A Tip from TOPS

Copy Ratio: Reducing and Enlarging

Know how

This feature enables the user to reduce or enlarge standard originals to a different paper size using a series of options.

To access these options, the user must select “Copy Ratio” on the LCD screen which brings you to a second screen, allowing you to select the option of choice.

Preset Zoom – this feature offers the user a variety of preset copy ratios to reduce or enlarge standard sized originals (Ex: 8 ½ x 11) to another standard paper size (Ex: 11 x 17).

Reduction Ratios:
- 78% LGL to LTR
- 73% 11 x 17 to LGL or 11 x 15 to LTR
- 64% 11 x 17 to LTR
- 50% 11 x 17 to STMT
- 25% Minimum

Enlargement Ratios:
- 400% Maximum
- 200% STMT to 11 x 17
- 129% LTR to 11 x 17
- 121% LGL to 11 x 17

Entire Image – When copying an original with an image that extends all the way to the end of the paper size at a copy ratio of 100%, the image maybe trimmed slightly. However, when you set the “Entire Image” mode, the copied image is slightly reduced proportionally to the paper and image size. As a result, the entire image is reproduced without being trimmed.

Zoom by Percentage – this feature allows you to reduce or enlarge originals by any copy ratio by 1% increments. The available copy ratios are from 25% to 400% when the original is placed on the platen glass and 25% to 200% when placed in the feeder.