

Setting paper size and type for copying on special paper

 $\overline{\mathbb{B}}$ **NOTE:** The steps vary according to the type of control panel.



FutureSmart 4

FutureSmart 3



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- 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 printer control panel, select the Copy button.
- **3.** Select the Paper Selection button.
- 4. Select the tray that holds the paper that you want to use, and then select OK.

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- 2. From the Home screen on the printer control panel, select Copy.

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- 3. Select Options in the lower left corner, and then select Paper Selection in the Options list.
- 4. In the right pane, select settings for Paper Size, Paper Type, and Paper Tray, and then select Done.

- 5. To adjust the number of copies, touch the Copy Count field to the left of the Copy button. When the keypad displays, select the number of copies to make. Touch the Close 🕎 button to close the keypad.
- 6. Select Copy to begin copying.