LaserJet Enterprise MFP, PageWide Enterprise MFP
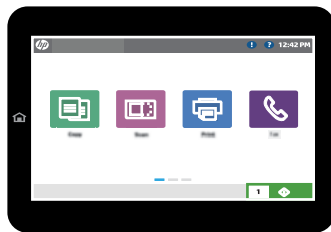
Reduce or enlarge a copy image

📝 **NOTE:** The steps vary according to the type of control panel.

FutureSmart 3	
FutureSmart 4	

FutureSmart 3

1. From the Home screen on the product control panel, select the Copy button.

2. Select the Reduce/Enlarge button.

3. Select one of the predefined percentages, or select the Scaling field and type a percentage. Use a percentage between 25 and 200 when using the document feeder or between 25 and 400 when copying from the scanner glass. Select the OK button. You can also select these options:

    - Auto: The printer automatically scales the image to fit the paper size in the tray.

    - Auto Include Margins: The printer reduces the image slightly to fit the entire scanned image within the printable area on the page.

    📝 **NOTE:** To reduce the image, select a scaling percentage that is less than 100. To enlarge the image, select a scaling percentage that is greater than 100.

4. Select the Start ◉ button.

FutureSmart 4

1. From the Home screen on the product control panel, select Copy.

2. Select Options in the lower left corner, and then select Reduce/Enlarge in the list of options.

3. Select Automatic, or select Manual and type a percentage between 25 and 400. Select Done.

📝 NOTE: To reduce the image, select a scaling percentage that is less than 100. To enlarge the image, select a scaling percentage that is greater than 100.

4. To adjust the number of copies, select the box to the left of the Copy button, and then select the number of copies from the keypad that opens.

5. Select Copy.