

Copy Guide


Copying using the ADF or scanner glass

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

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

- 2 From the home screen, navigate to:

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

Note: To make a quick copy, from the control panel, press .

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 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 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.

Sides (Duplex)

This option lets you make one- or two-sided copies from one- or two-sided original documents.

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 specify the content type and source of the original document.

Save As Shortcut

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

Note: Selecting this option automatically assigns the next available shortcut number.



Punch

This setting specifies whether copy jobs will have holes punched in them.

Staple

This setting specifies whether copy jobs that contain multiple pages will be stapled.

Using the advanced options

- **Advanced Duplex**—This specifies the document orientation, one-sided or two-sided printing, and type of binding.
- **Advanced Imaging**—This adjusts the Auto Center, Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, and Sharpness settings before you copy the document.
- **Create Booklet**—This creates a one-sided or two-sided booklet.
Note: This option appears only when a printer hard disk is installed.
- **Cover Page Setup**—This sets up the cover page of copies and booklets.
- **Custom Job**—This combines multiple scanning jobs into a single job.
Note: This option appears only when a printer hard disk is installed.
- **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 removes whatever is within the area selected.
- **Fold**—This folds the paper in two (bifold) or three (trifold).
Note: This option appears only if a booklet finisher is installed.
- **Header/Footer**—This inserts Date/Time, Page number, Bates number, or Custom text in the specified header or footer location.
- **Margin Shift**—This increases or decreases the page margin by shifting the scanned image. Touch  or  to set the margin you want. If the additional margin is too large, then the copy is cropped.
- **Offset Pages**—This offsets pages between copies or between jobs.
- **Overlay**—This creates a watermark or message that overlays each page of your copy. You can choose from preset messages or enter a custom message.

- **Paper Saver**—This prints two or more pages of an original document on the same page. Paper Saver is also called *N-up* printing, where *N* stands for the number of pages. For example, 2-up would print two pages on a single page, and 4-up would print four pages on a single page.
- **Separator Sheets**—This places a blank sheet 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.