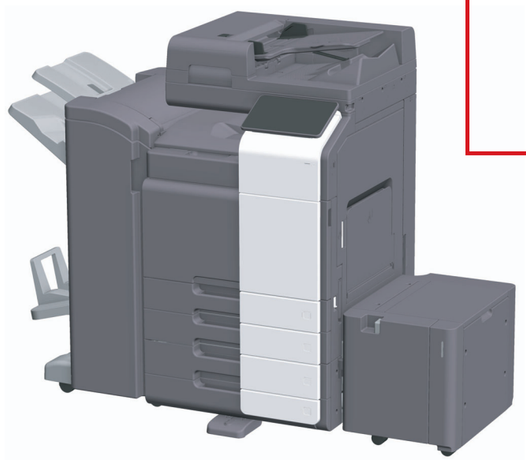
Using the Machine

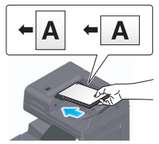
Making Copies



1 Position the original to be copied.

Place the original face down on the original glass.

Load the original face up into the original tray.

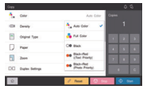


Print copies at full size with the same color and on paper of the same size as the original.

The finishing method and various other settings can be specified.

2 Tap [Original Type], and then specify the desired settings.

3 Tap [Color], and then specify the desired settings.



4 Tap [Duplex Settings], and then specify the desired settings.

5 Tap [Page Combine], and then specify the desired settings.

6 Specify the number of copies.

To change the setting for the number of copies, tap [C], and then specify the desired number of copies.

7 Tap [Start].

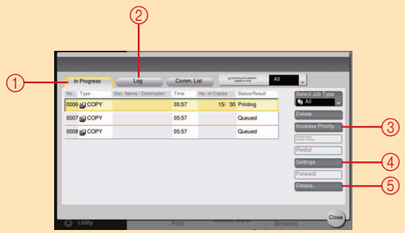
To stop copying, tap [Stop].

Multiple Jobs

From the Job List screens, multiple jobs can be managed.

The Job List screen can be displayed if [Job List] is tapped while the Basic screen is displayed in the touch panel.

Job List screen

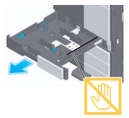


① Displays a list of the jobs queued to be printed
② Displays a list of the jobs that have been printed
③ Queued jobs can be prioritized (interrupt printing) so that they will be printed before other jobs.
④ Displays the settings for a job that is queued to be printed
⑤ Displays detailed information for the selected job

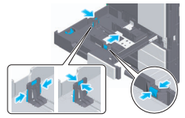
Loading Paper

Tray 1/2/3/4

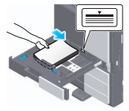
1. Pull out the desired tray.



2. Slide the lateral guides to fit the size of paper to be loaded.

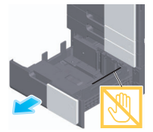


3. Load the paper into the tray.



LCT (built-in)

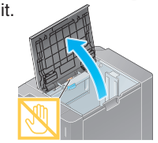
1. Pull out the LCT (built-in).



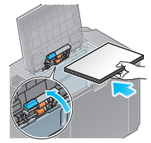
2. Load the paper into the right and left sides of the LCT (built-in).

Large Capacity Unit (Option)

1. Open the upper door of the large-capacity paper feed unit.



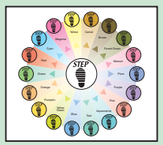
2. Lift up the paper take-up roller, and then load the paper into the tray.



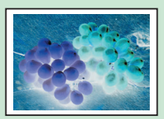
Edit Color Functions

(The functions are available only in classic style.)

"Mirror Image" Function
Produces a copy in the mirror image of the original



"Background Removal" Function
Produces a copy using one of the 18 colors available as the color of the background (blank areas)



"Neg-/Pos. Reverse" Function
Produces a copy with the light- and dark-colored areas of the original image inversed

(Original)

Adjust Color Parameters

(The functions are available only in classic style.)

"Brightness" Parameter

"Saturation" Parameter

"Copy Density" Parameter

bizhub C360i/C300i/C250i

For more detailed operating procedures and instructions, refer to the User's Guide.

The images that are provided are print samples.
They may slightly differ in color with actual color copies.

AA2J-9563PO-00