

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 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the printer control panel, touch **Copy It**.

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.

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 size and type of paper on which your copies will be printed.

- Touch a paper size button to select it as the “Copy to” setting. The copy screen appears with your new setting displayed.
- If the size settings for “Copy from” and “Copy to” are different, the printer automatically adjusts the Scale setting to accommodate the difference.

- If the type or size of paper that you want to copy onto is not loaded in one of the trays, touch **Manual Feeder**, and manually send the paper through the multipurpose feeder.
- When “Copy to” is set to Auto Size Match, each copy matches the size of the original document. If a matching paper size is not in one of the trays, the printer scales each copy to fit loaded paper.

Copies

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

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.

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.

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).

Content

This option tells the printer the original document type and source.

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

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphic**—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**—Use when the original document was printed using a black/white 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.

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 Paper Saver, ADF Skew Fix, Advanced Imaging, Custom Job, Separator Sheets, Margin Shift, Edge Erase, Header/Footer, Overlay, and Advanced Duplex settings.

- **Paper Saver**—This lets you 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.
- **ADF Skew Fix**—This lets you correct slight skew in the scanned image.
- **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.
- **Custom Job**—This lets you combine multiple scanning jobs into a single job
- **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.
- **Margin Shift**—This lets you increase the size of the margin 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.
- **Edge Erase**—This lets you 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**—This allows you to turn on the Date/Time, Page number, Bates number, or Custom text and prints them in the specified header or footer location.
- **Overlay**—This lets you create a watermark (or message) that overlays the content of your copy. You can choose between 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.
- **Advanced Duplex**—This lets you control whether the documents are one-sided or two-sided, what orientation your original documents have, and how your documents are bound.

Note: Some Advanced Duplex options may not be available on all printer models.

Save As Shortcut

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