

Copy Guide

Note: You can load paper sizes in a short-edge-first orientation. For more information, see the “Supported paper sizes, types, and weights” section in the *User's Guide*.

Making a quick copy


- 1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

Note: To avoid a cropped image, make sure the size of the original document and the size of the copy paper are the same.

- 3 From the printer control panel, press .

Copying using the ADF

- 1 Load an original document faceup, short edge first into the ADF tray.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 Adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > specify the copy settings > **Copy It**

Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the upper left corner.

- 2 From the home screen, navigate to:

Copy > specify the copy settings > **Copy It**

If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the next page**.

- 3 Touch **Finish the Job**.

Understanding the copy options

Copy from

This option opens a screen where you can select the paper size of the original document.

- Touch the paper size that matches the original document.
- To copy an original document that contains mixed paper sizes with the same width, touch **Mixed Sizes**.

- To set the printer to automatically detect the size of the original document, touch **Auto Size Sense**.



Copy to

This option opens a screen where you can enter the paper size and type on which your copies will be printed.

- Touch the paper size and type that matches the paper loaded.
- If the settings for “Copy from” and “Copy to” are different, then the printer automatically adjusts the Scale setting to accommodate the difference.
- If the paper type or size that you want to copy onto is not loaded in one of the trays, then touch **Manual Feeder**, and manually load the paper in the multipurpose feeder.
- When “Copy to” is set to Auto Size Match, each copy matches the paper size of the original document. If a matching paper size is not in one of the trays, then **Paper size not found** appears and prompts to load a paper in a tray or multipurpose feeder.

Scale

This option lets you scale the document from 25% to 400% of the original document size. You can also set automatic scaling.

- When copying to a different paper size, such as from legal-size to letter-size paper, set the “Copy from” and “Copy to” paper sizes automatically to scale the scan image to fit the size of the paper onto which you are copying.
- To decrease or increase the value by 1%, touch  or  on the printer control panel. To make a continuous decrease or increase in value, hold the button for two seconds or more.

Darkness

This option lets you adjust how light or dark the copies are in relation to the original document.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document.

Copies

This option lets you set the number of copies to be printed.

Content

This option lets you set the original document type and source.

Select from the following content types:

- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.
- **Photo**—The original document is mostly a photo or an image.
- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.

Select from the following content sources:

- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.

- **Brochure**—The original document is from a brochure.
- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Photo/Film**—The original document is a photo from film.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.

Save As Shortcut

This option lets you save the current settings by assigning a shortcut number.

Using the advanced options

Select from the following settings:

- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, and Sharpness settings before you scan the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Adjust ADF Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.

Note: This option is supported only in select printer models.