

This copier will copy 35 copies per minute while still giving you a wide range of input and output options. At the church we copy a lot of 2-sided copies, including our newsletter, bulletin and pew news that we print each week. We usually print 270 copies per week of our newsletter on 2-sided 11 x 17 paper. This presents no problems for this copier. We do not use the duplex button on this particular job because of the paper that we must copy from is 2, 8 x 11 sheets of paper, so we have to manually set the paper on the glass and begin copying. From that point on this copier does all the work.

Our bulletin and pew news is also a 2-sided copy, which we set this machine up to do automatically. All you have to do is tell the machine you want double sided copies and select the paper size and this copier is off to do the work. Now that I have told you a little about what we use this copier for, let me tell you about some of the features of this copier.

## **Features**

1. Recirculating Document Feeder ? This feeder is on top of the machine. It will hold up to 50 letter or statement size originals and as many as 25 sheets of 11? x 17? or legal size originals. It works in conjunction with the automatic duplexing unit, which will make 2-sided copies. This unit makes it easy, all you have to do is lay your originals in the tray, set the number of copies, push start and walk away. When you return your documents will be printed and ready to go.

2. 20 Bin Stapler Sorter ? This is an option we chose because of the amount of documents that we need to collate and staple at our office. This sorter can be set to staple your documents for you. It will staple together up to 50 sheets per set, which helps make everything read for immediate distribution after copying.

3. Large Touch Screen LCD Panel - All copier functions are easily accessed through this touch screen. It also offers a customizable 9 Job Mode Memory which lets you store recurring jobs, assign them a name and recall them with one touch.

4. Job Interrupt ? This is a great feature for any copier, you can stop the job in progress, make up to 100 copies by placing the original on the glass and then after you are through you can automatically resume the original job.

5. Zoom and Enlargement Feature ? This copier has seven preset reduction and enlargement keys. You can also zoom in 1% increments all the way from 49% to 204 % to create a copy image of any size you would need.

6. Auto Paper Selection ? This feature will choose the right size paper for you for the job you are doing. It will make sure all the content from the original is on the newly made copy.

7. Automatic Duplexing - This feature is optional but has worked wonderfully for us. Since we do make a lot of two sided copies. With this option the machine will perform all of the duplexing options automatically making copies on both sides without you having to remove the paper.

8. Auto Power Off ? This feature is the most annoying to me. They say that it saves energy, but when you want a copy you don't want to wait for this machine to have to warm up each time. This feature will automatically shut the copies off after a specified time anywhere from 10 minutes to 2 hours. We had our service technician turn this feature off as we were losing time having to wait for the machine to warm up.

