



LaserJet Enterprise MFP, PageWide Enterprise MFP

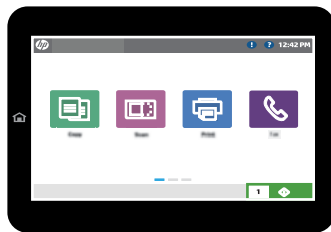
Make a copy

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


FutureSmart 3



FutureSmart 4



FutureSmart 3

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. To adjust the number of copies, select the [Copies](#) field to open a keypad.
4. Select the [More Options](#) button, and then select the [Optimize Text/Picture](#) button.
5. Select one of the predefined options, or select the [Manually Adjust](#) button, and then adjust the slider in the [Optimize For](#) area. Select the [OK](#) button.
6. Select the Copy  button.

FutureSmart 4

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.

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



- Select settings from the [Sides](#) and [Color/Black](#) menus, and then select [Done](#).
- If you are using a Quick Set, select [Load](#) under [Quick Sets and Defaults](#). Select the Quick Set from the list, and then select [Load](#) in the lower right corner.



NOTE: **Quick Sets** are predefined copy settings for various types of output, such as [Text](#), [Photograph](#), and [High Quality](#).

- To adjust settings, such as [Reduce/Enlarge](#) and [Content Orientation](#), select [Options](#) in the lower left corner, and then select the settings from the [Options](#) menus. Select [Done](#) if prompted.
- Optional Preview: Touch the right pane of the screen to preview the document. You can use the [Expand](#) and [Collapse](#) buttons on the left side of the preview pane to expand and collapse the preview screen.

Expand button



Collapse button



Use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.



Toggle between the two-page view and the thumbnail view. More options are available in the thumbnail view than in the two-page view.



Zoom in or out on the selected page.

NOTE: Select only one page at a time to use these buttons.





Rotate the page 180 degrees.

NOTE: This button is available only in the thumbnail view.



Delete the selected pages.

NOTE: This button is available only in the thumbnail view.



Rearrange the pages within the document. Select one or more pages and move them to the left or right.


NOTE: These buttons are available only in the thumbnail view.



Add a page to the document. The printer prompts you to scan additional pages.



Clear the changes made in the preview and start over.

7. To adjust the number of copies, touch the box to the left of the **Copy** button, and then select the number of copies from the keypad that opens. Select the Close  button to close the keypad.
8. When the document is ready, select **Copy** to begin copying.