

COPY DOCUMENTS-REDUCE-ENLARGE DOCUMENT

Auto Reduce/Enlarge

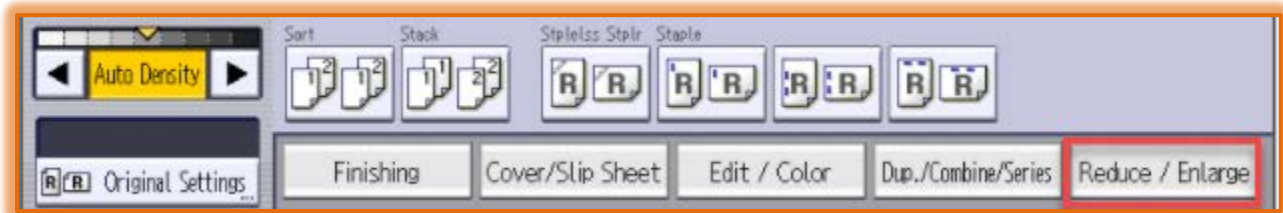
This is a useful feature to use when documents need to be enlarged or reduced in size to fit on a sheet of paper of a specified size. The machine automatically detects the reduction ratio based on the paper size that is selected.

- Press the **Auto Reduce/Enlarge Key**. This key appears directly below the **Paper Size Keys**.
- Select the paper size for the item that is to be copied.
- Place the originals in the **ADF** or on the **Exposure Screen**.
- Press the **green Start Key**.

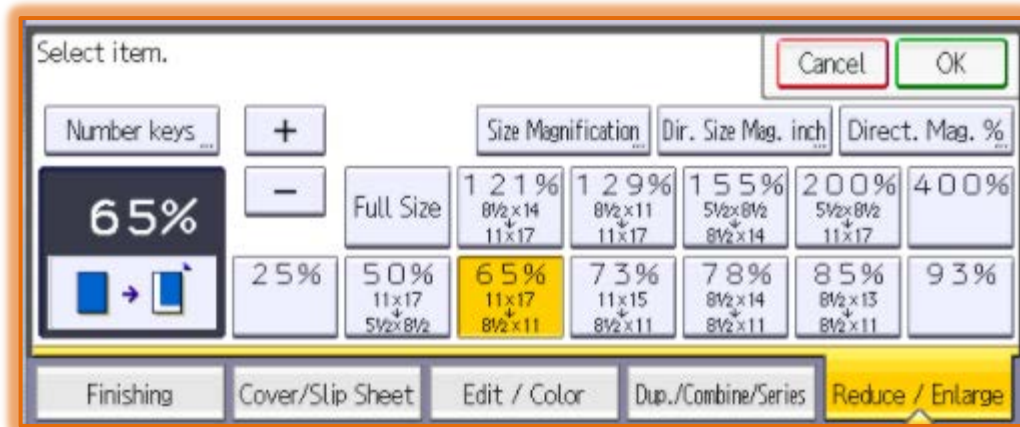


Reduce/Enlarge

- Press the **Reduce/Enlarge** button at the bottom of the **Copier** window.



- The **Reduce/Enlarge** window will display.



- Specify the dimensions that you want for the window.
- Press the **OK** button.