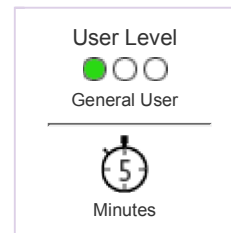




## Solutions for : How To Build a Copy Job

### Solution : Build a Copy Job

Use this feature to produce complex copy jobs that include a variety of originals requiring different copy settings. Each segment of the job can have different copy settings. Once all the segments are programmed, scanned, and temporarily stored in the printer, the copy job prints.



#### To build a copy job with multiple segments:

1. Press the [Services Home] button on the Control Panel, and then select [Copy] on the Touch Screen.
2. Program and scan the first segment:
  - a. Load the originals for the first segment.
  - b. Select the required settings, such as layout adjustments, image quality, and options.
  - c. Select the [Job Assembly] tab, select [Build Job], and then select [On].
  - d. Select or clear the [Display this window between segments] check box.
  - e. Select [Options].
  - f. Select or clear the [Turn Build Job Off after Job is Submitted] check box.
  - g. Select [OK].
  - h. Press the [Start] button on the Control Panel.
3. Program and scan additional segments:
  - a. Load the originals for the next segment.
  - b. When the Build Job screen displays, select [Program Next Segment].
  - c. Using the appropriate tabs, select the required settings.
  - d. Press the [Start] button to scan the originals for that segment.
4. Repeat the previous step for each remaining segment.
5. Select the **Quantity for Final Job** field and enter the number of copies.
6. Select [Submit Job] on the Build Job screen.

**NOTE:** To cancel the job, select [Delete All Segments].

#### To print a sample copy of your copy job:

1. Press the [Services Home] button on the Control Panel, and then select [Copy] on the Touch Screen.
2. Select the required copy settings.
3. Select the [Job Assembly] tab, select [Sample Job], and then select [On].
4. Select [OK].
5. Press the [Start] button. The sample copy will print.
6. Print the remaining copies or delete the job:
  - To release and print the remaining copies of the job, select [Submit Job].
  - If the sample copy is unsatisfactory, select [Delete All Segments].

#### To save the current copy settings:

1. Press the [Services Home] button on the Control Panel, and then select [Copy] on the Touch Screen.

2. Select the [Job Assembly] tab, and then select [Save Current Settings].
3. Enter a name for the saved settings using the keyboard on the Touch Screen.
4. Select [OK].

**To retrieve saved settings:**

1. Press the [Services Home] button on the Control Panel, and then select [Copy] on the Touch Screen.
2. Select the [Job Assembly] tab, and then select [Retrieve Saved Settings].
3. Select the required saved setting.

**NOTE:** To delete a saved setting, select the setting, then select [Delete Settings].

4. Select [Load Settings]. The saved settings are loaded for the current copy job.

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