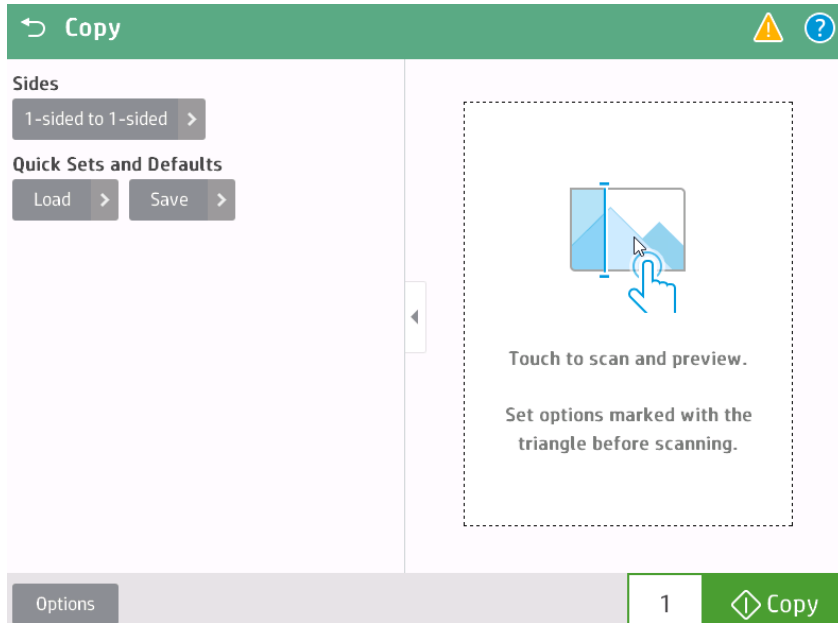


HP LaserJet Enterprise MFP - Use Job Build mode

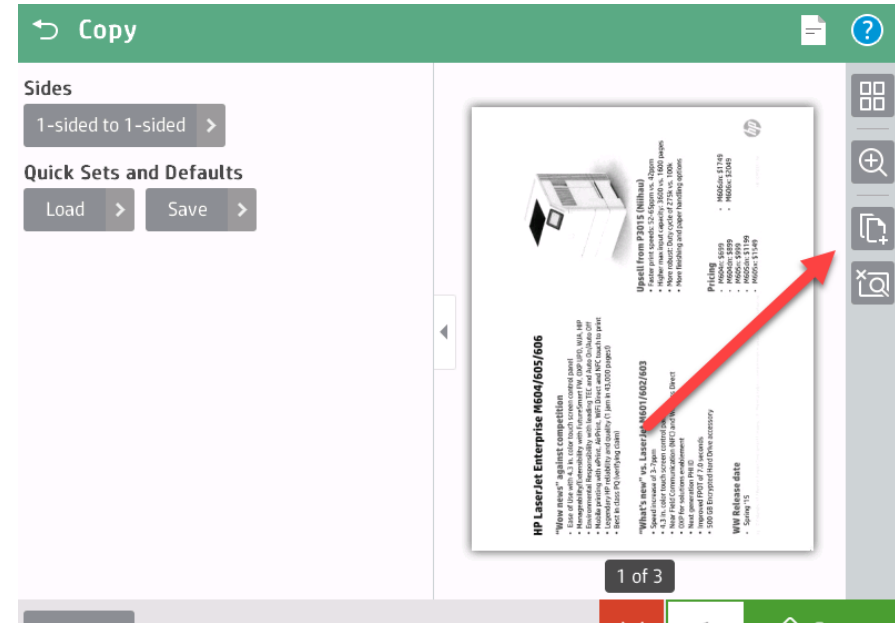
Use Job Build mode

Use the Job Build feature to combine several sets of original documents into one copy job. Also use this feature to copy an original document that has more pages than the document feeder can accommodate at one time.



1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2. From the Home screen on the product control panel, touch the Copy button. You will be presented with the screen above. Touch “scan and preview” area on the right.



3. After the “scan and preview” process completes, place the additional pages to be scanned, then select the “add pages” icon.

HP LaserJet Enterprise MFP - Use Job Build mode

Add Pages

To add more pages to the document, place them in the document feeder or on the glass, and then touch "Scan".

Touch "Done" if there is nothing more to scan.

Cancel Job Done Scan

4. at the "add pages" confirmation screen, select "Scan" to add these pages.

Copy

Sides

1-sided to 1-sided >

Quick Sets and Defaults

Load >

Save >

Add more pages, or if finished, select copy

Options

X

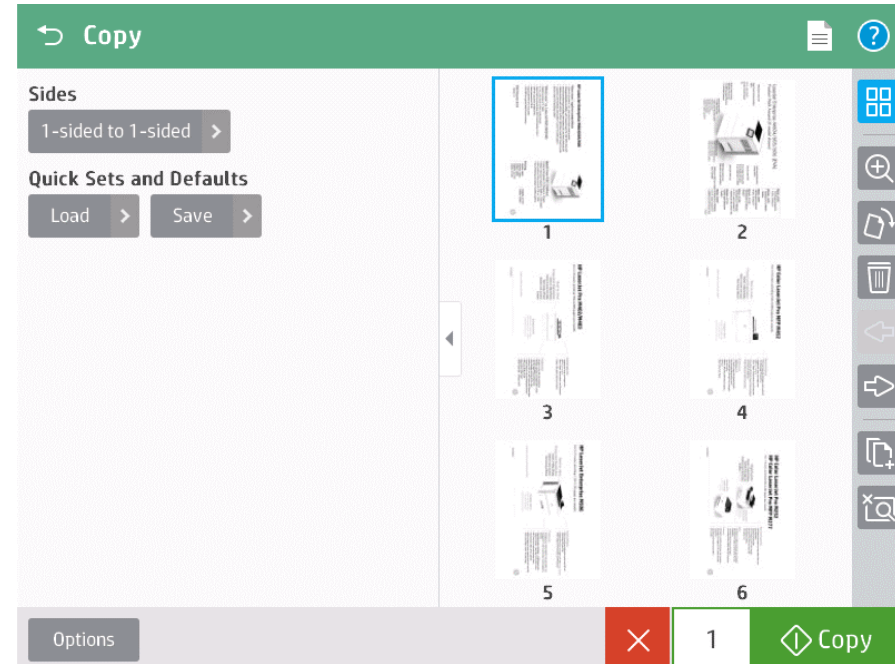
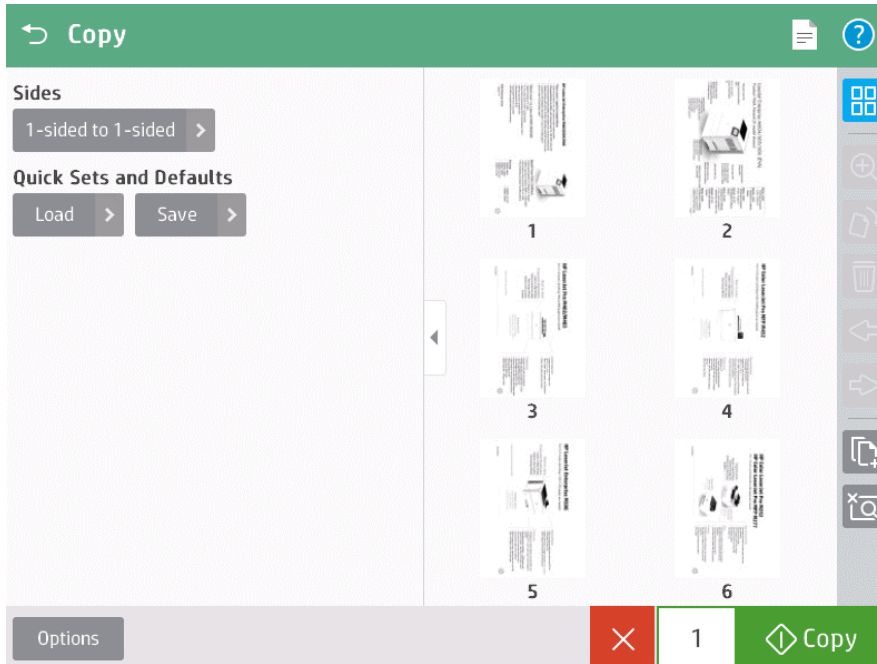
1

Copy

5. After pages are added, you can preview, zoom in/out, rotate pages, add more pages, and delete pages (see next slide for details). If your job is correct, select "Copy" to complete your copy job.

6. To preview and edit, select the  icon in the upper right hand corner

HP LaserJet Enterprise MFP - Use Job Build mode



7. Select an image to activate the preview / edit options