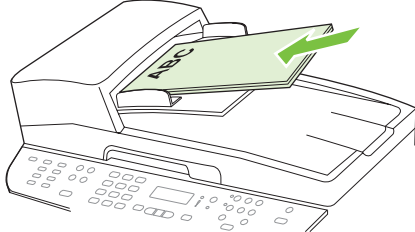
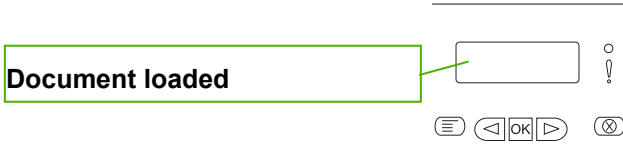
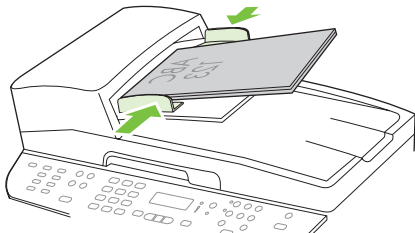
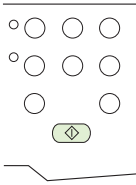
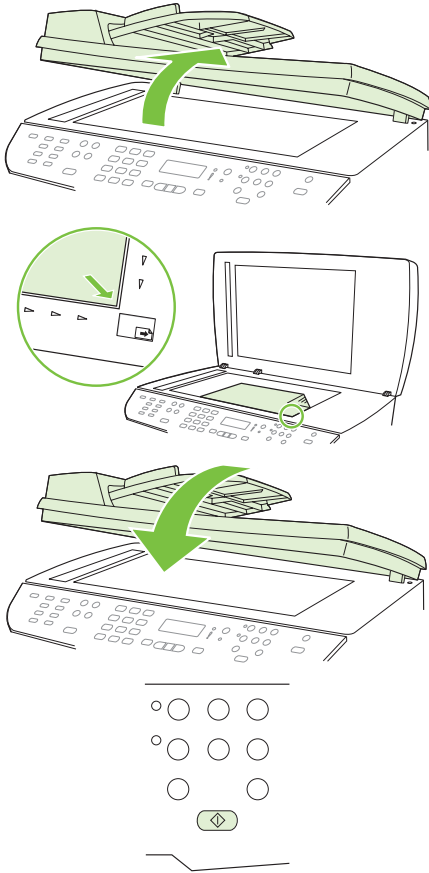


## Copy using the automatic document feeder (ADF)

How do I?	Steps to perform
<p data-bbox="86 371 579 443">Load originals using the automatic document feeder (ADF)</p> <p data-bbox="86 600 705 735"><b>CAUTION:</b> To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF. Use the flatbed glass to scan these items.</p>	<ol data-bbox="716 347 1346 1090" style="list-style-type: none"><li data-bbox="716 347 1346 459">1 Insert the top-end of the stack of originals into the automatic document feeder input tray, with the media stack face-up and the first page to be copied on top of the stack.</li><li data-bbox="716 600 1346 683">2 Slide the stack into the ADF until it does not move any farther. <b>Document loaded</b> appears on the control-panel display.</li><li data-bbox="716 783 1346 834">3 Adjust the media guides until they are snug against the media.</li><li data-bbox="716 1034 1346 1090">4 Press <b>Start Copy</b> on the product control panel to start copying.</li></ol>    



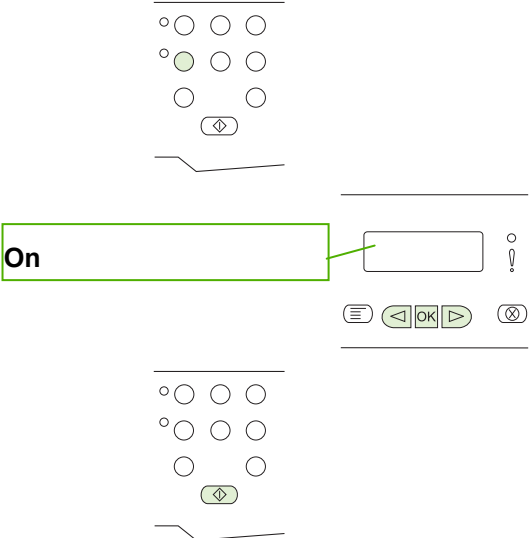
## Copy using the flatbed scanner

How do I?	Steps to perform
Load originals in a flatbed scanner	<ol style="list-style-type: none"><li data-bbox="730 347 1339 403">1 Make sure that the automatic document feeder (ADF) contains no media. Lift the flatbed scanner cover.</li><li data-bbox="730 571 1339 659">2 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner.</li><li data-bbox="730 810 982 834">3 Gently close the lid.</li><li data-bbox="730 1026 1339 1082">4 Press <b>Start Copy</b> on the product control panel to start copying.</li></ol> 





## Collate my copy job

How do I?	Steps to perform
<p>Change the copy-collation setting for the current job</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1234 371">1 On the product control panel, press <b>Collate</b>.</li><li data-bbox="730 544 1234 568">2 Use the arrow buttons to select <b>On</b> and <b>Off</b>.</li><li data-bbox="730 719 1312 799">3 Press <b>Start Copy</b> to save the selection and immediately start the copy job, or press <b>OK</b> to save the selection without starting the job.</li></ol>  <p>The diagram illustrates the control panel interface. At the top, there are four circular indicators. Below them is a 'Collate' button with a double-headed arrow icon. A line from this button points to a menu box containing 'On' and 'Off' options. The 'On' option is highlighted with a red box. Below the menu box are navigation buttons: a list icon, left and right arrow buttons, an 'OK' button, and a cancel icon. At the bottom, there are four more circular indicators and a 'Start Copy' button with a double-headed arrow icon.</p>



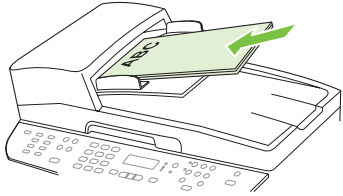
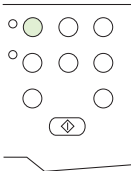
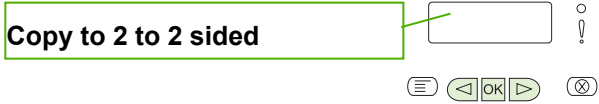
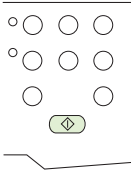


## Copy on both sides (Duplex)

How do I?	Steps to perform
<p data-bbox="86 373 642 443">Make two-sided copies from one-sided documents</p>	<ol data-bbox="716 347 1344 957" style="list-style-type: none"><li data-bbox="716 347 1344 430">1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.</li><li data-bbox="716 555 1239 582">2 On the product control panel, press <b>2-Sided</b>.</li><li data-bbox="716 746 1344 805">3 Use the arrow buttons to select <b>Copy to 1 to 2 sided</b>, and then press <b>OK</b>.</li><li data-bbox="716 930 966 957">4 Press <b>Start Copy</b>.</li></ol> <div data-bbox="1491 343 1837 534"></div> <div data-bbox="1596 550 1732 726"></div> <div data-bbox="1407 782 1774 837"><p data-bbox="1407 782 1774 837"><b>Copy to 1 to 2 sided</b></p></div> <div data-bbox="1774 742 1984 909"></div> <div data-bbox="1596 925 1732 1101"></div>




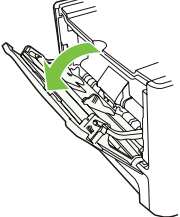
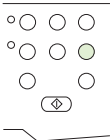
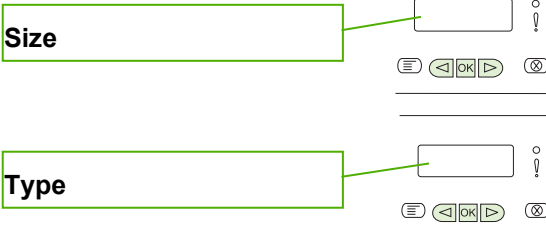
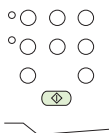


How do I?	Steps to perform
<p>Make two-sided copies from two-sided documents</p>	<ol style="list-style-type: none"><li data-bbox="730 304 1346 384">1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.</li><li data-bbox="730 512 1241 544">2 On the product control panel, press <b>2-Sided</b>.</li><li data-bbox="730 703 1339 759">3 Use the arrow buttons to select <b>Copy to 2 to 2 sided</b>, and then press <b>OK</b>.</li><li data-bbox="730 887 961 919">4 Press <b>Start Copy</b>.</li></ol>    




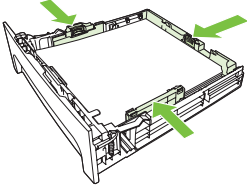
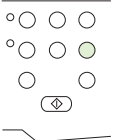
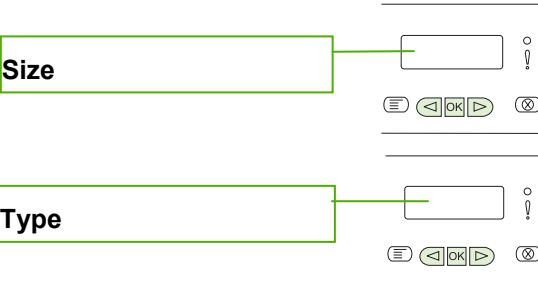
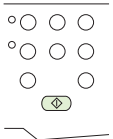


## Copy on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Copy on special paper, labels, or transparencies</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1346 432">1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.</li><li data-bbox="730 517 1136 544">2 Load the special media into tray 1.</li><li data-bbox="730 767 1220 794">3 On the product control panel, press <b>Paper</b>.</li><li data-bbox="730 927 1346 986">4 Use the arrow buttons to select a media size, and then press <b>OK</b>.</li><li data-bbox="730 1082 1297 1141">5 Use the arrow buttons to select a media type, and then press <b>OK</b>.</li><li data-bbox="730 1225 961 1252">6 Press <b>Start Copy</b>.</li></ol>     



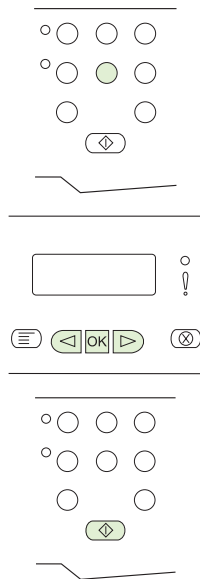
## Copy on pre-printed letterhead or forms

How do I?	Steps to perform
Copy on pre-printed letterhead or forms	<ol style="list-style-type: none"><li data-bbox="730 347 1346 432">1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.</li><li data-bbox="730 533 1346 617">2 Load the special media into tray 2. Load media with the top forward and the side to be printed on facing down.</li><li data-bbox="730 734 1346 767">3 On the product control panel, press <b>Paper</b>.</li><li data-bbox="730 900 1346 959">4 Use the arrow buttons to select a media size, and then press <b>OK</b>.</li><li data-bbox="730 1053 1346 1112">5 Use the arrow buttons to select a media type, and then press <b>OK</b>.</li><li data-bbox="730 1206 1346 1240">6 Press <b>Start Copy</b>.</li></ol>     





## Make my copy look better

How do I?	Steps to perform
Adjust the copy quality for the current job	<ol style="list-style-type: none"><li data-bbox="730 341 1348 400">1 On the product control panel, press <b>Quality</b> to see the current quality setting for the copy.</li><li data-bbox="730 555 1297 614">2 Use the arrow buttons to scroll through the quality setting options.</li><li data-bbox="730 735 1348 820">3 Select a setting, and then press <b>Start Copy</b> to save the selection and immediately start the copy job, or press <b>OK</b> to save the selection without starting the job.</li></ol>  <p>The diagram illustrates the product control panel interface. It shows a grid of quality settings represented by circles, with the second circle in the second row highlighted in green. Below the grid is a horizontal line with a small diamond-shaped arrow button. Underneath that is a rectangular display area with an exclamation mark icon to its right. Below the display are four buttons: a list icon, a left arrow, an 'OK' button, a right arrow, and a cancel icon. Below these buttons is another grid of quality settings, with the second circle in the second row highlighted in green. At the bottom of the diagram is another horizontal line with a small diamond-shaped arrow button.</p>







## Reduce or enlarge the image

How do I?	Steps to perform
Reduce or enlarge copies for the current job	<ol style="list-style-type: none"><li data-bbox="720 347 1339 379">1 On the product control panel, press <b>Reduce/Enlarge</b>.</li><li data-bbox="720 544 1310 600">2 Select the size to which you would like to reduce or enlarge the copies in this job.</li><li data-bbox="720 722 1310 807">3 Press <b>Start Copy</b> to save the selection and immediately start the copy job, or press <b>OK</b> to save the selection without starting the job.</li></ol> 