

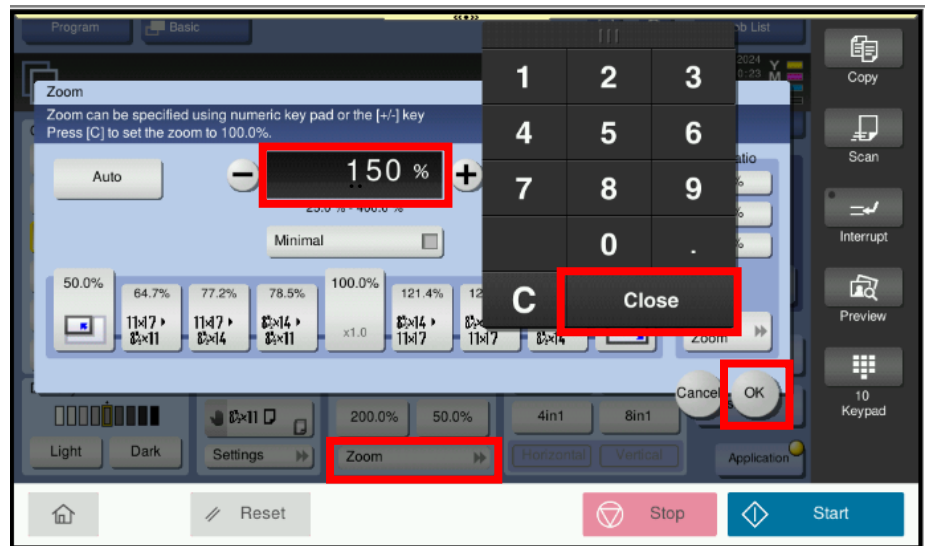
# Using Preview in Quick Copy with Zoom

In Copy mode, when enlarging or reducing an image you can utilize “**Preview**” to show you what the actual image would look like on the paper you chose, prior to making the photocopy. This prevents wasted copies when the zoom ratio doesn’t meet your needs.

1. Under **Paper**, select your preferred paper size for your reduced or enlarged image.



2. Select **Zoom**.
3. Select the black box (with 100% in it) and enter the percentage (ie. what you think might work)!
4. Press **Close** and **OK**.



5. Place your original on the glass or in the document feeder.
  - If you have a specific area of a page that you wanted to enlarge (like a photo or article from a magazine or textbook, position that image to line up with the arrow on the glass at the top left-hand corner as this is the starting point for enlarging or reducing.

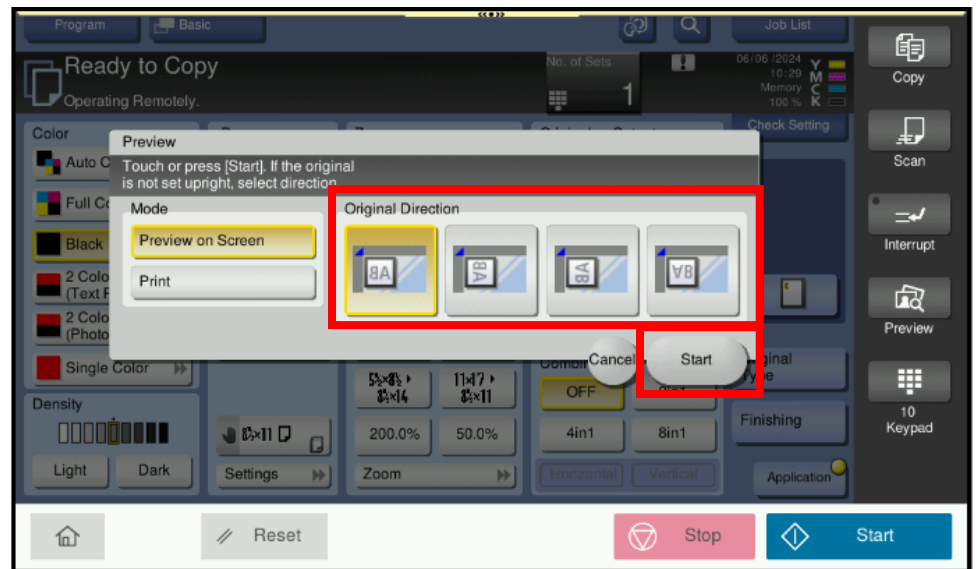
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6. Select the “**Preview**” icon from the Registered Keys list on the right side of the screen. A Preview screen will appear.



7. On the Preview screen select the **Original Direction** image that matches the orientation of your original. \*Note: Image shown here reflects a document placed on the document glass.

(\*If your original was placed in the document feeder, images will be shown face-up.)



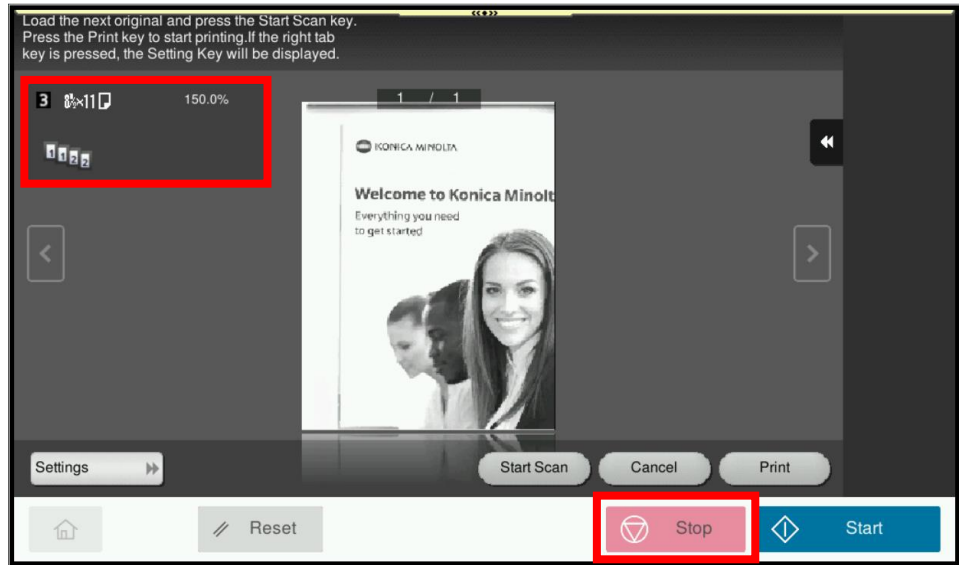
8. Select **Start** on the Preview screen (\*not the blue Start icon – as this will print the image). An image will be generated on the screen that reflects exactly what your image would look like on the paper that you asked for.

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9. If you do NOT like the image(s), select the red **Stop** icon and it will take you back to the Copy screen.

(\*Note: If you press the **Cancel** icon you will lose the paper tray you chose and the percentage).

Go back into Zoom and select **C** to clear then change the percentage and select **Preview** again.



10. Once you are satisfied with the image, select either the **Print** or the blue **Start** icon to output your copy.

