

Copy guide


Making a quick copy

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

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 Adjust the paper guides when loading a document into the ADF.

Note: Make sure the size of the original document and the copy paper size are the same. Failure to set the proper size may result to a cropped image.

- 3 From the printer control panel, press  to start copying.

Copying using the ADF

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

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 Adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > change 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 > change the copy settings > **Copy It**

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

- 4 Touch **Finish the Job** to return to the home screen.

Copying film photos

- 1 Place a photo facedown on the upper left corner of the scanner glass.

- 2 From the home screen, navigate to:

Copy > **Content** > **Photo** >  > **Photo/Film** >  > **Copy It** > **Scan the Next Page** or **Finish the Job**

Understanding the copy screens and options

Copy from

This option opens a screen where you can enter the size of the documents you are going to copy.

- Touch a paper size button to select it as the “Copy from” setting. The copy screen appears with the new setting displayed.
- When “Copy from” is set to Mixed Sizes, you can copy an original document that contains mixed paper sizes.

- When “Copy from” is set to Auto Size Sense, the scanner automatically determines the size of the original document.

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 paper size setting for “Copy from” and “Copy to” are different, then the printer automatically adjusts the Scale setting to accommodate the difference.

Scale

This option creates an image from your copy that is proportionally scaled anywhere between 25% and 400%. Scale can also be set for you automatically.

- When you want to copy from one size of paper to another, such as from legal-size to letter-size paper, setting the “Copy from” and “Copy to” paper sizes automatically changes the scale to keep all the original document information on your copy.
- Touch the left arrow to decrease the value by 1%; touch the right arrow to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment change.
- Hold your finger on an arrow for two seconds to cause the pace of the change to accelerate.

Darkness

This option adjusts how light or dark your copies will turn out in relation to the original document.

Copies

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

Sides (Duplex)

Use this option to select duplex settings. You can print copies on one or two sides, make two-sided copies (duplex) of two-sided original documents, make two-sided copies from one-sided original documents, or make one-sided copies (simplex) from two-sided original documents.

Content

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

Choose content type from Text, Text/Photo, Photo, or Graphics.

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

Choose content source from Color Laser, Black/White Laser, Inkjet, Photo/Film, Magazine, Newspaper, Press, or Other.

- **Color Laser**—Use when the original document was printed using a color laser printer.
- **Black/White Laser**—Use when the original document was printed using a mono laser printer.
- **Inkjet**—Use when the original document was printed using an inkjet printer.
- **Photo/Film**—Use when the original document is a photo from film.

- **Magazine**—Use when the original document is from a magazine.
- **Newspaper**—Use when the original document is from a newspaper.
- **Press**—Use when the original document was printed using a printing press.
- **Other**—Use when the original document was printed using an alternate or unknown printer.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document. The factory default setting for Collate is on; the output pages of your copies will be ordered (1,2,3) (1,2,3) (1,2,3). If you want all the copies of each page to remain together, turn Collate off, and your copies will be ordered (1,1,1) (2,2,2) (3,3,3).

Color

This option enables or disables color for the scanned image.

Advanced Options

Touching the Advanced Options button opens a screen where you can change the following settings:

- **Advanced Duplex**—Use to specify the document orientation, whether documents are one-sided or two-sided, and how documents are bound.
Note: Some Advanced Duplex options are available only on select printers.
- **Advanced Imaging**—Use to change or adjust Auto Center, Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you copy the document.
- **Create Booklet**—Use to create a booklet. You can choose between 1-sided and 2-sided.
Note: This option appears only when a print duplexer and printer hard disk are installed.
- **Cover Page Setup**—Use to set copy cover page and booklet cover page.
- **Custom Job**—Use to combine multiple scanning jobs into a single job.
- **Edge Erase**—Use to eliminate smudges or information around the edges of a document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Header/Footer**—Use to turn on Date/Time, Page number, Bates number, or Custom text, and prints them in the specified header or footer location.
- **Margin Shift**—Use to increase the size of the margin of a specified distance by shifting the scanned image. This can be useful in providing space to bind or hole-punch copies. Use the increase or decrease arrows to set how much of a margin you want. If the additional margin is too large, then the copy will be cropped.
- **Overlay**—Use to create a watermark (or message) that overlays the content of your copy. You can choose from Urgent, Confidential, Copy, and Draft, or you can enter a custom message in the "Enter custom text" field. The word you pick will appear, faintly, in large print across each page.
Note: A custom overlay can also be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.
- **Paper Saver**—Use to print two or more sheets of an original document together on the same page. Paper Saver is also called N-up printing. The N stands for Number. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page. Touching Print Page Borders adds or removes the outline border surrounding the original document pages on the output page.
- **Separator Sheets**—Use to place a blank piece of paper between copies, pages, or print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

Save As Shortcut

This option allows the current settings to be saved as a shortcut by assigning a number.