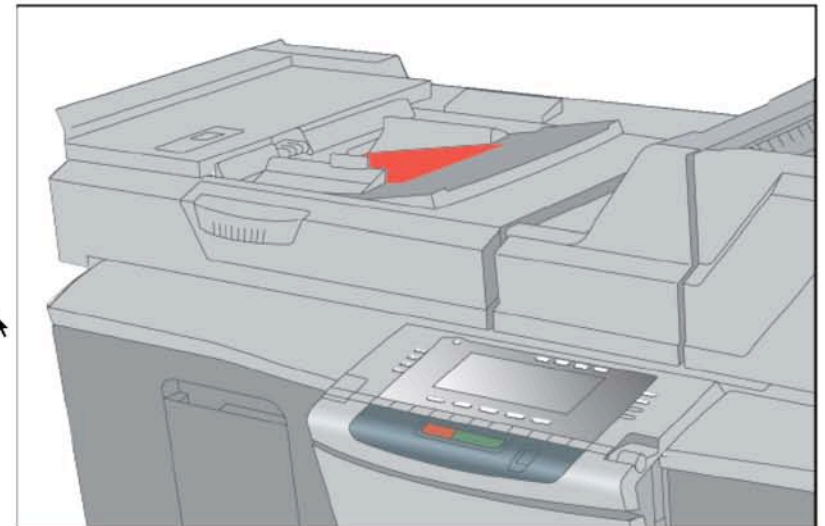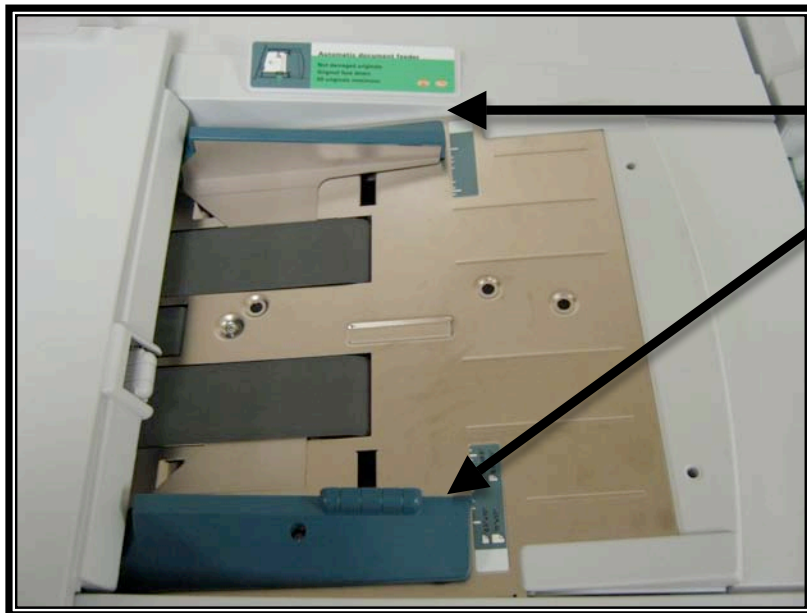# Copy your documents in an easy and fast way With Our New OCE 1075 Copier

1. Indicate that you want to copy.

2. Place the originals face down.

Please leave the sliders set at 8.5 X 11 inches. If you change it to legal size paper, you must have legal size paper in Tray 2. If you need to change it for any reason please change it back before you leave.
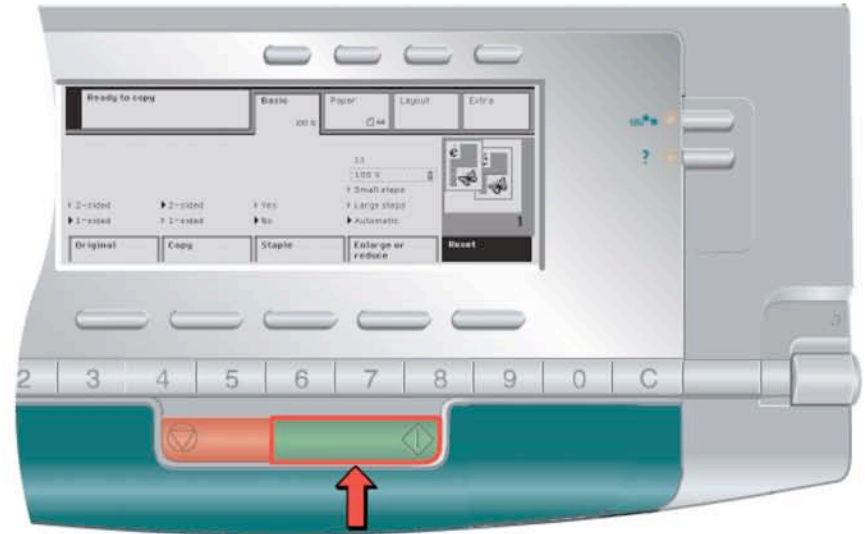
3. Indicate which originals you have.

4. Indicate how you want your copies.

5. Indicate the number of copies.

6. Start copying.

Tray 2 is for LEGAL SIZE PAPER ONLY!

Please only put 8.5 X 14, legal size paper in this tray. If you get a message on the screen that says put paper in Tray 2, someone has moved the sliders on the top of the machine. See page 1 for picture of the sliders on top.

We are hopeful that with all the document cameras you will never need to make another transparency. However, if you find you need to make one, please load the transparency here and only 1 at a time. Please be sure you are using the correct type of transparencies.
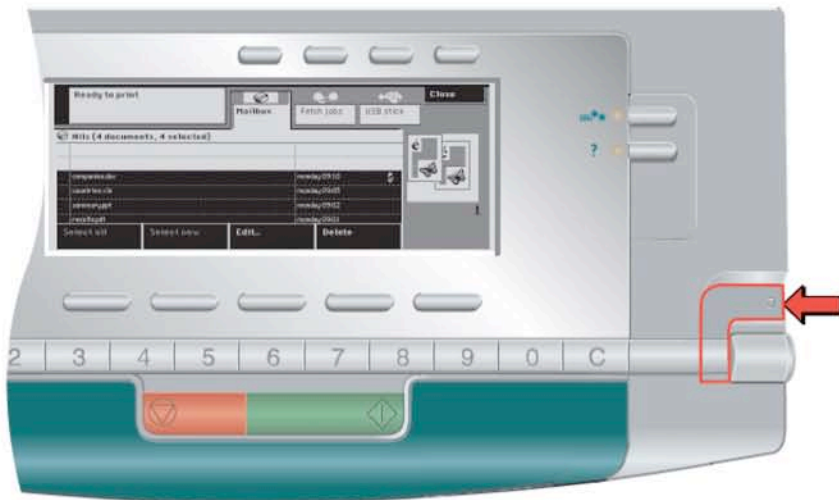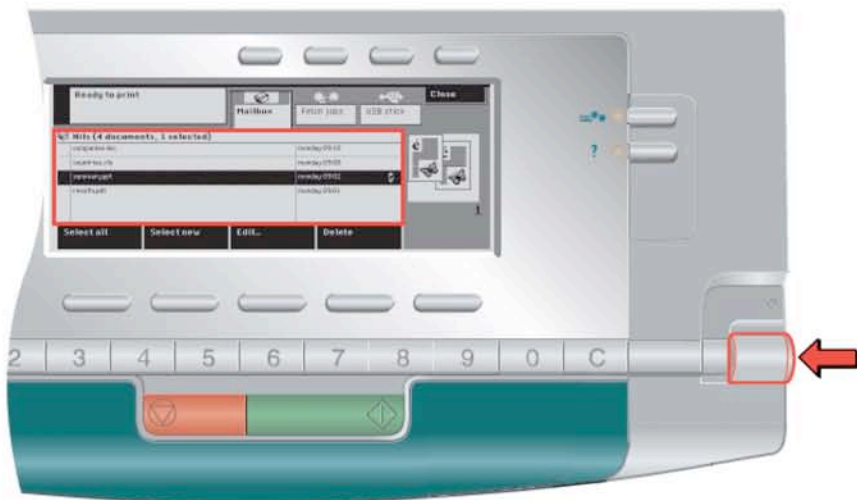
Print to the Mailbox

1. Indicate that you want to print.

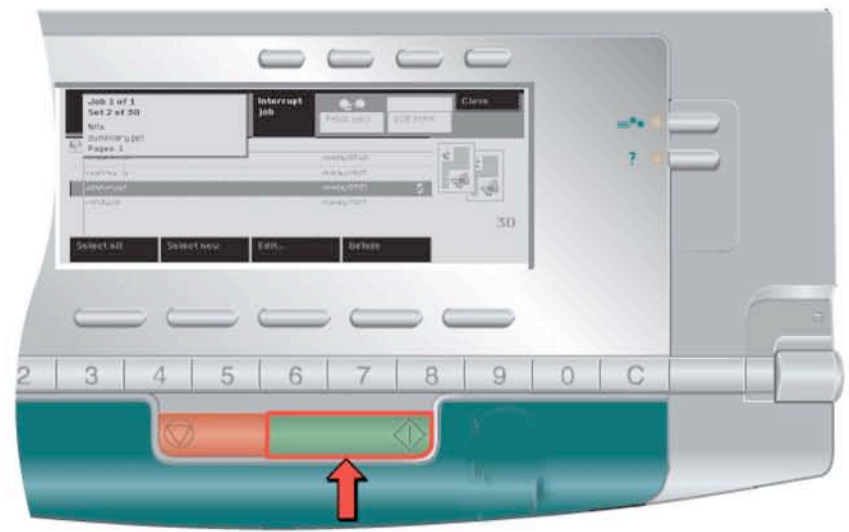2. Use the scroll wheel to select your mailbox.

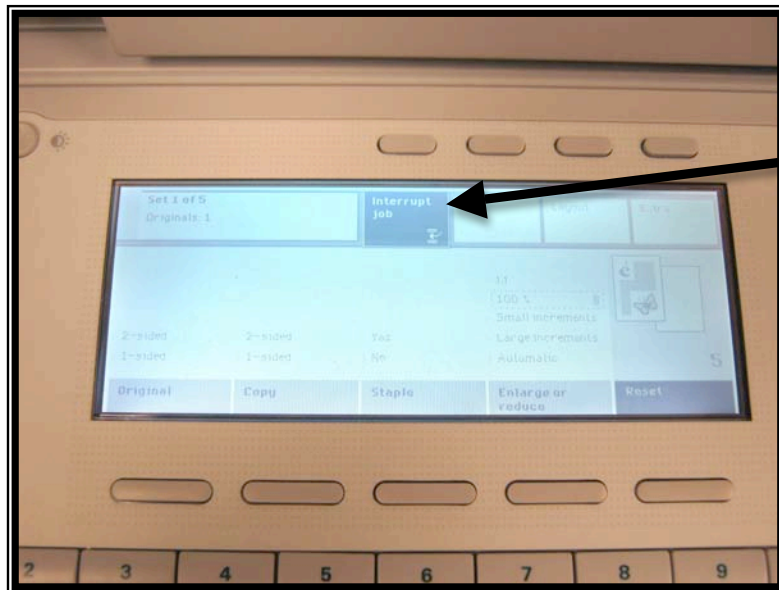3. Press the scroll wheel key to open the mailbox.

4. Use the scroll wheel to select the document you want to print.

5. Indicate the number of prints.

6. Start printing.

The Interrupt Jobs button is only visible if another job is running. After you run your job a resume button will come up. The resume button will NOT be visible until you have printed at least one copy after Interrupt Job.

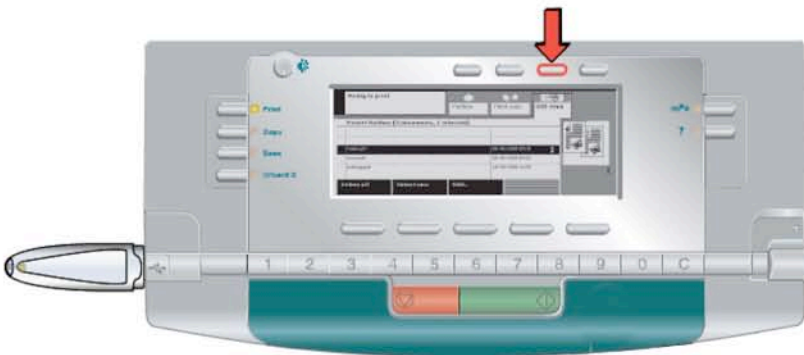# You can also print from a USB or Flash Drive

1. Indicate that you want to print.

2. Insert the USB stick.

3. Indicate that you want to print from your USB stick.

4. Use the scroll wheel to select the document you want to print.

5. Start printing.

6. Remove your USB stick when your prints are ready.

More Hints

The external stapler only works when the copier is not running a job.

Please use two hands when closing side panel.

Last, but not least, please don't cut any construction paper or any other kind of paper and put it into the copy machine. Please only use the copy paper we buy. See Jean or Amy for other colors besides white.
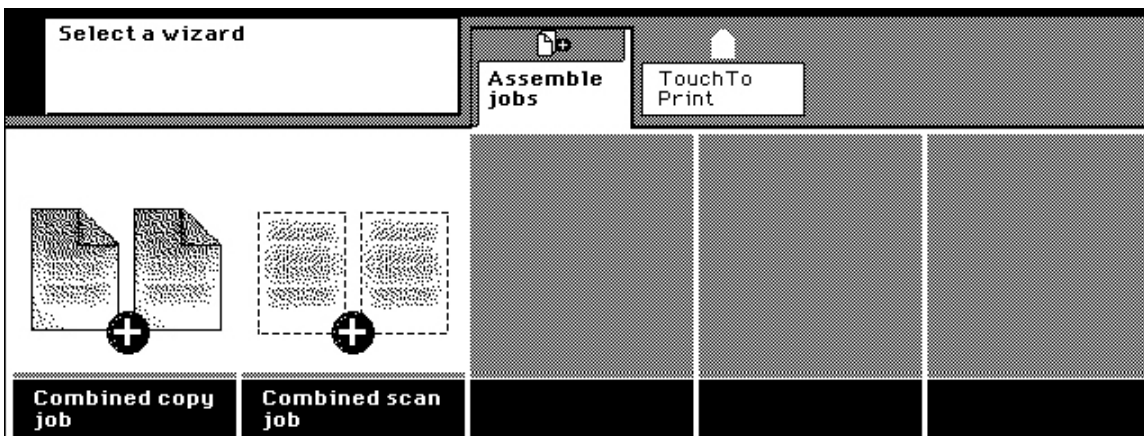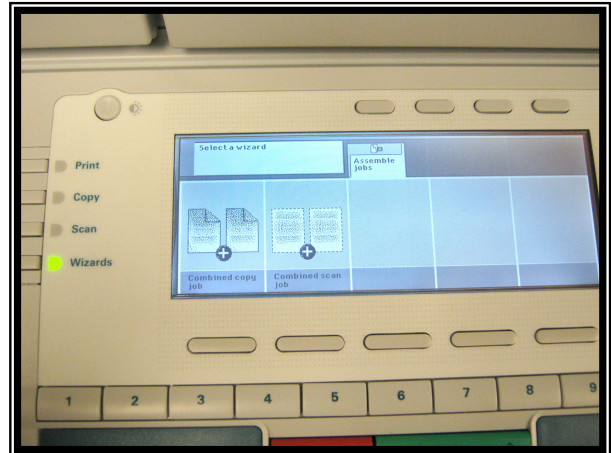
8

Combined Copy Job Wizard

This builds a job. You scan in all items first and then tell it to print.

How to copy separate job parts

1. Press the 'Wizards' key.
2. Make sure the 'Assemble jobs' wizards are selected.
3. Select the 'Combined copy job' wizard.

4. Press 'Add'.
5. Place and align the originals of the first job part face down.
6. Enter the settings for the combined job.
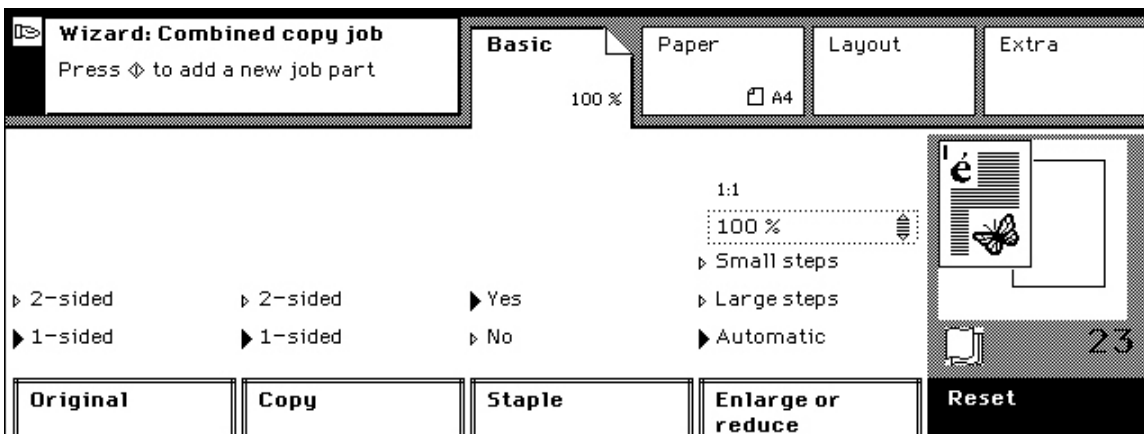
7. Enter the settings for the first job part.
8. Use the numeric keys to enter the number of copies.
9. Press the Start key to start scanning of the first job part.

Combined copy job

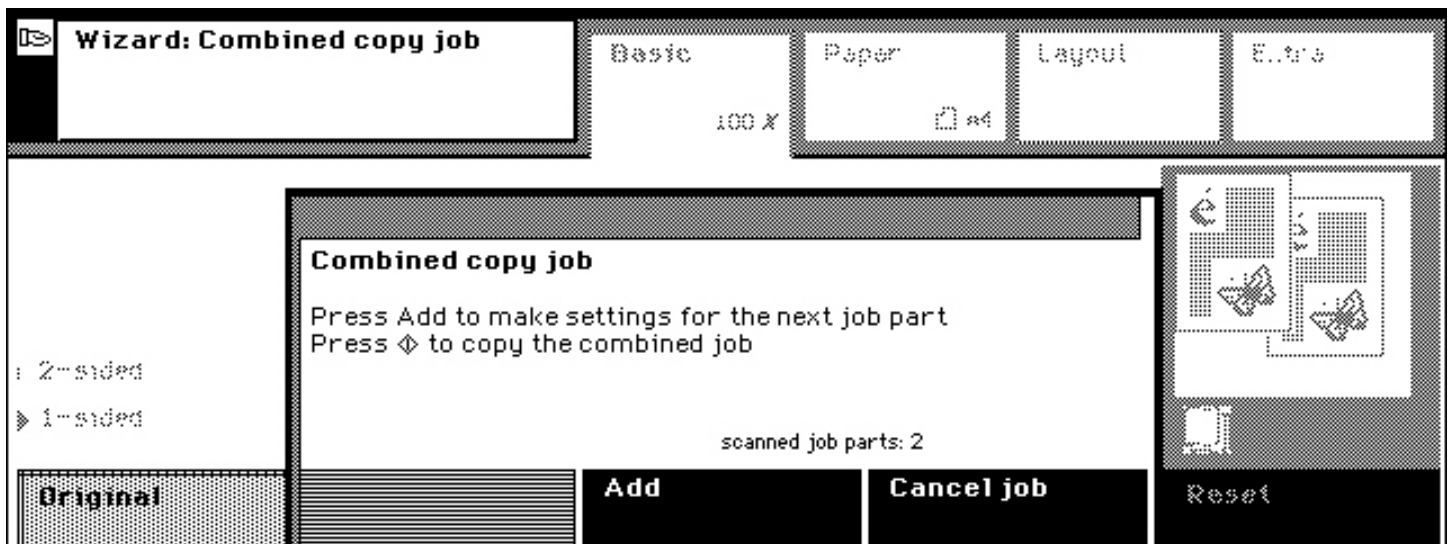Press Add to make settings for the next job part
Press ◈ to copy the combined job

scanned job parts: 1

2-sided
1-sided

Original   Add   Cancel job   Reset
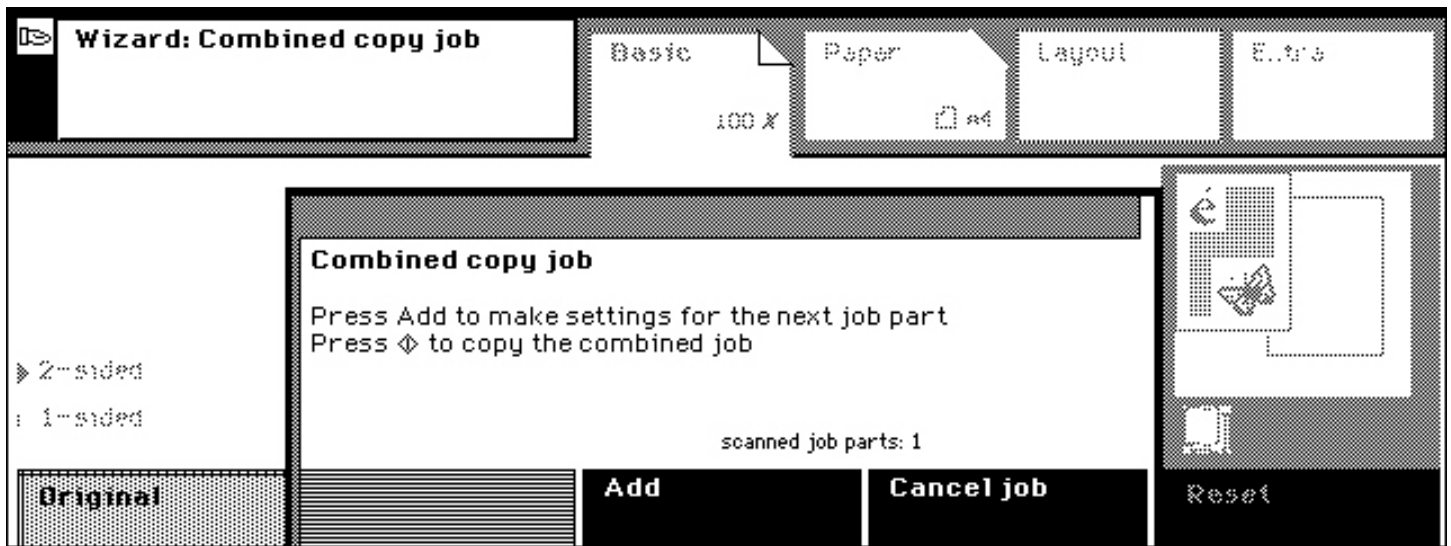
10. Press 'Add'.
11. Place and align the originals of the next job part face down.
12. Enter the settings for the next job part.
13. Press the Start key to start scanning of the next job part.
14. Repeat the steps 10, 11, 12 and 13 for each subsequent job part.
15. Press the Start key to indicate that the last job part is scanned. The combined copy job is copied.

Wizard: Combined copy job   Basic   Paper   Layout   Extra
100 %   A4

Combined copy job

Press Add to make settings for the next job part
Press ◈ to copy the combined job

scanned job parts: 2

2-sided
1-sided

Original   Add   Cancel job   Reset

Copy a Book or Magazine

Introduction
You can copy pages of open books or magazines from the platen. Both pages or one of the pages can be copied when you use the book copying function. It is not necessary to change the position of the book on the platen to copy both pages.

How to copy a book or a magazine
1. Place and align the book face down on the platen.
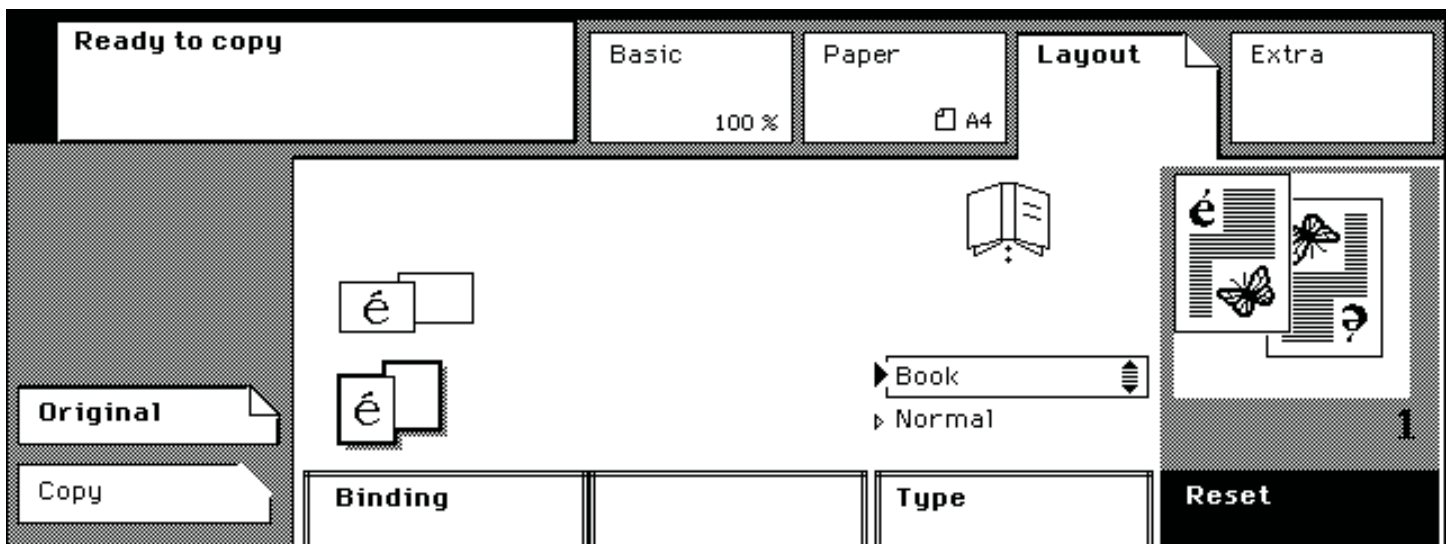Make sure that the binding of the book points to the book symbol on the edge of the platen.
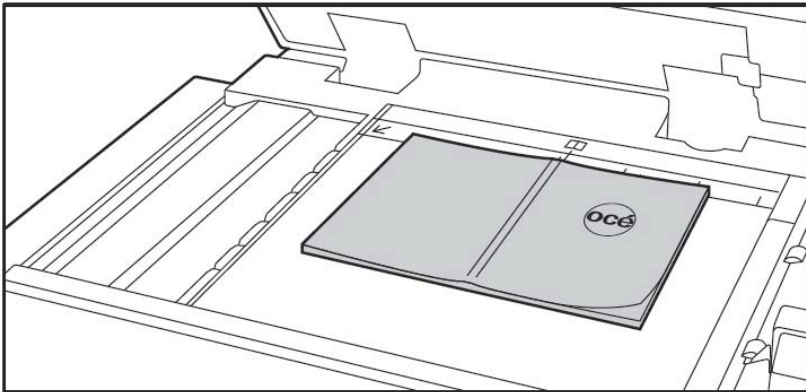
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Print' boxes.
4. Press the 'Layout' key.
Select the 'Original' tab.
5. Select 'Book' in the 'Type' box.

6. Use the scroll wheel to select 'Left' or 'Right' when you want to copy only one page.
Note: *When you select 'Left', the page on the left side of the platen will be scanned.*
7. Use the numeric keys to enter the number of sets.
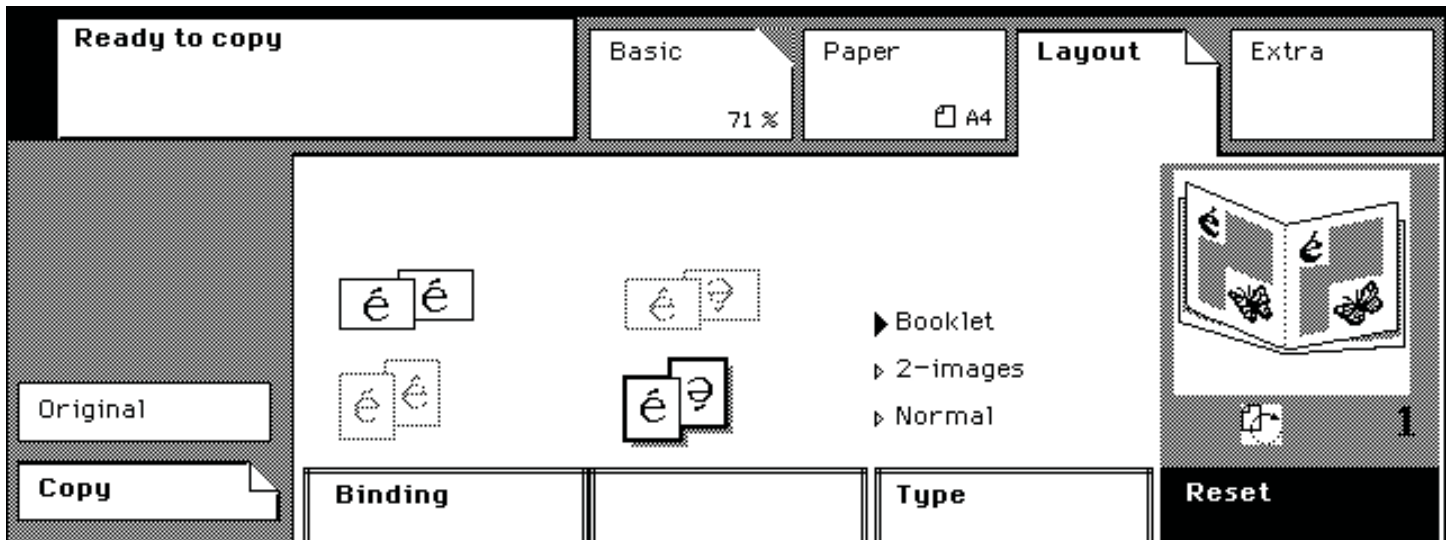**8.** Press the Start key.

Create a Booklet

This will make a little booklet of your pages. If you use 11X17 inch paper it will be actual size. We don't have any so you would have to buy it.
Introduction
A booklet is a copied document that looks like a book. Four images are copied on one sheet to create a booklet. The only thing you must do to get your booklet is fold the copied sheets. The order in which you feed the originals determines the page order of the booklet.
How to create a booklet
1. Place and align the originals face down in the automatic document feeder
2. Press the 'Copy' key.
3. Select '1-sided' or '2-sided' in the 'Original' box.
4. Press the 'Layout' key.
Select the 'Copy' tab.
5. Select 'Booklet' in the 'Type' box.
The feedback box shows the result.

6. Press the 'Paper' key.
Indicate if the booklet needs covers.
7. Use the numeric keys to enter the number of copies.
8. Press the Start key.