



# Expert Copy

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# Introduction

**Expert Copy** is a new feature available on an HP Multifunction Printer (MFP) with an 8-inch control panel display running FutureSmart bundle firmware version 4.8.1 or newer.

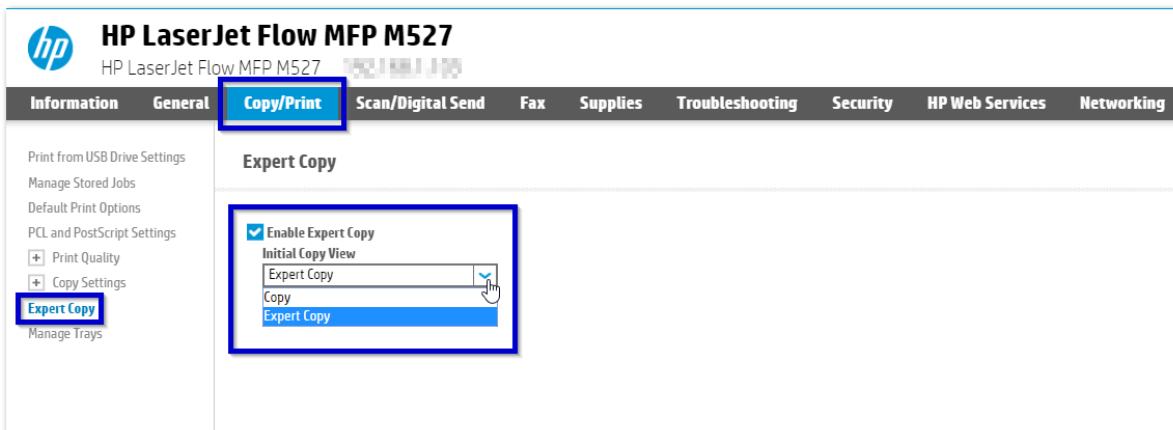
## What is it?

**Expert Copy** adds a new mode in the control panel to the copy application for MFPs with an 8-inch or larger control panel displays. The new mode allows the user to perform the most commonly used copy functions all in one screen and with fewer steps than the regular or default copy. An IT administrator can configure which copy mode shows first when the copy app is opened.

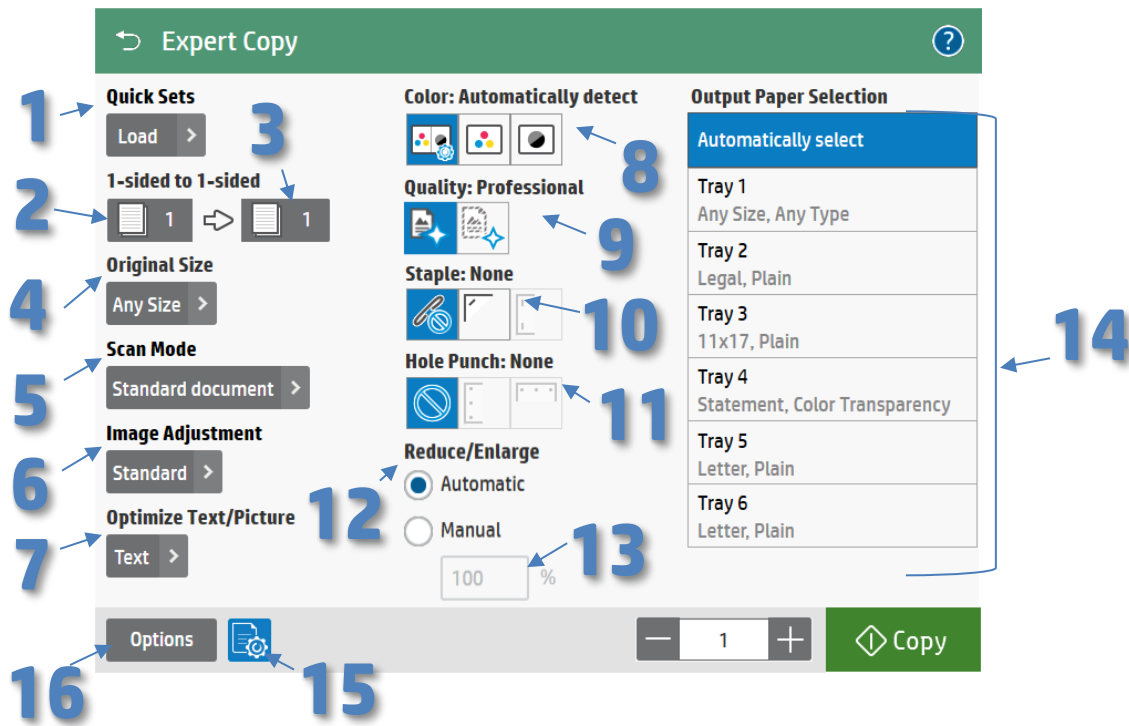
## How does it work?

### Enabling Expert Copy in EWS

1. Log into the HP Embedded Web Server (EWS).
2. Click the **Copy/Print** tab, and then from the left-pane select **Expert Copy**.
3. Select the **Enable Expert Copy** check box, and then select **Expert Copy** from the **Initial Copy View** drop-down list.
  - **Copy** – The regular copy view is default for making copies
  - **Expert Copy** – The Expert Copy view is default for making copies



## Using Expert Copy



- 1) **Quick Sets** – Allows you to quickly choose and load a copy quick set from a list of previously created quick sets.
- 2) **1-Sided to 1-Sided (Original Sides)** – Quickly choose the original as 1 or 2 sided.
- 3) **1-Sided to 1-Sided (Copied Sides)** – Quickly choose if the copy will be 1 or 2 sided.
- 4) **Original Size** – The default Any Size will automatically detect the original size, or you can select an original size.
- 5) **Scan Mode** – Quickly utilize Prompt for additional pages (Job Build), Book, and other scan modes.
- 6) **Image Adjustment** – Quickly adjust Darkness, Contrast, Background Cleanup, and other Image Settings.
- 7) **Optimize Text/Picture** – Optimize the copy based on content.
- 8) **Color** – Choose the type of color output.
- 9) **Quality** – Choose output quality. \* Only available for PageWide devices
- 10) **Staple** – Choose a staple option. \* More staple options may be available under Options (item 16)
- 11) **Hole Punch** – Choose a hole punch option. \* More hole punch options may be available under Options (item 16)
- 12) **Reduce/Enlarge**
  - **Automatic** – The reduce/enlarge percentage will be automatically calculated for you based on the original size and the output paper selection size (item 14).
  - **Manual** – Choose manual to override the automatic reduction/enlargement percentages based and enter your own reduce/enlarge percentage.

- 13) **Reduce/Enlarge Percentage** – Percentage of change is shown with either Automatic or Manual reduce/enlarge option chosen, If Manual is selected it can also be edited.

**Note:** If “Any Size” (automatically detect) Original Size (item 4) is chosen, the percentage shown is calculated based on an assumed Letter/A4 size original (as the original size will not be known until after scanned). If sizes other than letter/A4 are scanned with the Original Size “Any Size” regardless of percentage shown the Reduce/Enlarge (item 12) is done automatically/correctly based on the automatically detected size to the output paper selection size.

- 14) **Output Paper Selection** – Easily select the tray, size, and type of media for the copies. Automatically select chooses the copied paper tray, size, and type based on the original. Select any Original Size (item 4), then select Tray 1 (set to Any Size, Any Type) to print paper sizes not found in other trays.
- 15) **Expert Copy Icon** – Switches between regular copy mode and Expert Copy.
- 16) **Options** – Provides access to all the normal copy options.

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