in x 17 in → 8.5 in x 11 in
78%	8.5 in x 14 in → 8.5 in x 11 in
129%	8.5 in x 11 in → 11 in x 17 in
154%	5.5 in x 8.5 in → 8.5 in x 14 in
200%	5.5 in x 8.5 in → 11 in x 17 in

U.S. Preset % options

Percentage	Paper Sizes
70 %	A3 → A4
81%	B4 → A4
86%	A3 → B4; A4 → B5
115%	B4 → A3; B5 → A4
141%	B5 → B4

International Preset % options

- Manual % options- The Zoom Arrow Buttons allow you to set a manual zoom percentage between 25% and 400%. The manual zoom percentage displays on the Copier Screen.

Using the Reduce/Enlarge feature

Follow these steps to make a copy using the Reduce/Enlarge feature:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For information on positioning documents on the Document Glass or using the Document Feeder, go to the Basic Copying chapter.

4. Perform one of the following:
 - Use the Reduce/Enlarge Arrow buttons to select 100 % to produce a copy that is the same size as the original document.
 - Use the Reduce/Enlarge Arrow buttons to select Auto%.
 - Use the Reduce/Enlarge Arrow buttons to select a Preset % reduce/enlarge setting.
 - Use the Zoom Arrow Buttons to select a Manual % reduction or enlargement percentage.



You can enter any percent between 25 % and 400 %.

5. If you selected Auto %, select a desired Paper Supply.



You cannot use the Auto Paper Supply feature with the Auto % Reduce/Enlarge option. You must select a specific paper supply when using the Auto % Reduce/Enlarge option. Information on the Paper Supply feature is provided in the next section.

You cannot select an Enlarge value greater than 100% when Auto Paper selected. You must select a paper size.

6. Select the desired number of copies using the Numeric Keypad.
7. Press the **Start** button.

Paper Supply

The Paper Supply feature allows you to select the desired paper for your copies.

The following Paper Supply options are available on the DocuColor 2006:

- Auto – The copier/printer automatically determines original size and the appropriate paper supply. The copier/printer then pulls the appropriate copy stock from paper tray 1, 2, or 3.
- Paper Trays 1, 2, and 3 – This Paper Supply option allows you to select a paper tray loaded with the desired output size.



Selecting Paper Tray 1, 2, or 3 along with the Auto % reduce/enlarge option prompts the DocuColor 2006 to fit the original image on the desired output paper size. More information on using the Reduce/Enlarge feature is provided at the beginning of this chapter.

- Bypass Tray – This option allows you load your desired output paper into the Bypass Tray. Use this method when copying original documents onto transparencies, labels, envelopes, postcards and other unconventional paper stocks.



More information on using the Bypass Tray is provided later in this chapter.

Using Paper Trays 1, 2, and 3

Use the following procedure to make a copy using the paper trays 1, 2, or 3:



For instructions on loading paper trays 1, 2, or 3, go to the “Setting Up the DocuColor 2006” chapter.

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore all default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For more information on positioning original documents, go to the “Basic Copying” chapter.

4. Use the Paper Supply Arrow Buttons to select one of the following:
 - Auto



You cannot use the Auto Paper Supply feature with the Auto % Reduce/Enlarge option. You must select a specific reduce/enlarge percentage. Information on the Reduce/Enlarge feature is provided at the beginning of this chapter.

- Tray 1
- Tray 2
- Tray 3



If paper is not loaded in the paper tray, the message “Add Paper to Tray X” is displayed on the Copier Screen, where “X” is the selected tray. For information on loading the paper tray, go to the “Loading paper in the paper trays” procedure in the “Setting up the DocuColor 2006” chapter.

5. Select your desired number of copies using the Numeric Keypad.
6. Press the **Start** button.

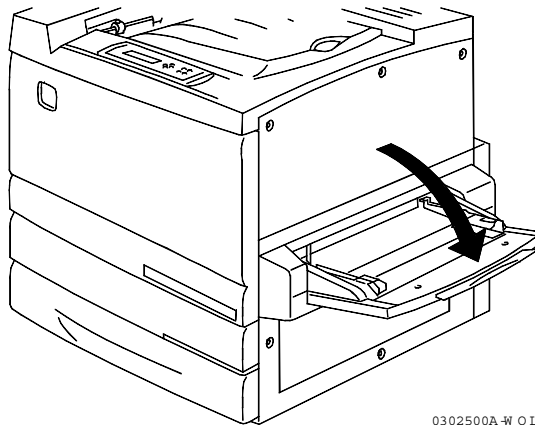
Using the Bypass Tray

Use the Bypass Tray to copy onto unconventional paper sizes or weights, such as postcards, transparencies or envelopes.

Loading the Bypass Tray

Use the following procedure to load the Bypass Tray:

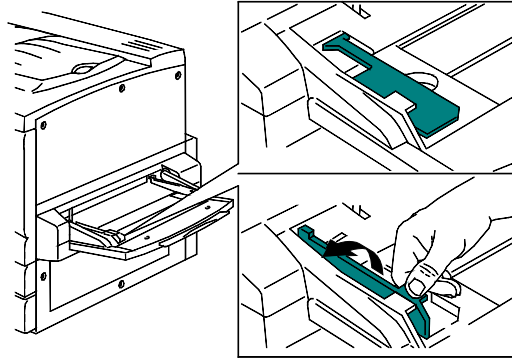
1. Lower the Bypass Tray.



0302500A-W O L

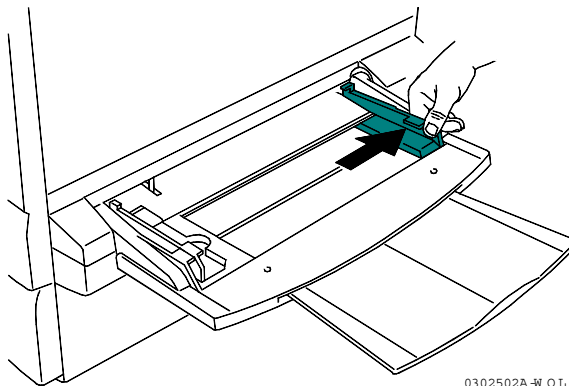
2. Perform one of the following:

- If loading A3 oversize paper, ensure that the blue-green, left-hand paper guide is lowered and snapped into place.
- If loading any other size paper, lift the blue-green, left-hand paper guide.



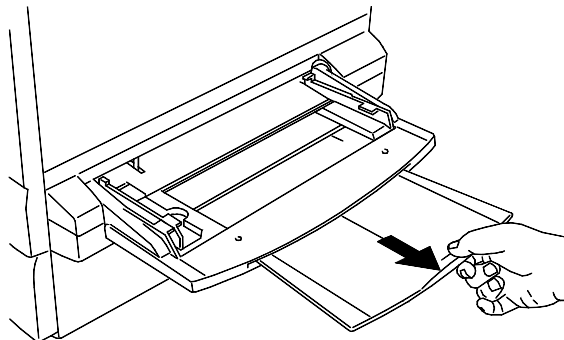
0302501A-W O L

3. Slide the right-hand paper guide all the way to the right.



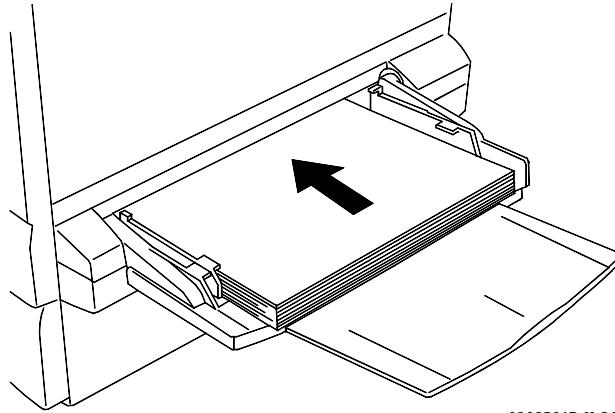
0302502A-W O L

4. If you are printing on longer paper, pull out the Tray Extender.



0302503A-W O L

5. Insert your paper stock into the Bypass Tray. Place the left-hand edge of the paper stock against the left-hand paper guide.



0302504B-W O L



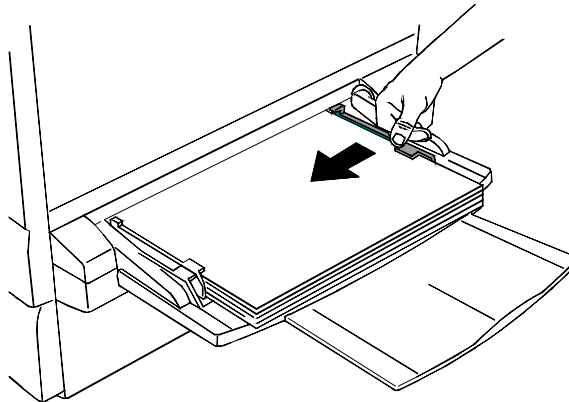
Follow these guidelines to help minimize paper jams in the Bypass Tray:

- *Do not use paper that is folded, creased or curled.*
- *Do not load more sheets than can fit easily under the paper guide tab.*
- *Whenever possible, load paper for long edge feed.*

6. Slide the right-hand paper guide to fit against your paper stock.



Pushing the paper guide to tightly against the paper stock can cause a paper jam.



0302505A-W O L



When paper stock is first loaded in the Bypass Tray, the Bypass Tray paper selection screen automatically is displayed on the Copier Screen. For further directions on using the Bypass Tray, go to the “Making a Copy Using the Bypass Tray” procedure.

Loading Transparencies into the Bypass Tray

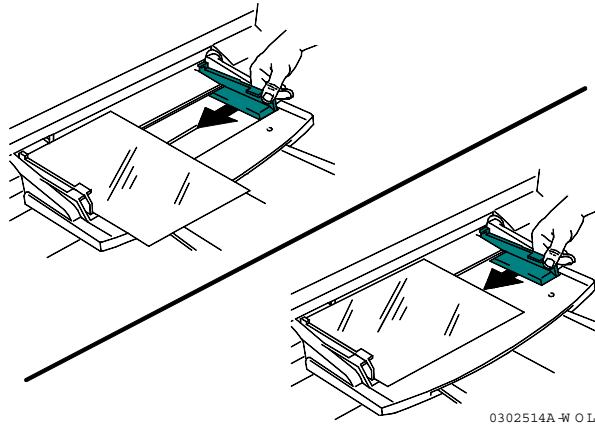
Transparencies can be fed only from the Bypass Tray or optional Transparency Tray that goes into Tray 1 position. Use only the transparencies specified in the *DocuColor 2006 Recommended Materials List*.



Leaving transparencies in the Bypass Tray can cause static build up, which can cause a jam. Be sure to remove the transparencies when the job is complete.

Use the following procedure to load transparencies into the Bypass Tray:

1. Fan the transparency sheets a few at a time to separate them and prevent static.
2. Insert transparencies into the Bypass Tray until they are touching the feeding slot. Slide the right-hand paper guide against the transparency stack.



Loading Postcards into the Bypass Tray

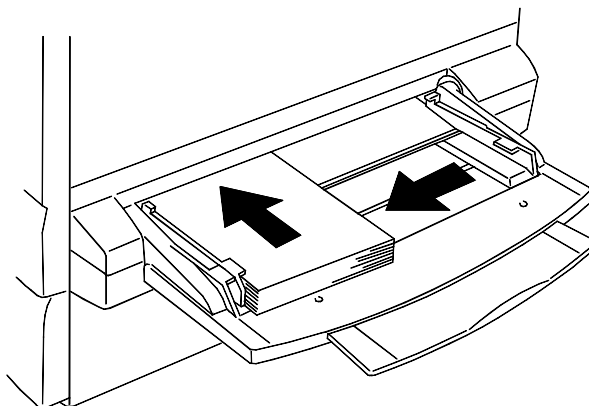
Postcards must be fed through the Bypass Tray.



When printing on the back of pre-printed postcards, make sure that the postcard is not bent. To avoid paper jams, flatten every bend by hand before printing.

Use the following procedure to load postcards into the Bypass Tray:

1. Load a postcard into the Bypass Tray with the copy side face up.
2. Adjust the paper guides to fit snugly against the postcard stack.



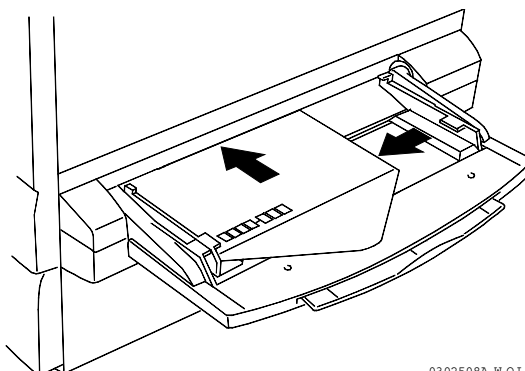
0302507A-W O L



*Use the **Reduce/Enlarge** feature to copy larger images onto a postcard.*

Loading Envelopes in the Bypass Tray

All envelopes must be fed through the Bypass Tray. Open the flap and insert the envelope, one at a time, into the Bypass Tray as shown below.



Follow these guidelines when printing onto envelopes to help minimize potential jams and other problems:

- *Do not use envelopes that have tape seals. If you are using an envelope with a glue seal, make sure it is dry before use.*
- *Only use landscape (horizontal) type envelopes (more than 90 mm wide, and more than 143 mm long with the flap open). Portrait (vertical) type envelopes may not be used.*
- *Insert envelopes with the flap facing out and the glue side down.*
- *Poor quality envelopes may crease, and may not print properly.*

Making a Copy Using the Bypass Tray

Use the following procedure to make a copy using the Bypass Tray:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the originals on the Document Glass or in the Document Feeder.



For more information on positioning originals on the Document Glass or using the Document Feeder, go to the Basic Copying feature.

4. Use the Paper Supply buttons to select the Bypass Tray. The Bypass Tray Selection screen is displayed on the Copier Screen.
5. Use the Arrow Buttons to select one of the following:
 - Side 1 if you are printing onto one of the following paper types and the paper is not printed on:
 - Plain
 - Transparency
 - Label
 - Postcard (Pcard)
 - Coated
 - Glossy
 - Thick
 - Side 2 if you are printing onto one of the following paper types and the paper has already been printed on.
 - Plain
 - Postcard (Pcard)
 - Coated
 - Glossy
 - Thick



Use the Side 2 option to create a 2-Sided copy manually.



WARNING

Feeding paper into the Bypass tray that has been printed on one side from another copier can damage the DocuColor 2006 because of the differences in dry ink temperature and chemical specifications. It is recommended that you create manual, 2-Sided copies using paper printed on by the DocuColor 2006 only.

6. Press the **Select** button. Paper Size selection is displayed on the Copier Screen.
7. Use the Arrow Buttons to highlight the paper size loaded in the Bypass Tray.
8. Press the **Select** button. The Main Menu is displayed on the Copier Screen. The Bypass Tray, along with your selected copy stock, will display under the Paper Supply option.
9. Enter the desired number of copies using the Numeric Keypad.
10. Press the **Start** button.

Color Mode

The Color Mode feature allows you to define color specifications for your copy output.

The following Color Mode options are available on the DocuColor 2006 copier/printer:

- **Auto** – The copier/printer automatically detects if the original is color or black and white.

Documents that are detected as color are copied in Text/Photo mode. Documents that are detected as black and white are copied in Text mode.

- **Black** – The copier/printer uses only black dry ink to create the copy. The following original type options are available in Black color mode:
 - **Text** – Use this setting when the original is black and white and contains only text.
 - **Text/Photo** – Use this setting when the original is black and white and contains both text and printed photographs.
 - **Photograph** – Use this setting when the original is a black and white photograph.

- Color - The copier/printer will use all dry ink cartridges for full color copy output. The following original type options are available in Full color mode:
 - Text/Photo – Use this setting when the original consists of color text and photographs or color text and a photo from a magazine or newspaper.
 - Printed Photo – Use this setting when the original is a photograph from a magazine or a newspaper.
 - Photograph – Use this setting when the original document is an original photograph (negative films, developed photographs), not a printed photograph.
- 2 Color – Use this setting to produce two color output; black and one of the following:
 - Red
 - Green
 - Blue
 - Yellow
 - Purple
 - Brown
 - Yellow Green
 - Light Blue
 - Pink

Using the Color Mode feature

Follow these steps to make a copy using the Color Mode feature:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For more information on positioning originals on the Document Glass and using the Document Feeder, go to the Basic Copying section.

4. Press the **Color Mode** button. Color Mode selection is displayed on the Copier Screen.
5. Use the Arrow Buttons to select one of the following:
 - Auto
 - Black
 - Color
 - 2 Color
6. Press the **Select** button.
7. If you selected Auto Color Mode, skip to step 8. If you selected Black Color Mode, Full Color Mode or 2 Color Mode, perform one of the following:
 - For Black Color Mode, use the Arrow Buttons to select the original type as Text, Text/Photo or Photograph.
 - For Full color Mode, use the Arrow Buttons to select the original type as Text/Photo, Print photo or Photograph.
 - For 2 Color Mode, use the Arrow Buttons to select the color you want to print with black, Red, Green, Blue, Yellow, Purple, Brown, Yellow Green, Light Blue, or Pink.
8. Press the **Select** button. Copy Mode selection is displayed on the Copier Screen
9. Press the **Exit** button. The Main Menu is displayed on the Copier Screen. Your Color Mode setting displays on the main screen.
10. Enter your desired number of copies using the Numeric Keypad.
11. Press the **Start** button.

Lighten/Darken

The Lighten/Darken feature enables you to adjust the overall density of the copy output. This feature offers an Auto Contrast option as well as five lighten/darken levels.

When the Auto option is selected, the copier/printer automatically determines the density of the original. The copier/printer then adjusts the density levels of the copy output to optimize image quality.

Using the Lighten/Darken feature

Follow these steps to make a copy using the Lighten/Darken feature:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the **Document Glass** or in the **Document Feeder**.



For more information on positioning originals on the Document Glass and on the Document Feeder, go to the Basic Copying chapter.

4. Press the **Lighten/Darken** button. Copy Density selection is displayed on the Copier Screen.
5. Perform one of the following actions:
 - Use the up arrow button to go from Auto mode to manual mode density selection.
 - Use the right and left arrow buttons to select one of the fine copy densities between Dark and Light in manual mode.
 - Use the down arrow button to return to Auto mode from manual mode selection.
6. Press the **Select** button. The Copier Screen returns to the main menu.
7. Enter your desired number of copies using the Numeric Keypad.
8. Press the **Start** button.

Quality Adjustment

The Quality Adjustment feature allows you to adjust the following features:

- Sharpness – to adjust the line sharpness of your copy output.



For detail use a darker line sharpness. For softness use a lighter line sharpness.

- Color Level – to adjust the amount of color in the copy output.
- Background Mask – to keep undesired images printed on the back of an original from appearing on the copy output.



The Background Suppression option is useful for copying newspaper and/or magazine articles because it keeps the print on the back of the page from appearing on the copy output.

Using the Sharpness option

Follow these steps to make a copy using the Sharpness option:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For more information on positioning originals on the Document Glass and using the Document Feeder, go to the Basic Copying chapter.

4. Press the **Quality Adjustment** button. Quality Adjustment selection is displayed on the Copier Screen.
5. Use the Arrow Buttons to highlight the Sharpness option.
6. Press the **Select** button. Sharpness selection is displayed on the Copier Screen.
7. Use the Arrow Buttons to highlight a sharpness level between Lighter and Darker.



A lighter sharpness level produces softer lines. A heavier sharpness level produces more distinct lines.

8. Press the **Select** button. Quality Adjustment selection is displayed on the Copier Screen.
9. Press the **Exit** button. The Main Screen is displayed on the Copier Screen.
10. Enter your desired number of copies using the Numeric Keypad.
11. Press the **Start** button.

Using the Color Level option

Follow these steps to make a copy using the Color Level option:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For more information on positioning originals on the Document Glass and using the Document Feeder, go to the Basic Copying chapter.

4. Press the **Quality Adjustment** button. Quality Adjustment selection is displayed on the Copier Screen.
5. Use the Arrow Buttons to highlight the Color Level option.
6. Press the **Select** button. Color Level selection is displayed on the Copier Screen.
7. Use the Arrow Buttons to highlight a color level between Lighter and Darker.



A lighter color level produces pale, weak colors. A heavier color level produces brighter, stronger colors.

8. Press the **Select** button. Quality Adjustment selection is displayed on the Copier Screen.
9. Press the **Exit** button. The Main Screen is displayed on the Copier Screen.
10. Enter your desired number of copies using the Numeric Keypad.
11. Press the **Start** button.

Using the Background Mask option

Follow these steps to make a copy using the Background Mask option:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For more information on positioning originals on the Document Glass and using the Document Feeder, go to the Basic Copying chapter.

4. Press the **Quality Adjustment** button. Quality Adjustment selection is displayed on the Copier Screen.
5. Use the Arrow Buttons to highlight the Background Mask option.
6. Press the **Select** button. Background Mask selection is displayed on the Copier Screen.
7. Use the Arrow Buttons to highlight On to activate the background suppression or to highlight Off to turn the background suppression off.
8. Press the **Select** button. Quality Adjustment selection is displayed on the Copier Screen.
9. Press the **Exit** button. The Main Screen is displayed on the Copier Screen.
10. Enter your desired number of copies using the Numeric Keypad.
11. Press the **Start** button.

Advanced Features

The Advanced Features option includes the following:

- Output – to change the tray that your copies output to. The option can be set to either the Exit Tray, the left-hand side output tray, or the Top Tray, the tray above the printer where print jobs are output.
- If the Sorter/Stacker option is attached, there are other output selections available. Refer to the section *Determining Output with the optional Sorter/Stacker* for additional information.
- Erase – to set an erase value from 0 — 50 mm for the following dimensions on your copy output:
 - Horizontal
 - Vertical
 - Center



The DocuColor 2006 copier/printer automatically creates a 4 mm border on every copy. This is not an erase feature and can not be deleted.

- 2-Sided – to produce double sided output, output with images on both the front and back sides, from single sided input. The following orientation options are available for the 2-Sided feature:
 - Portrait – to have to images flip along the long edge of the output.
 - Landscape – to have the images flip along the short edge of the output.
- 2 Up – to copy two images onto a single page. The following image positions are available for the 2 Up feature:
 - ON (L→R) – to position the images in order from left to right.
 - ON (R→L) – to position the images in order from right to left.



You can not use the 2 Up feature with the following:

- 2-Sided option
- Auto Paper Supply option
- Auto Reduce/Enlarge option



The 2-Sided feature and the 2 Up feature are available only if you have a Document Feeder.

Using the Output option

Use the following procedure to make a copy using the Output option:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For more information on position originals on the Document Glass and using the Document Feeder, go to the Basic Copying chapter.

4. Press the **Advanced Features** button. Advanced Features selection is displayed on the Copier Screen.
5. Use the Arrow Buttons to highlight the Output option.
6. Press the **Select** button. Output Destination selection is displayed on the Copier screen.
7. Use the Arrow Buttons to highlight one of the following:
 - Exit Tray to direct output to the printer side output tray.
 - Top Tray to direct output to the printer top output tray.
 - Sort/Stack selections if option is enabled. Refer to the section *Determining Output with the optional Sorter/Stacker*.
8. Press the **Select** button. Advanced Features selection is displayed on the Copier Screen.
9. Press the **Exit** button. The Main Screen is displayed on the Copier Screen.
10. Enter your desired number of copies using the Numeric Keypad.
11. Press the **Start** button.

Determining Output with the optional Sorter/Stacker



The Sorter/Stacker functions are available to copy jobs only. Full functionality is available only when the optional Automatic Document Feeder is installed

1. Select the **Copy** button on the copier control panel to enter Copy Mode.
2. Select the **Advanced Features** button.
3. Select the **Output** option.
4. Select one of the following options:



12 x 18 (A3 OV) paper cannot be sent to the Sorter/Stacker.

- **Exit Tray (default):** Up to 100 output pages can be delivered to the top output bin without sorting.

Example: Three copies of a single-sided three-page job will be delivered in the order 3-3-3, 2-2-2, 1-1-1, with page 1 on top.

- **High Cap:** Up to 500 sheets can be stacked in the sorter's bottom high capacity bin without sorting. A message displays when the high cap bin is full.

Example: One hundred copies of a single-sided three-page job will be delivered so that 100 copies of page 3 are output first, followed by 100 copies of page 2, then 100 copies of page 1, with page 1 on top.



Only Plain paper jobs may be sorted or stacked. Transparencies, Thick, Postcard or other special stock may be sent to the Exit Tray or High Cap bin.

- **Sort (by set):** Up to 30 sheets are sorted into a maximum of 10 sets and delivered to the sorting bins.
- Example: Three copies of a single-sided three-page job will be delivered in 3-2-1 order to each of the top three bins (page 3 is copied first and placed in the bottom of the stack). The final order will appear as 1-2-3, with page 1 on top.
- **Stack (by page):** Up to 30 sheets of the same page (up to 10 pages) can be delivered to each of the 10 sorting bins. If more than 10 pages are in the set, all extra copies will be sent to the High Cap bin.

Example: Three copies of a single-sided three-page job will be delivered with all copies of page three sent to bin 3, all copies of page 2 sent to bin 2 and all copies of page 1 sent to the top bin.

5. Press **Select**, then **Exit** to continue programming the job.
6. After the job completes, select the **Clear All** button to return the settings to the default.

Using the Erase option

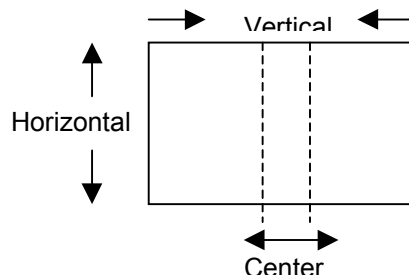
Use the following procedure to make a copy using the Output option:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the original on the Document Glass or in the Document Feeder.



For more information on positioning originals on the Document Glass and using the Document Feeder, go to the Basic Copying chapter.

4. Press the **Advanced Features** button. Advanced Features selection is displayed on the Copier Screen.
5. Use the Arrow Buttons to highlight the Erase option.
6. Press the **Select** button. Erase selection is displayed on the Copier screen.
7. Use the Arrow Buttons to highlight one of the following:
 - On to turn the Erase feature on.
 - Off to turn the Erase feature off.
8. Press the **Select** button. One of the following happens:
 - If you selected Off, Advanced Features selections will redisplay on the Copier Screen. Skip to step 10.
 - If you selected On, Erase value selection is displayed on the Copier Screen. Use the Arrow Buttons to highlight an erase dimension. Use the Numeric Keypad to enter an erase value between 0 mm and 50 mm.



If you enter an incorrect value, press the Clear (C) button to delete it.

9. Press the **Select** button. Advanced Features selection is displayed on the Copier Screen.
10. Press the **Exit** button. The Main Screen is displayed on the Copier Screen.
11. Enter your desired number of copies using the Numeric Keypad.
12. Press the **Start** button.



If you enter two values and wish to change the first, you must first exit and then return before making the desired change.

Using the 2-Sided feature

Use the following procedure to make a copy using the 2-Sided feature:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the originals in the Document Feeder.



You must use the Document Feeder to create a 2-Sided copy. For more information on positioning originals in the Document Feeder, go to the Basic Copying chapter.

4. Press the **Advanced Features** button. Advanced Features selection is displayed on the Copier Screen.
5. Use the Arrow Buttons to highlight the 2-Sided option.
6. Press the **Select** button. 2-Sided selection is displayed on the Copier Screen.

7. Use the Arrow Buttons to highlight one of the following:
 - Off to turn the 2-Sided feature off.
 - Long Edge Binding to flip the images along the long edge of the output. This option prints the top of the long edge side 1 image on the same edge of the page as the top of the side 2 image. For Portrait documents, this creates a book effect. For Landscape documents, this creates a landscape effect.
 - Short Edge Binding to flip the images along the short edge of the output. This option prints the top of the side 1 short edge image on the opposite edge of the page from the top of the side 2 image. For Portrait documents, this creates a calendar effect. For Landscape documents, this creates a book effect.



The Copier Screen displays an error message if the 2 Up feature is on when you try to switch the 2-Sided feature on. For information on using the 2 Up feature, see “Using the 2 Up feature.”

8. Press the **Select** button. One of the following happens:
 - If you selected Off, Advanced Features selection is displayed on the Copier Screen. Skip to step 12.
 - If you selected Portrait or Landscape, Page Count is displayed on the Copier Screen.
9. Using the Arrow Buttons, select one of the following:
 - Number – to manually enter the number of originals.
 - Auto Count – to have the copier detect the number of originals. Skip to step 12.
10. Using the Numeric Keypad, enter the number of originals loaded in the Document Feeder.
11. Press the **Select** button. 2-Sided selection is displayed on the Copier Screen.
12. Press the **Exit** button. The Main Screen is displayed on the Copier Screen.
13. Enter your desired number of copies using the Numeric Keypad.
14. Press the **Start** button.

Using the 2 Up option

Use the following procedure to make a copy using the 2 Up feature:

1. If the DocuColor 2006 is in printer mode, press the **Copy** button to enter copy mode.
2. Press the **Clear All** button to restore default settings.
3. Position the originals in the Document Feeder with the long edge of the paper entering the Document Feeder first (Long Edge Feed).



You must use the Document Feeder to create a 2 Up copy. For more information on positioning originals in the Document Feeder, go to the Basic Copying chapter.

4. Select the Paper Supply **and** the % R/E required. Several common sizes are listed below. Use the Zoom feature to determine the best reduction for other sizes.

Original	Desired 2-Up output	Reduction
8.5 x 11 in. Portrait	8.5 x 11 in. Landscape	64%
8.5 x 11 in. Portrait	11 x 17 in. Landscape	100%
8.5 x 11 in. Portrait	11 x 14 in. Landscape	75%
A4 Portrait	A4 Landscape	70%
A4 Portrait	B4 Landscape	86%
A4 Portrait	A3 Landscape	100%

5. Load paper into the paper tray by placing the short edge of the paper to feed into the machine first (Short Edge Feed).
6. Press the **Advanced Features** button to display the Advanced Features selections on the Copier Screen.
7. Use the arrow buttons to highlight the 2 Up option.
8. Press the Select button to display the 2 Up selection on the Copier Screen.

9. Use the Arrow Buttons to select one of the following:
 - No to turn the 2 Up feature off.
 - Yes (L→R) to turn the 2 Up feature on, and position the images from left to right.
 - Yes (R→L) to turn the 2 Up feature on, and position the images from right to left.



The copier Screen displays an error message if the 2-Sided feature is on when you try to switch on the 2 Up feature. For information on using the 2-Sided feature, go to the “Using the 2-Sided feature” section.

10. Press the Select button.
 - If you selected Off, Advanced Features selection is displayed on the Copier Screen. Skip to step 14.
 - If you selected Yes (L→R) or Yes (R→L), Page Count selection is displayed on the Copier Screen.
11. Using the Arrow Buttons, select one of the following:
 - Number – to manually enter the number of originals.
 - Auto Count – to have the copier detect the number of originals. Skip to step 12.
12. Using the Numeric Keypad, enter the number of originals loaded in the Document Feeder.
13. Press the **Select** button. 2 Up selection is displayed on the Copier Screen.
14. Press the Exit button. Advance Features selection is displayed on the Copier Screen.
15. Press the Exit button to return to the Main Screen.
16. Enter the desired number of copies using the Numeric Keypad.
17. Press the **Start** button.



The Copier Screen displays an error message of the Reduce/Enlarge feature is set at Auto or if the Paper Supply feature is set at Auto. For information on using the Reduce/Enlarge feature go to the “Using the Reduce/Enlarge feature” section. For information on using the Paper Supply feature go to the “Using the Paper Supply feature” section.