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Copy Text or Mixed Documents

📄 Make a 1-sided copy

📄 Make a 2-sided copy

📄 More copy features

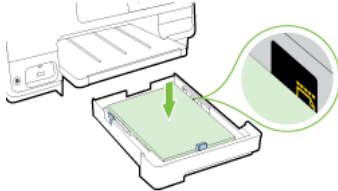## Make a 1-sided copy

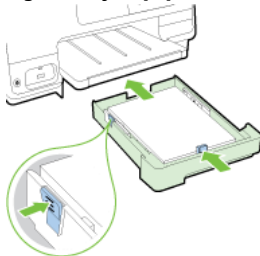1. Insert the paper print-side down in the center of the main input tray.

   Make sure the stack of paper is inserted as far inside the printer as possible and does not exceed the higher line marking in the tray. For more help, refer to the diagram engraved in the tray.

   Figure : The higher line that the stack of standard-size paper does not exceed

2. Slide the paper-width guides in the tray until they touch the edge of the stack of paper, and then reinsert the tray.

   Figure : Adjust paper-width guides

   🔔 **NOTE:**

   To load legal-size paper, press the blue latch at the bottom left of the input tray and fully extend the tray.

3. Pull out the output tray extension until the intended paper size is reached.

   Figure : Pull out the output tray extension.

4. For copying a photo, use the scanner glass and place it face down. Using the document feeder may ruin the photo.
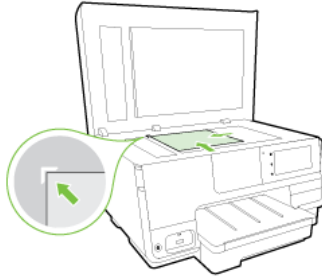
   Do one of the following to load the original:

   - Lift the scanner lid and load the original print-side down near to the engaved guides along the scanner glass edge as shown in the following illustration.

     🔔 **NOTE:**

     Ensure that the automatic document feeder is empty. Otherwise, the printer will sense the document in the ADF instead of the paper on the scanner glass.

     Figure : Load an original onto the scanner
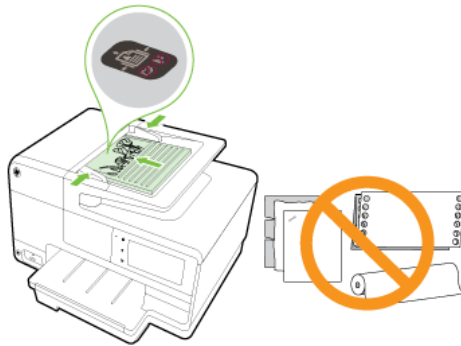

   - Load the original print-side up in the document feeder until you hear a tone or see a message on the display indicating that the loaded pages were detected.

     🔔 **NOTE:**

     If you are loading an original printed in portrait orientation, place the pages so that the top edge of the document goes in first. If you are loading an original printed in landscape orientation, place the pages so that the left edge of the document goes in first.

     Figure : Load an original into the ADF

5. From the printer control panel display, touch **Copy**.

6. Scroll up or down to select the number of copies.

   🔔 **NOTE:**

   To save these settings as defaults for future jobs, from the printer control panel display, touch **Copy**, touch ⚙ or **Settings**, and then touch **Set As New Defaults**.

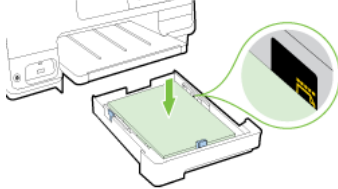7. Touch **Black** or **Color** to start the copy job.

   🔔 **NOTE:**

   If you have a color original, selecting **Black** produces a black-and-white copy, while selecting **Color** produces a full-color copy.

Make a 2-sided copy

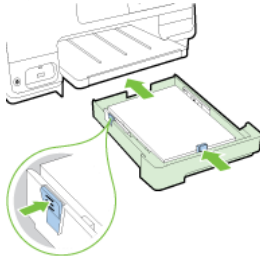1. Insert the paper print-side down in the center of the main input tray.

    Make sure the stack of paper is inserted as far inside the printer as possible and does not exceed the higher line marking in the tray. For more help, refer to the diagram engraved in the tray.

    Figure : The higher line that the stack of standard-size paper does not exceed

2. Slide the paper-width guides in the tray until they touch the edge of the stack of paper, and then reinsert the tray.

    Figure : Adjust paper-width guides

    🔔 NOTE:

    To load legal-size paper, press the blue latch at the bottom left of the input tray and fully extend the tray.

3. Pull out the output tray extension until the intended paper size is reached.

    Figure : Pull out the output tray extension.

4. For copying a photo, use the scanner glass and place it face down. Using the document feeder may ruin the photo.
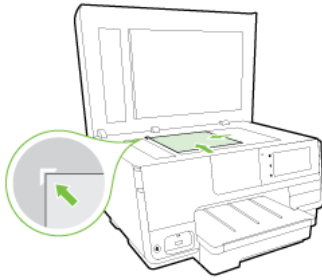
    Do one of the following to load the original:

    *   Lift the scanner lid and load the original print-side down near to the engaved guides along the scanner glass edge as shown in the following illustration.

        🔔 NOTE:

        Ensure that the automatic document feeder is empty. Otherwise, the printer will sense the document in the ADF instead of the paper on the scanner glass.

        Figure : Load an original onto the scanner

- Load the original print-side up in the document feeder until you hear a tone or see a message on the display indicating that the loaded pages were detected.
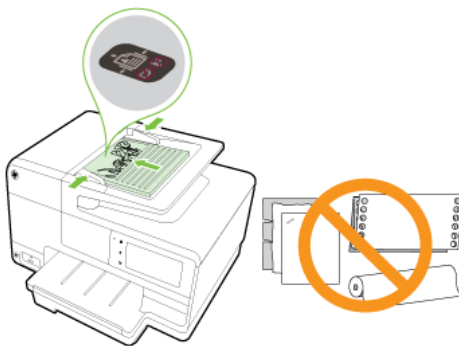
> **NOTE:**
>
> Scanning 2-sided documents on A4, Letter-, or legal-size paper can only be supported by some models of the printer document feeder.

> **NOTE:**
>
> If you are loading an original printed in portrait orientation, place the pages so that the top edge of the document goes in first. If you are loading an original printed in landscape orientation, place the pages so that the left edge of the document goes in first.

Figure : Load an original into the ADF

5. From the printer control panel display, touch **Copy**.

6. Scroll up or down to select the number of copies.

> **NOTE:**
>
> To save these settings as defaults for future jobs, from the printer control panel display, touch **Copy**, touch ✿ or **Settings**, and then touch **Set As New Defaults**.

7. Touch **2-sided** and then touch the desired option.

8. Touch **Black** or **Color** to start the copy job.

> **NOTE:**
>
> If you have a color original, selecting **Black** produces a black-and-white copy, while selecting **Color** produces a full-color copy.

More copy features

You can customize copy jobs using the various settings available from the printer control panel.

While in the **Copy** menu, touch ⚙ or **Settings** and then scroll up or down to select among settings.

- Number of Copies

- Paper Size

- Paper Type

- HP Copy Fix

- Two Sided

- ID Copy

- Quality

- Lighter/Darker

- Resize

- Collate

- Margin Shift

- Enhancements

- Set as New Defaults

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