


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, adjust the paper guides.
- 3 From the control panel, press .
- Note:** If an LDSS profile has been installed, you may receive an error when attempting a quick copy. Contact your system support person for access.
- 4 If you placed the document on the scanner glass, touch **Finish the Job** if you are done.

Copying using the ADF

- 1 Load an original document faceup, short-edge first into the ADF or facedown on the scanner glass.
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- 2 If you are loading a document into the ADF, adjust the paper guides.
- 3 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 4 Change the copy settings as needed.
- 5 Touch **Copy It**.

Copying using the scanner glass (flatbed)

- 1 Place an original document facedown on the scanner glass in the upper left corner.
- 2 On the home screen, touch **Copy**, or use the keypad to enter the number of copies.
The copy screen appears.
- 3 Change the copy settings as needed.
- 4 Touch **Copy It**.
- 5 Place the next document on the scanner glass, and then touch **Scan Next** if you have more pages to scan, or touch **Finish the Job** if you are done.
Touching Finish the Job returns the printer to the copy screen.

Job interrupt

Job interrupt pauses the current print job and lets you print copies.

Note: The Job Interrupt setting must be On for this feature to function.

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

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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 your new setting displayed.
- When “Copy from” is set to Mixed Sizes, you can copy an original document that contains mixed paper sizes (letter-and legal-size pages).
- 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.

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  to decrease the value by 1%; touch  to increase the value by 1%.
- Hold your finger on an arrow to make a continuous increment.
- 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.

Color

Touching the Color button tells the printer to copy the original document in color.

Photo

Touching the Photo button tells the printer to pay extra attention to shading or tones.

Note: To copy a color image, make sure the color button is also selected.

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.

Note: For two-sided output, you must have a duplex unit attached to the 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).

Options

Touching the Options button opens a screen where you can change Paper Saver, Advanced Imaging, Separator Sheets, Margin Shift, Edge Erase, Date/Time Stamp, Overlay, Content, and Advanced Duplex settings.

Paper Saver

This option 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.

Create Booklet

This option creates a sequence of collated output that, when folded or folded and stapled, forms a booklet half the page size of the original document and with all the pages in order.

Note: To use Create Booklet, you must have a duplex unit attached to the printer.

Advanced Imaging

This option lets you adjust Background Removal, Contrast, Shadow Detail, Scan Edge to Edge, Color Balance, and mirror image before you copy the document.

Custom Job (Job Build)

This option combines multiple scanning jobs into a single job.

Separator Sheets

This option places a blank piece of paper between copies, pages, and 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 option increases the size of the margin a specified distance. 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, the copy will be cropped.

Edge Erase

This option eliminates smudges or information around the edges of your document. You can choose to eliminate an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the selected area, leaving nothing printed on that portion of the paper.

Date/Time Stamp

This option turns the Date/Time Stamp on and prints the date and time at the top of every page.

Overlay

This option creates a watermark (or message) that overlays the content of your copy. You can choose between Urgent, Confidential, Copy, and Draft. The word you pick will appear, faintly, in large print across each page.

Note: A custom overlay can be created by your system support person. When a custom overlay is created, a button with an icon of that overlay will be available.

Content

This option enhances copy quality. Choose from Text, Text/Photo, Photograph, or Printed Image.

- **Text**—Use this setting when copying original documents that are mostly text or line art.
- **Text/Photo**—Use this setting when copying original documents that are a mixture of text and graphics or pictures.
- **Photograph**—Use this setting when copying an original document that is a high-quality photograph or inkjet print.
- **Printed Image**—Use this setting when copying halftone photographs, documents printed on a laser printer, or pages from a magazine or newspaper.
- **Color**—Use this setting to copy the original document in color.
- **Gray**—Use this setting to copy the original document in grayscale.

Advanced Duplex

This option controls whether the documents are one-sided or two-sided, what orientation your original documents have, and how your documents are bound.