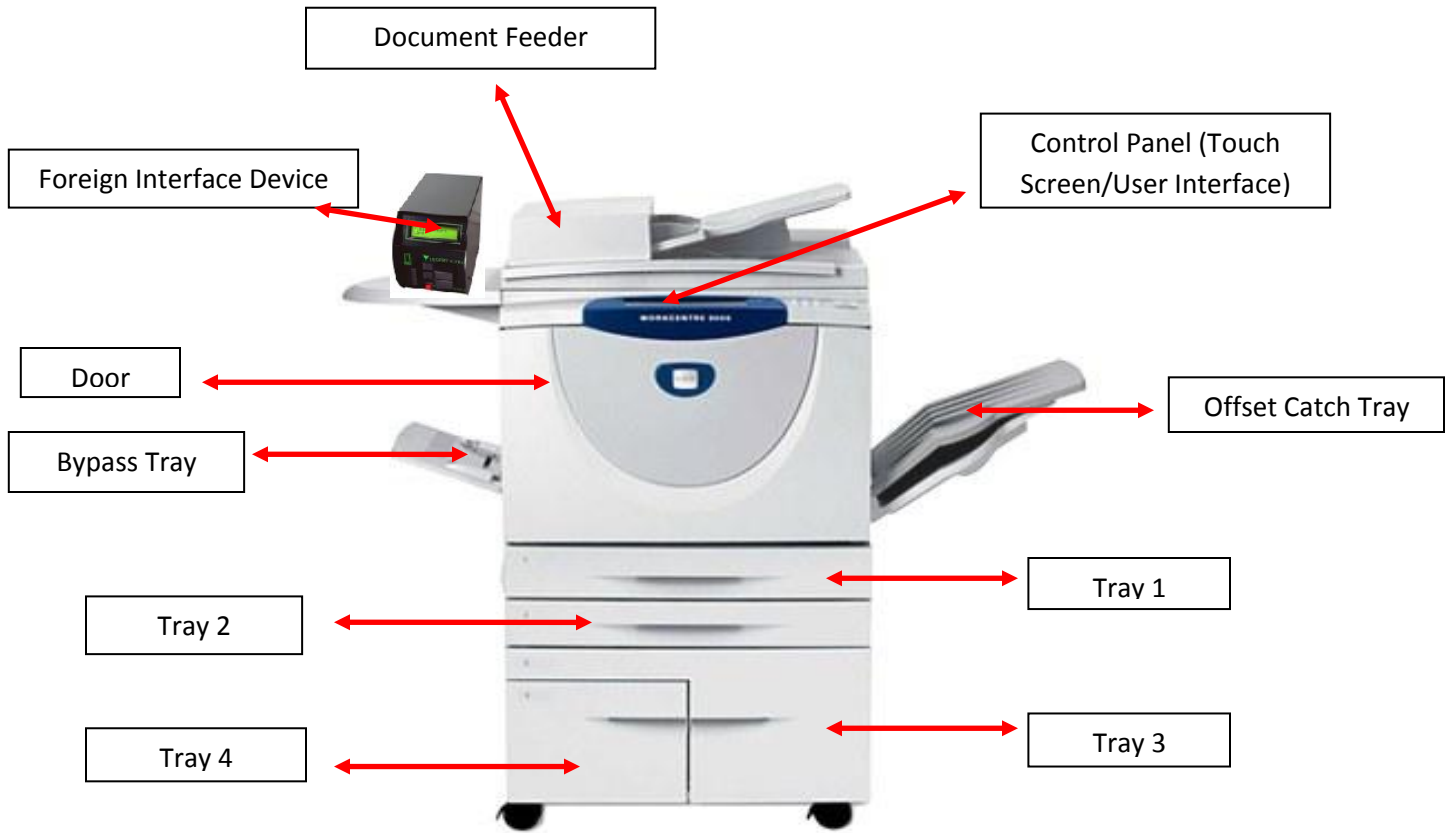
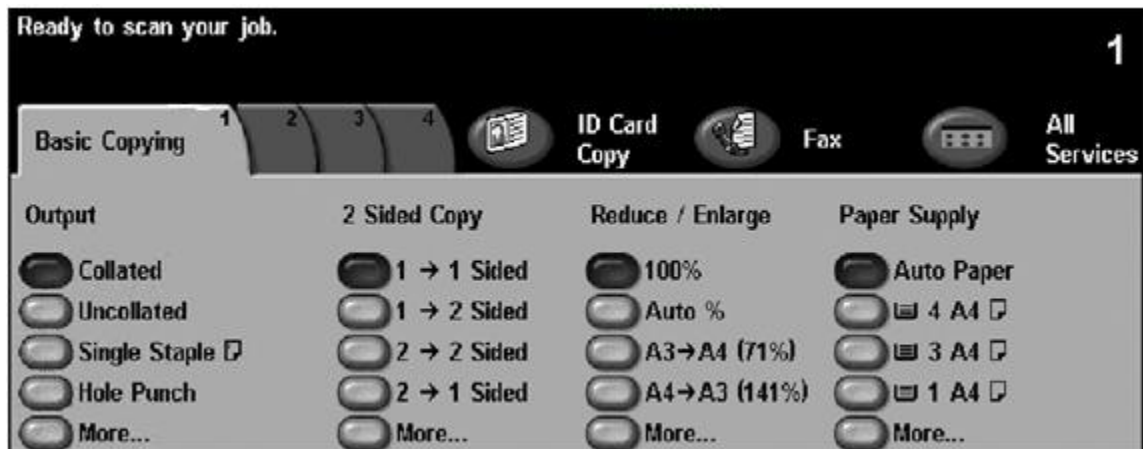


# Quick Use Guide Workcentre 5655



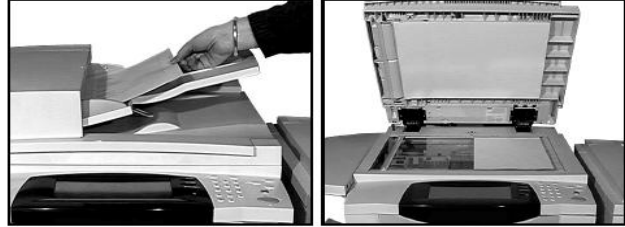
## Touch Screen

Displays and selects all of the available programming features plus fault clearance procedures and general machine information.

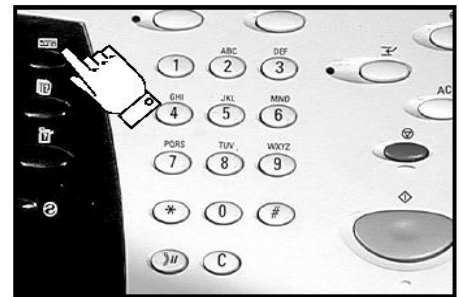


## Making Single-Sided Copies

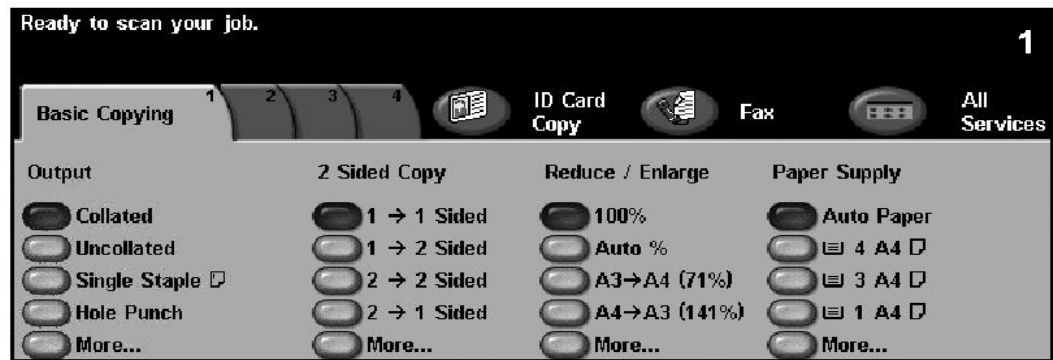
1. Load the documents either in the document feeder or on the document glass (top right).



2. Access the *Basic Copy* Screen – If necessary select the **[Features]** button on the control panel.



3. Select the required features on the *Touch Screen*. Select the number of copies required. Press **[Start]**.



## Making Two-Sided Copies

1. From the Features screen, select the [Basic Copying] tab.
2. Select the [More] button under the **2 Sided Copy** column.
3. Select one of the following options:
  - 1 - 2 Sided [using 1 original copy to create a 2-sided copy with the same image on both sides]
  - 1 - 2 Sided, Rotate Side 2
  - 2 - 2 Sided [using a 2-sided copy to re-create 2 sided copies]
  - 2 - 2 Sided, Rotate Side 2
  - 2 - 1 Sided [using a 2-sided original to create 2 separate single-sided copies]
4. Select the [Save] button.
5. Load the original face-down to the right on the Document Glass, or face-up in the Document Feeder.
6. Using the keypad, enter the number of copies you wish to make [1 is the default]
7. Press the [Start] button on the Control Panel.

## Auto Reduce/Enlarge

This feature is used to fit an image from an original document that is larger or smaller than the paper sizes available in the machine onto a copy of 8.5" X 11", 8.5" X 14", or 11" X 17" paper by automatically reducing or enlarging it to the selected size.

1. From the Features screen, select the [Basic Copying] tab.
2. From the Reduce/Enlarge column, select **Auto %**
3. From the Paper Supply column, select what size of paper you want
4. Load the original face-down to the right on the Document Glass, or face-up in the Document Feeder.
5. Using the keypad, enter the number of copies you wish to make [1 is the default]
6. Press the [Start] button on the Control Panel

## Image Quality Adjustment

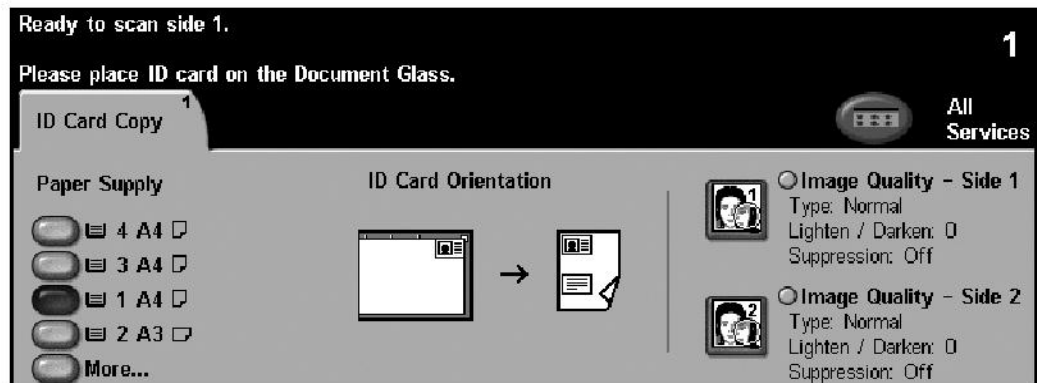
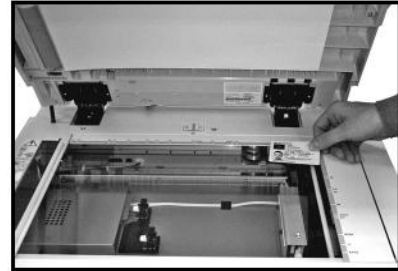
This feature allows the user to either lighten or darken the image quality of a photocopy.

1. Press the [Features] button on the Control Panel (the top button of the three to the right of the display).
2. Select the [More Copy Features] tab on the Touch Screen, if displayed.
3. Select the [Image Adjustment] tab on the Touch Screen.
4. Select the [Image Quality] button on the Touch Screen.
5. Use the up/down (arrow) buttons in the Lighten / Darken section on the Touch Screen to select a higher level.
6. Select the [Save] button on the Touch Screen.

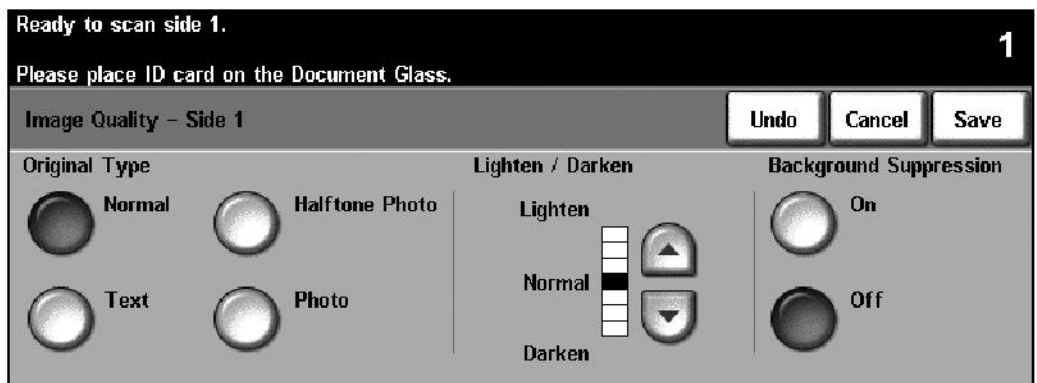
## Copying An ID Card

1. Load side one of the ID card on the document glass.

2. Access ID Card Copy screen – if necessary, select the **[Features]** button on the control panel.



3. Select the required side 1 Image Quality features on the Touch Screen. Press **[Start]**.



4. Load side 2 of the ID card on the document glass. Select the required side 2 Image Quality features on the Touch Screen. Select the number of copies required. Press **[Start]**.

**Note:** Side 2 of the card is scanned and both sides are printed to a single output.