



# LaserJet Enterprise MFP

## Collate a copy job

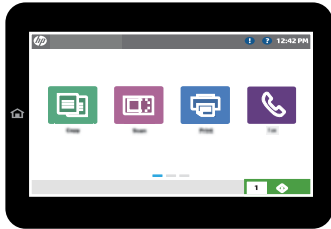
You can copy and print one or more sets of a document, with each set arranged in correct sequential order.

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

### FutureSmart 3



### FutureSmart 4



### FutureSmart 3


1. From the Home screen on the printer control panel, select the [Copy](#) button.
2. Select the [Collate](#) button.
3. Select the [Collate on \(Sets in page order\)](#) option button, and then select the [OK](#) button.
4. Select the [Start](#) button.

### FutureSmart 4

1. From the Home screen on the printer control panel, select [Copy](#).



2. Select [Options](#) in the lower left corner, and then select [Collate](#) in the Options list.
3. If it is not already selected, select [Collate on](#).

4. To adjust the number of copies, touch the Copy Count field to the left of the Copy button. When the keypad displays, enter the number of copies to make. Touch the Close  button to close the keypad.
5. Touch Copy to begin copying.