### DC 220/230 COPY FEATURES SCREENS

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DC 220/230 COPY FEATURES DRAFT 1/98
Output
This feature allows you to choose how and where your output is delivered. If a selection is not made, your output will be delivered collated to the Center Tray.

**Collated** – Delivers your output in the same order as the originals. Three copies of a three-page document will be delivered 1-2-3, 1-2-3, and 1-2-3.

**Uncollated** – Delivers your output based on the total number of copies requested. Three copies of a three-page document will be delivered 1-1-1, 2-2-2, and 3-3-3.

**Stapled** – Delivers your output collated, to the Finisher where it is stapled. The DC 220/230 only staples 8.5 x 11 LEF and 11 x 17 SEF documents. (Requires optional Finisher be installed).

Output Icon
The Output Icon located on the lower left side of the screen allows you to quickly and easily switch your output from the Center Tray to the Left Tray.

Sides Imaged
Depending on the options installed on your DC 220/230, you can make copies that are:

1 → 1 Sided – Produces single-sided copies from single-sided originals.

1 → 2 Sided – Produces double-sided copies from single-sided originals. (Requires optional Duplex Module be installed).

2 → 2 Sided – Produces double-sided copies from double-sided originals. (Requires optional Duplex Module be installed).

2 → 1 Sided – Produces single-sided copies from double-sided originals.
**Other** – When this option is selected, the detailed Sides Imaged screen will appear. If **1 → 2 Sided** is selected, you will have the following options:

**Head to Head** – your output will be delivered in the same orientation as your originals.

**Head to Toe** – The second page of your output will be rotate 180°. The top of the second side of each page is displayed in the opposite orientation from the front page.

**Note:** Head to Toe is only available with the 1 → 2 Sided option. This option is based on portrait orientation differently when you use landscape documents. When copying landscaped documents you must load your originals with the second page upside down for Head to Toe output.

**Reduce / Enlarge**
The DC 220/230 allows you to reduce / enlarge documents between 25 to 400% using the Document Feeder and 50 to 400% when using the Document Glass. There are seven (7) default selections that can be preset in the Key Operator Copy Setups. The options displayed under Reduce / Enlarge on the first Copy Screen are dependent on the setup selected. These will be the most commonly used reduce / enlarge options for your company (e.g. 8.5 x 11 → 11 x 17 – enlarges an 8.5 x 11 original and place the image on 11 x 17 paper).

**100%** – Resets the magnification to 100%. If you select 100% and select the same size paper as the original, no magnification will occur and your copy will be the same size as your original.

**Auto** – Automatically reduces / enlarges your document to fit on the paper size you have selected.

**Other** – Allows you to specify a reduction / magnification amount not listed, or select Normal or Custom settings.

**Normal** – Allows you to reduce or enlarge the length and width of your document by a specific amount.

**Custom** – Allows you to reduce or enlarge the length and width of your document independently.

**Note:** If you select the **Custom** option and the **Auto** option together, the DC 220/230 will automatically reduce / enlarge the length and width of your original document to fit on the paper size selected.

**Paper Supply**
This option contains information about the paper supply sources available and the type, size, and orientation of the paper loaded.

*Auto* – Automatically selects the paper supply based on the size of the original document being copied.

**Note:** If you do not have paper loaded that is the same size as your original, the DC 220/230 will prompt you to load the correct paper size. If you have the same size paper loaded and you are still asked to load the correct paper size, make sure the paper type listed is Standard White.

*Other* – Displays a list of all trays and the paper type, color, size and orientation loaded. When a paper tray is opened, the Touch Screen displays a pop-up that prompts you to change the media type and color loaded in the tray. The size and orientation is automatically determined for all trays except the Bypass Tray. You must specify the size and orientation of paper loaded in the Bypass Tray.

**Image Quality**
This option allows produce the best output based on the type of document that is being copied.

*Auto* – Automatically selects the best image processing for each section of your original document. This feature should be used when copying halftones or documents containing a combination of types (Photo/Graphics/Text).

*Text* – This is the default selection on the DC 220/230 and should be used when copying documents containing text, solids, and line art. The background suppression feature automatically deletes a colored or gray background.

*Photo* – This selection should be used when copying continuous-tone photographs and high-quality, high-frequency halftones

**Lighter/Darker scroll bar**
Allows you to adjust the lightness / darkness of your output. Scroll bar with five Lighter / Darker options available.
**IMAGE ADJUSTMENT (ADDED FEATURES TAB)**

**Original Input**
This feature allows you to copy and/or manipulate non-standard size documents from the Document Feeder and Document Glass.

*Auto* – Automatically determines the size of the document being copied and selects a paper supply source loaded with paper of the same size. **This feature should not be used for non-standard size documents.**

*Original Size* – Use to indicate the size of the document(s) being scanned, or the area you want the DC 220/230 to scan, if your original is a non-standard size document. You can select from the preset sizes listed, or you can enter the X and Y values. This feature should be used when scanning non-standard size documents from the Document Glass. **Note: The smallest area the DC 220/230 can detect is 5.5 x 5.5.**

You cannot use the Original Size feature with the following selections: Mixed Size Originals, Booklet Creation, or Annotation.

2. Select a Paper Supply location from the first Copy screen.
3. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab)
4. Select Original Input
5. Select Original Size
6. Use the up/down scroll arrows until the correct size is displayed in the Select a Size list. Touch the desired size and select Save.
7. If the desired size is not displayed in the list, use the up / down scroll arrows located by the X and Y display area to input the desired size. (Note: You may touch the X / Y display areas and a pop-up keypad will appear which can be used to input and save the values).
8. Select Save.
9. Select the green Start button located on the Control Panel.

**Mixed Size** – Use this option to feed documents of different sizes through the Document Feeder. Your copied documents can be size for size or reduced / enlarged and placed on the same size paper.

**You cannot use the Mixed Size Originals feature with the following selections: Original Size, Booklet Creation, 2 Up, or Inserts.**

1. Place documents in the Document Feeder – place each document with the edge against the front guide to avoid misfeeds.
2. If you want your documents copied size-for-size, select Auto under Paper Supply from the first Copy screen.
   OR
3. If you want your documents all copied on the same size paper, select a Paper Supply location from the first Copy Screen.
4. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab).
5. Select Mixed Size and Save
6. Enter the desired number of copies using the keypad located on the Control Panel.
7. Select the green Start button located on the Control Panel.

**Bound Originals**
Allows you to make copies of pages from books or magazines using the Document Glass.

**You cannot use the Bound Originals feature with the following selections: 2 → 2, 2 → 1, Booklet Creation, or Annotation.**

**Off** – The feature is disabled.

**Side 1** – Copies only the page on the left when you are looking at the open book.

**Side 2** – Copies only the page on the right when you are looking at the open book.

**1 and 2** – Copies both pages of an open book and places each page on a separate sheet of paper.

**Book Size** – The DC 220/230 automatically assumes the open book size is 11 x 17. If the book or magazine you are copying is a different size, you will need to indicate the exact size of the book using this option.

**Gutter Erase** – Allows you to erase up to 2” (approximately 50 mm) from the gutter area on a page or up to 1” (approximately 25 mm) from each side.
1. Place the book or magazine open on the Document Glass. The document should be placed against the upper right corner of the Document Glass.
2. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab)
3. Select Bound Originals
4. Make the desired selection (Side 1, Side 2 or 1 and 2)
5. If the open book size is not 11 x 17, select the Book Size button. The Book Size screen will appear.
6. Use the up/down scroll arrows until the correct size is displayed in the Select a Size list. Touch the desired size and select Save.
7. If the desired size is not displayed in the list, use the up / down scroll arrows located by the X and Y display area to input the correct size. (Note: You may touch the X / Y display areas and a pop-up keypad will appear which can be used to input and save the values).
8. Select Save.
9. If you would like to erase the gutter area on your page(s), select the Gutter Erase button. Use the right / left scroll arrows to indicate the desired amount to be erased and select Save. You will be returned to the Bound Originals Screen.
10. Select Save.
11. Enter the desired number of copies using the keypad located on the Control Panel.
12. Select the green Start button located on the Control Panel.

**Image Shift**

Use this feature to change the placement on the page of the image you are copying.

**You cannot use the Image Shift feature with the following selections: Auto Center, 2 Up, or Booklet Creation.**

- **Off** – The feature is disabled.
- **Auto Center** – Automatically shifts the image you are copying to the center of a page.
- **Margin Shift** – Shifts the image you are copying.
- **Side 1** – (Default Setting) Use to shift the image to the left or right, up or down for the first page of the document you are copying. You may shift the image from 0 – 2 inches (50 mm).
- **Side 2** – Use to shift the image to the left or right, up or down for the second page of the document you are copying.
- **Independent** – Use this to set different image placement options for page 2 of your document.
- **Mirror** – Sets the image shift selections for page 2 the same as those made for page 1.

**To Auto Center a Document:**
1. Place a document on the Document Glass or in the Document Handler
2. Indicate the number of copies using the keypad located on the Control Panel.
3. Select a Paper Supply location from the first Copy screen. (Note: Your original document should be in the same orientation as the media loaded in the selected Paper Supply source).
4. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab)
5. Select Image Shift
6. Select Auto Center
7. Select Save.
8. Select the green Start button located on the Control Panel.

To Shift the Margin on a Document:
Since there are multiple variations of this job, an example is used shifting the image on page 1 to the right ½ inch).

1. Place a document on the Document Glass or in the Document Handler
2. Indicate the number of copies using the keypad located on the Control Panel.
3. Select a Paper Supply location from the first Copy screen. (Note: Your original document should be in the same orientation as the media loaded in the selected Paper Supply source).
4. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab)
5. Select Margin Shift, the Image Shift options screen will appear.
6. Select Side 1. Using the right scroll arrow, scroll until .50 is show in the display area and select Save. You will be returned to the original Image Shift options screen.
7. Select Save
8. Select the green Start button located on the Control Panel.

Expert Image Quality
Use this feature when originals require more than basic image adjustments.

Sharpness – Use to adjust the sharpness of your original image. Use the up / down scroll arrows to increase the sharpness of fine lines and details or decrease the sharpness for a smooth, uniform appearance. Note: If you decrease the sharpness too much, the copy may appear distorted.

Grey Scale Copying – Use when copying documents containing highlights and shadows. This option provides better reproduction of grey levels. Images tend to be sharper and have less contrast.

You cannot use the Gray Scale Copying feature with the following selections: 1 → 2, 2 → 2, Transparencies, 2 Up, Booklet Creation, Build Job or Annotation.

NOTE: For multiple copies, when using Grey Scale Coping option, the original must be scanned using the Document Glass. Only one copy is permitted if the original is scanned using the Document Feeder.
**Auto Exposure** – Use when copying documents that have dark or colored backgrounds and documents with unwanted background marks. **Note:** Auto Exposure is only available when Image Quality is set to Text.

**Erase**

Use this feature to erase spots, unwanted lines, marks and punched holes on your original document and produce clean copies.

**Off** – Disables the feature.

**Border Erase** – Erases an equal amount from all edges of your document of up to 2 inches (50 mm).

**Edge Erase** – Erases up to 2 inches (50mm) from the top/bottom/left/right edges of your document independently.

**To Erase a Border on a Document:**

1. Place a document on the Document Glass or in the Document Handler
2. Indicate the number of copies using the keypad located on the Control Panel.
3. Select a Paper Supply location from the first Copy screen. (Note: Your original document should be in the same orientation as the media loaded in the selected Paper Supply source).
4. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab)
5. Select Erase, the Erase options screen will appear.
6. Select Border Erase. Using the up / down scroll arrows indicate an area of up to 2 inches to be erased around all sides of your original document and select Save.
7. Select the green Start button located on the Control Panel.

**To Erase an Edge on a Document:**

Since there are multiple variations of this job and example is used erasing the left side of the original document 1-inch).

1. Place a document on the Document Glass or in the Document Handler
2. Indicate the number of copies using the keypad located on the Control Panel.
3. Select a Paper Supply location from the first Copy screen. (Note: Your original document should be in the same orientation as the media loaded in the selected Paper Supply source).
4. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab)
5. Select Erase, the Erase options screen will appear.
6. Select Edge Erase. Use the up scroll arrow located under the “Left 0 – 2” area until 1.0 is shown in the display area and select Save.
7. Select the green Start button located on the Control Panel.

**Edit**
This feature will allow you to copy a document and delete a portion of the image on your output. **Note: In order for this option to be displayed, the optional Edit feature must be installed.**

*Off* – Disables the feature.

*Delete Inside* – Scans everything outside the marked off area and ignores everything inside the lines. The enclosed area will be blank.

*Delete Outside* – Scans everything inside the marked off area and ignores everything outside the lines. The outside area will be blank.

1. Using the orange edit marker provided with the Editing Kit, mark the portion of your original document you would like to edit. Make sure to press firmly on the edit marker, the line indicating the area to be edited must be dark and continuous (completely closed)
2. Place the document on the Document Glass.
3. Indicate the number of copies using the keypad located on the Control Panel.
4. From the first Copy Screen, select the Image Adjustment Tab (You may first have to select the Added Features Tab)
5. Select Edit, the Edit options screen will appear.
6. Select the desired option, Delete Inside or Delete Outside and Save.
7. Select the green Start button located on the Control Panel.
Transparencies
This feature allows you to copy information on to transparency stock, place dividers between the pages, and make hard copy sets for handouts.

You cannot use the Transparencies feature with the following selections:  2 Up, Grey Scale Copying, Booklet Creation, Inserts, Build Job, 1 → 2, or 2 → 2.

Off – Disables the feature.

Blank Dividers – Places a blank sheet of paper after each transparency.

No Dividers – Prints a transparency set with no dividers; however, you can still select Copy Sets.

Printed Dividers – Places a sheet of paper after each transparency, printed with the same image as the transparency it follows.

Copy Sets – Prints hard copy sets of your transparencies.

1. Open a paper tray, remove any paper and load with transparency stock.
2. On the Touch Screen, the Tray Attributes screen will be displayed. Select the Change Type and Color button. Use the up/down scroll arrows until Transparency is displayed. Select Transparency and select Save.
3. Load your originals in the Document Feeder.
4. Make the desired Image Quality and Output selection for your documents. (Note: If Stapling is selected, only your hard copy sets will be stapled).
5. Select the Output Format Tab. (You may first have to select the Added Features Tab).
7. If you would like dividers between your transparencies or if you would like hard copy sets of your document, make the desired selection (Blank Dividers, No Dividers or Printed Dividers).
8. Once the divider selection has been made, the Copy Sets option will appear on the screen.
9. If you would like hard copy sets of your transparencies, select On and select Save.
10. Using the keypad located on the Control Panel enter the desired number of hard copy sets. Regardless of the number of Copy Sets requested, only one set of transparencies will be produced.
11. Select the green Start button located on the Control Panel.

Note: It is not necessary to select a Paper Supply location. Since you have indicated in the Tray Attributes screen which tray is loaded with transparency stock, the DC 220/230 will automatically use that tray for your transparency set.

2 Up
This feature allows you to scan two independent documents and place both side-by-side on one sheet of paper. It reduces / enlarges the images needed to display them in landscape orientation based on the Paper Supply selected. **Note:** Originals must be loaded LEF.

You cannot use the 2 Up feature with the following selections: 2 → 1, Bound Originals, Image Shift, Transparencies, Booklet Creation, Grey Scale Copying, Build Job, Mixed Size Originals, or Annotation.

1. Load your originals in the Document Feeder LEF.
2. Make the desired Image Quality and Output selection for your documents.
3. If you want an output size different than 8.5 x 11, select the appropriate paper size under Paper Supply on the first Copy Screen.
4. Select the Output Format Tab. (You may first have to select the Added Features Tab).
5. Select 2 Up. The 2 Up options screen will appear. Select On and select Save.
6. Using the keypad located on the Control Panel enter the desired number of copies
7. Select the green Start button located on the Control Panel.

Annotation
This feature allows you to place the date, page numbers and Comments on the top of your output. You may annotate a document with one or all of the options. The annotation will be placed at the top of the page and may be left justified, right justified or centered. **Note:** Page will always start with 1 and font sizes cannot be changed.

You cannot use the Annotation feature with the following selections: 2 Up, Booklet Creation, Build Job, Bound Documents, Grey Scale Copying, Uncollated copies, Custom Size Document or Envelopes.

**Date** – Displays the current date based on the machine setups.

**Page Numbering** – Displays the page number.

**Comment** – Displays a pre-programmed comment. You can have the comment placed on only the first page, or all pages of your output.

1. Load your originals in the Document Feeder.
2. Make the desired Image Quality and Output selection for your documents.
3. Select the Output Format Tab. (You may first have to select the Added Features Tab).
4. Select Annotation. The Annotation options screen will appear.
5. To place a Date at the top of your document, select Date and the desired placement (Center, Left or Right). The Format selection will appear on the right side of the screen. Select the desired format (MM/DD/Y or DD/MM/YY) and select Save.
6. To place a Page Number at the top of your document, select Page Numbering. Select the desired placement (Center, Left or Right) and select Save.
7. To place a Comment at the top of your document, select Comment. Select the desired placement (Center, Left or Right). Once an option has been selected, the Comment List and Pages selections will appear on the right side of the screen.
8. Select a Comment from the Comment List. If no Comments are programmed, select a blank location from the Comment List and select Enter located on the toolbar at the top of the screen. A pop-up keyboard will appear. Use the keyboard to program your Comment (up to 20 characters) and select Save. The Comment will now be displayed in the Comment List. Select the Comment.
9. Select the desired Pages options. All Pages will place the Comment at the top of all pages of your copied document. Page 1 will place the Comment on the first page of your copied document only. Select Save.
10. Using the keypad located on the Control Panel enter the desired number of copies.
11. Select the green Start button located on the Control Panel.

Note: If the image on your original document is displayed in portrait orientation, you should load it in the document feeder LEF. Otherwise, your comment will appear along the side edge of your document.

Note: If you select all options (Date, Page Numbering and Comment) for your document, and you select the same position for each, they will be displayed in default order: Comment (Left), Page Number (Center) and Date (Right).

**Inserts**
This feature allows you to place up to 10 inserts into your copied document at specified intervals. When using 2 → 2 feature, inserts must be placed at odd-numbered pages. Each side of a double-sided original is counted as one page.

Your original document, the media selected for the inserts, and a main paper supply should all be loaded in the same orientation.

You cannot use the Insert feature with the following selections: 1 → 2, 2 → 1, Mixed Size Originals or Build Job.

*Add Inserts* – Add the insert at the page number specified.

*Delete Last Insert* – Deletes the last insert.

*Insert Page Tray* – Use to select the Paper Tray where the inserts are loaded.
1. Place blank sheets of paper in your original document at the pages where you want the inserts placed.
2. Load your originals in the Document Feeder.
3. Make the desired settings for your document.
4. Select the Output Format Tab. (You may first have to select the Added Features Tab).
5. Select Inserts. The Inserts options screen will appear.
6. Use the up / down scroll arrows until the page number where you want the first insert appears in the Insert Page display area. Select Add Inserts.
7. Repeat step 6 until all insert locations have been added. If you make a mistake, use the Delete Last Insert button to delete the last entry.
8. Under the Insert Page Tray list, select the paper supply source where the insert pages have been loaded and select Save.
9. Using the keypad located on the Control Panel enter the desired number of copies
10. Select the green Start button located on the Control Panel.

**Booklet Creation**
This feature allows you to easily convert your document into a booklet.

You cannot use the Insert feature with the following selections: Margin Shift, Uncollated, Stapled, Inserts, 2 Up, Build Job, Original Size, Transparencies, Grey Scale Copying, Bound Originals, Mixed Size Originals or Annotation.

1. Load your originals in the Document Feeder LEF.
2. Make the desired settings for your document.
3. Select the Output Format Tab. (You may first have to select the Added Features Tab).
5. Select On and Save.
6. Using the keypad located on the Control Panel enter the desired number of copies
7. Select the green Start button located on the Control Panel.

**Note:** If your original document is 8.5 x 11 and Supply is set to Auto, your original document will be reduced and your booklet will be output on 8.5 x 11 paper. To create a booklet size-for-size, under Paper Supply select a paper tray loaded with 11 x 17 paper.
Build Job
This feature allows you to build a job using multiple input sources (Document Feeder and Document Glass) and with different settings for each page or section.

You cannot use the Build Job feature with the following selections: Booklet Creation, 2 Up, Inserts, Grey Scale Copying, Transparency, Annotation, 2 → 2 (from Document Glass) or 2 → 1 (from Document Glass).

1. Load the first segment of your job in the Document Feeder.
2. Select the desired settings (Sides Imaged, Reduce / Enlarge, Paper Supply and Image Quality).
3. Using the keypad located on the Control Panel, input the desired number of copies.
4. Select the Job Assembly Tab. (Note: You may first have to select the Added Features Tab).
5. Select Build Job.
6. Select On and Save.
7. Select the green Start button located on the Control Panel. The first segment of your job will begin scanning and a Build Job options screen will appear on the Touch Screen.
8. Select the desired settings for the next segment of your job (Reduce / Enlarge, Basic Image Quality, Expert Image Quality and Original Input).
9. Select the green Start button located on the Control Panel.
10. Repeat steps 8 and 9 until all segments of your job have been scanned.
11. Select End Build Job button located at the top right of the Build Job screen.

Note: As each page is scanned, the first set will be delivered to the designated output tray. Additional copies will be delivered once the End Build Job button has been selected.
**Stored Jobs**
This feature allows you to store job programming and retrieve them at a later time. The DC 220/230 can store the setting for up to 8 separate jobs. The machine stores only the programming for the jobs, not the image. Each time you use the Stored Job, you will need to scan in the document.

**To Store Job Settings**

2. Select the desired settings for your job.
3. Using the keypad located on the Control Panel, input the desired number of copies.
4. Select the Job Assembly Tab. (Note: You may first have to select the Added Features Tab).
5. Select Stored Job. The Stored Jobs screen will appear on the Touch Screen.
6. Select a blank location from the Job Name List.
7. Select Store. A pop-up keyboard will appear on the Touch Screen.
8. Use the keyboard to input the name of your job (up to 18 characters).
9. Select Save.
10. Your job will now appear in the Job Name List and the programming for that job has been stored.
11. Select the green Start button located on the Control Panel.

**To Retrieve Job Settings**

2. Using the keypad located on the Control Panel, input the desired number of copies.
3. Select the Job Assembly Tab. (Note: You may first have to select the Added Features Tab).
5. Select a job from the Job Name List and select Retrieve.
6. Select Save.
7. Select the green Start button located on the Control Panel.

**To Delete a Stored Job**

1. Select the Job Assembly Tab. (Note: You may first have to select the Added Features Tab).
2. Select Stored Job. The Stored Jobs screen will appear on the Touch Screen.
3. Select a job from the Job Name List and select Delete.
4. The Job is deleted from the Job Name List.