LaserJet Enterprise

Use Job Build mode

Use the Job Build feature to combine several sets of original documents into one copy job. Also use this feature to copy an original document that has more pages than the document feeder can accommodate at one time.

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. Touch the More Options button, and then touch the Job Build button.

4. Touch the Job Build On button.

5. Touch the OK button.

6. If necessary, select copy options.

7. Touch the Start ◉ button. After each page is scanned, or when the document feeder is empty, the control panel prompts you for more pages.

8. If the job contains more pages, load the next page, and then touch the Scan button.

   The product temporarily saves all the scanned images. Touch the Finish button to print the copy job.