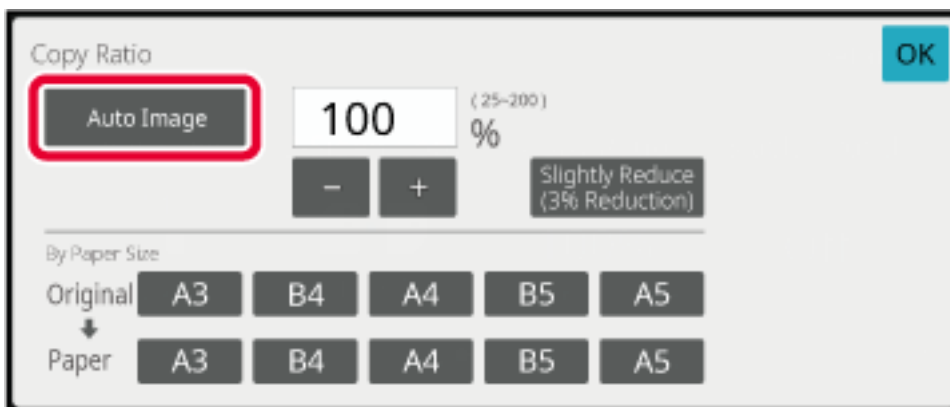# BASIC USER FEATURES

HOW TO RESIZING COPY PAPER SIZE
HOW TO RESIZING PAPER SIZE

AUTO RATIO FUNCTION

This section explains how to automatically select the appropriate ratio to meet the paper size when manually changing the paper tray to make a copy on paper that has a size different from the original.
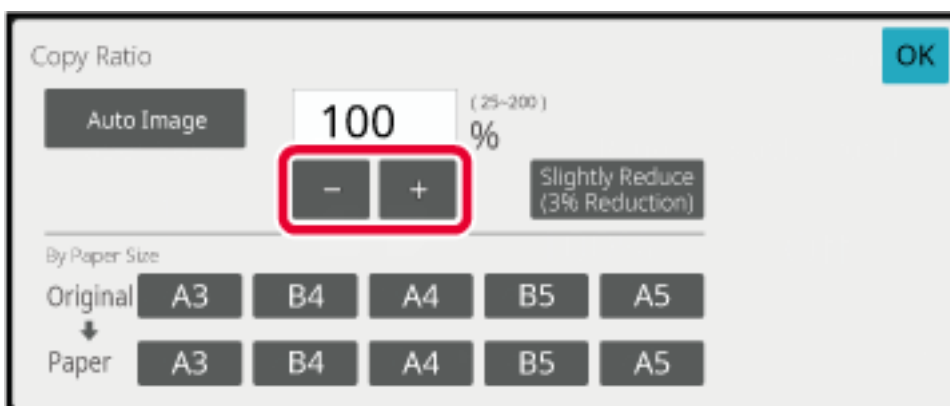
1. Scroll and select COPY RATIO function

2. The reduction or enlargement ratio is automatically selected based on the original size and the selected paper size.
The automatically selected ratio will appear in the ratio display.

MANUAL RATIO FUNCTION

This section explains how to specify any ratio when making a copy on paper that has a size different from the original or changing the image size for copying.

1. To use manual ratio, you can use to adjust the ratio or manual entry.

2. If you want to change standard paper size to another, you can use paper size to another paper

size.

Unique solution ID: #1022
Author: Admin IT
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