

Copy Guide


Notes:

- When using the automatic document feeder (ADF), load the original document faceup.
- Use the ADF for multiple-page or two-sided documents.
- Use the scanner glass for single-page documents, book pages, small items, photo paper, or thin media (such as magazine clippings).

Making copies

1 Load an original document into the ADF tray or on the scanner glass.

Notes:

- To avoid a cropped image, make sure that the size of the original document and output is the same.
- To make a quick copy, from the control panel, press .

2 From the home screen, touch **Copy**, and then specify the size of the original document.

Note: If the document is a mix of different sizes, then select **Mixed Letter/Legal**.

3 If necessary, specify a tray or feeder and a different output size.

4 Send the copy job.

Reducing or enlarging copies

1 Load an original document into the ADF tray or on the scanner glass.

2 From the home screen, navigate to:

Copy > Scale > specify a scale value

Notes:

- Changing the size of the original document or output after setting Scale restores the scale value to Auto.
- Auto is the factory default setting. It adjusts the scan image of the original document to fit the size of the paper onto which you are copying.

3 Send the copy job.

Copying on both sides of the paper (two-sided)

1 Load an original document into the ADF tray or on the scanner glass.

2 From the home screen, touch **Copy > Paper Details**.

3 Specify the sides and orientation of the original document and output.

4 Send the copy job.

Collating copies

- 1** Load an original document into the ADF tray or on the scanner glass.
- 2** From the home screen, touch **Copy**, and then set Collate to **On**.
- 3** Send the copy job.

Copying multiple pages onto a single sheet

- 1** Load an original document into the ADF tray or on the scanner glass.
- 2** From the home screen, navigate to:
Copy > Paper Saver > select the output you want
- 3** Send the copy job.