



Make a copy

- 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.

3. To adjust the number of copies, touch the Copies field to open a keypad.

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0	Sign In	Ready			Copies:
Quick Set	s		Сору		
Access preset job options for commonly used jobs			Make copies from an original document		
Fax			E-mail		
Send a document to one or more fax numbers			Send a document as an attachment to an e-mail		
Save to USB			Save to Network Folder		
Save the scanned job to a USB storage device			Send a document to a folder on the network		
Save to D	evice Memory		Retrieve from Device Memory		
6	Сору				0
Ready					Copies:
Auto detect	1 Legal	100%	al		
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4. Enter the number of copies, and then touch the OK button.



5. Touch the Start 💿 button.