

Xerox® Color C60 / C70 Printer

Quick Copying Guide

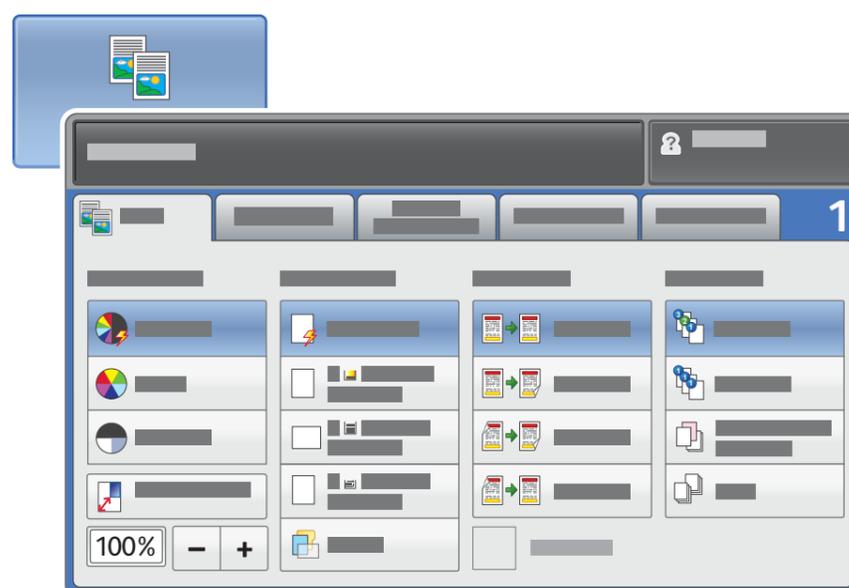
- 1. Touch Screen:** Provides access to printer information and functions.
- 2. Services Home:** Press to access the main services, such as copy, scan, and fax.
- 3. Services:** Press to access Services Home or the last used screen.
- 4. Job Status:** Press to view the list of active and completed jobs.
- 5. Machine Status:** Press to view supplies status, printer information, and so on.
- 6. Log In/Out:** Press to access password-protected features, then enter the user name and password using the touch screen keyboard. Press again to log out.
- 7. Energy Saver:** When printer is in low power mode, press to enter normal mode.
- 8. Language:** Press to change the touch screen language and keyboard settings.
- 9. Start:** Press to start a copy, scan, or fax job.
- 10. Stop:** Press to pause a print, copy, scan, or fax job. On the touch screen, touch **Resume** to continue or **Delete** to cancel the job.
- 11. Clear All:** Press once to clear current job settings. Press twice and touch confirm to reset all job settings to default.
- 12. Interrupt Printing:** Press to hold the current job to allow a priority job to process. Press again to finish the interrupted job.
- 13. Alphanumeric Keys:** Press to enter alphanumeric information.
- 14. Dial Pause:** Press to insert a pause in a fax number.
- 15. C:** Press to delete numeric values or the last digit entered using the alphanumeric keys.



Basic Copying

1. Place the originals face up in the document feeder, or face down on the glass.
2. Press **Services Home** on the control panel, then touch **Copy** on the touch screen.
3. Confirm or change options as desired. Touch other tabs for more options.
4. Select the number of copies with the alphanumeric keys.
5. Press the green **Start** button.

For more information, see *Copying* in the *User Guide*.



Copy Tab Options

Output Color

- **Auto Detect** allows the printer to detect and copy in color or black and white.
- **Color** copies in color.
- **Black & White** copies in black and white only.
- **Dual Color** allows you to separate the colors of the original into two groups of colors for copying.
- **Single-Color** allows you to copy in one of twelve preset or custom colors.

Reduce/Enlarge

- Touch the **minus (-)** or **plus (+)** button to change the copy size proportionally.
- Touch **Reduce/Enlarge** for more options.

Paper Supply

- **Auto Select** allows the printer to select trays with the correct paper size.
- Touch one of the trays displayed to select a tray manually.
- Touch **More** for more information about tray settings.

2-Sided Copying

- Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
- Touch **Rotate Side 2** to rotate the second side of copies 180 degrees.

Copy Output

- Touch the desired options for collation and stapling. The list will vary depending on the finisher configuration.

Other Tab Options

Image Quality

- Original Type
- Image Options
- Image Enhancement
- Color Effects
- Color Balance
- Color Shift
- Gloss Level

Layout Adjustment

- Book Copying
- 2-Sided Book Copying
- Original Size
- Edge Erase
- Image Shift
- Image Rotation
- Invert Image
- Original Orientation

Output Format

- Booklet Creation
- Covers
- Page Layout
- Poster
- Folding
- Annotations
- Watermark
- Tab Margin Shift
- ID Card Copy
- Transparency Options
- Face Up/Down Output

Job Assembly

- Build Job
- Sample Job
- Combine Original Sets
- Delete Outside/Delete Inside
- Stored Programming