

# Setting up Copy Programs (on Classic Style Screen) on bizhub iSeries devices

## STEP 1: Create the Saved Program (\*Note only available on the Classic Style screen)

1. On the COPY screen, set up the features and functionality you wish to store/save.
2. Select the **Program** icon in top left corner of the COPY screen.
3. Select a **NOT REGISTERED** location.
4. Select **REGISTER**.
5. For COPY programs type in the name on the keyboard, then select **OK**. (\*Note: Name may need to be abbreviated).



**\*NOTE:** You can **Edit** copy program names. You can also **Overwrite** existing copy programs with changes.

## STEP 2: USING SAVED PROGRAMS

1. From the HOME (Main Menu) select COPY, then select the **Program** icon (in the top left corner of the screen).
2. Place originals in the document feeder.
3. Select the saved program you wish to use.
4. Select **RECALL**.
5. Change / select any other features / functions you require (eg. # of copies).
6. Select **START**.

