
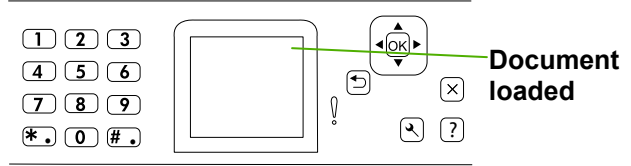

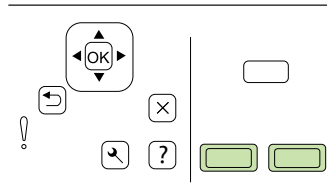


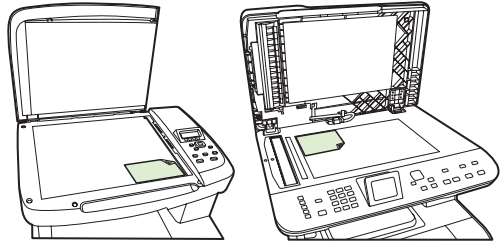
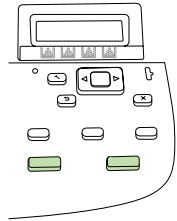


Copy using the automatic document feeder (ADF)

How do I?	Steps to perform
<p>Load originals using the automatic document feeder (ADF)</p> <p>CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF. Use the flatbed glass to scan these items.</p>	<ol style="list-style-type: none"> 1 Insert the top-end of the stack of originals into the automatic document feeder input tray, with the media stack face-up and the first page to be copied on top of the stack.  2 Slide the stack into the ADF until it does not move any farther. Document loaded appears on the control-panel display.  3 Adjust the media guides until they are snug against the media.  4 Press Start Copy Black or Start Copy Color on the product control panel to start copying. 



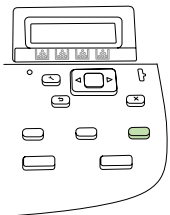
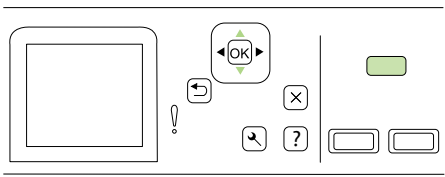
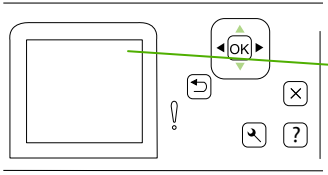
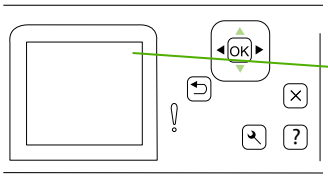
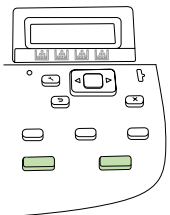
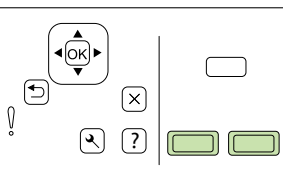
Copy using the flatbed scanner

How do I?	Steps to perform
Load originals in the flatbed scanner	<ol style="list-style-type: none"><li data-bbox="730 347 1339 403">1 Make sure that the automatic document feeder (ADF) contains no media.<li data-bbox="730 448 1083 475">2 Lift the flatbed scanner cover.<li data-bbox="730 552 1339 635">3 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner.<li data-bbox="730 651 978 678">4 Gently close the lid.<li data-bbox="730 754 1339 810">5 Press Start Copy on the product control panel to start copying.  



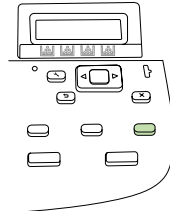
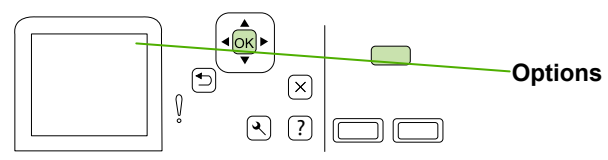
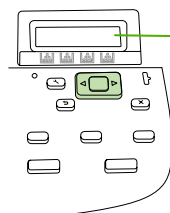
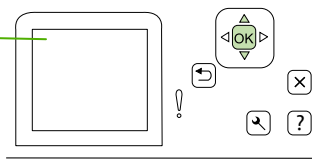
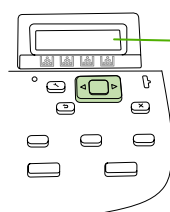
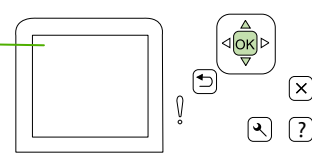


Collate my copy job

How do I?	Steps to perform
<p>Change the copy-collation setting</p> <p>NOTE: The factory-set default for automatic copy collation is On.</p>	<ol style="list-style-type: none"> On the product control panel, press Copy Feature. <p>-or-</p> <ol style="list-style-type: none"> On products with a graphical display, press Copy Menu, then use the arrow keys to select Options and press OK. Use the arrow keys to select Copy Collation, and then press OK. Use the arrow buttons to select On or Off. Press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job.      

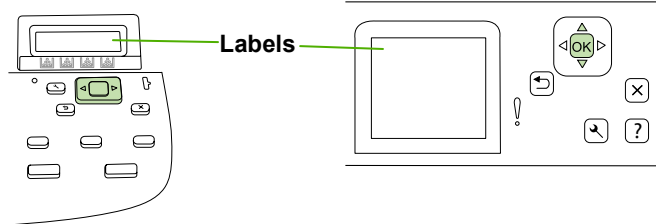
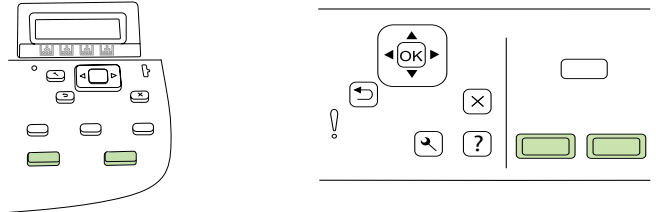


Copy onto media of different types and sizes

How do I?	Steps to perform
<p>Copy onto media of different types and sizes</p>	<p>1 On the product control panel, press Copy Features.</p> <p>-or-</p> <p>For products with a graphical display, press Copy Menu, then use the arrow keys to select Options, and then press OK.</p>   <p>2 Use the arrow buttons to select Copy paper, and then press OK.</p>   <p>3 Use the arrow buttons to select a media size, and then press OK.</p>  



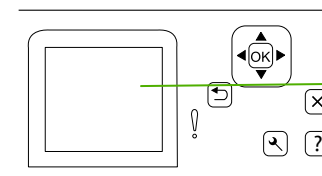


How do I?	Steps to perform
<p>Copy onto media of different types and sizes (continued)</p>	<p>4 Use the arrow buttons to select a media type, and then press OK.</p> <p>5 Press Start Copy.</p>  

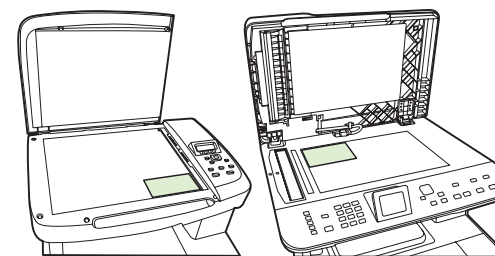


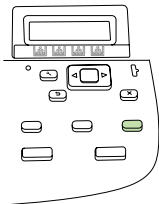
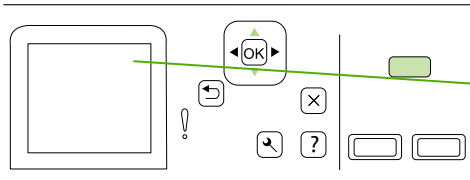
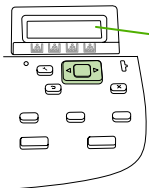
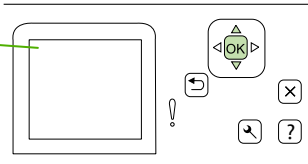
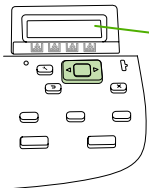
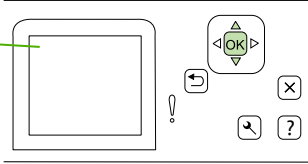
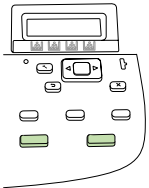
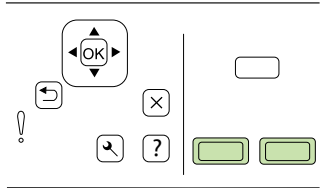
Copy on preprinted letterhead or forms

How do I?	Steps to perform
<p>Load originals</p> <p>Automatic document feeder (ADF models only)</p>	<ol style="list-style-type: none"> 1 Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-up and the first page to be copied on top of the stack. If the media is longer than letter- or A4-sized paper, pull out the ADF input tray extension to support the media. 2 Slide the stack into the ADF until it does not move any farther. Document loaded appears on the control-panel display. 3 Adjust the media guides until they are snug against the media without restricting movement.
<p>Flatbed scanner</p> <p>NOTE: The maximum media size for flatbed scanning is letter. Use the ADF for scanning media larger than letter.</p>	<ol style="list-style-type: none"> 1 Make sure that the automatic document feeder (ADF) contains no media. 2 Lift the flatbed scanner cover. 3 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner. 4 Gently close the lid.



Document loaded



How do I?	Steps to perform
<p>Copy on preprinted letterhead or forms (continued)</p> <p>Change the media type to letterhead</p>	<p>5 On the product control panel, press Copy Features.</p> <p>-or-</p> <p>For products with a graphical display, press Copy Menu, then use the arrow keys to select Options, and then press OK.</p> <p>6 Use the arrow buttons to select Copy paper, and then press OK.</p> <p>7 Use the arrow buttons to select Letterhead or Preprinted, and then press OK.</p> <p>8 Press Start Copy.</p>        

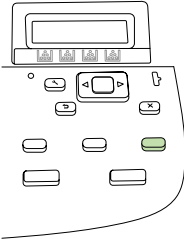
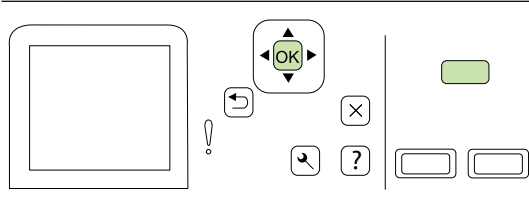
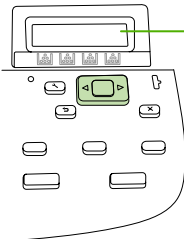
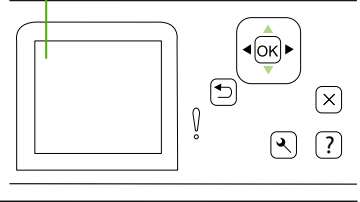
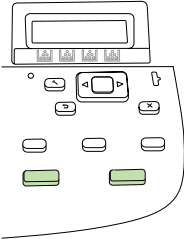
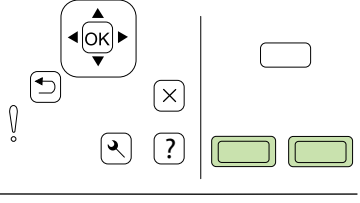




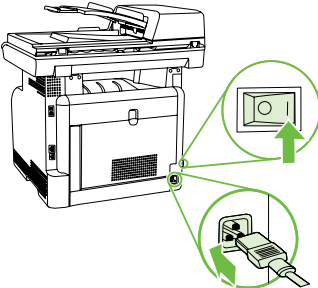
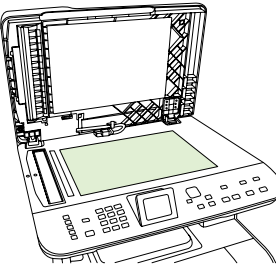
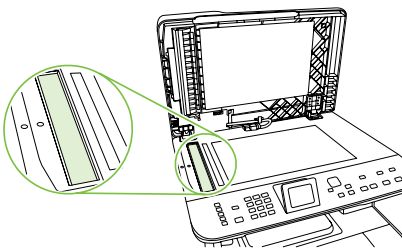
How do I?	Steps to perform
<p>Copy on preprinted letterhead or forms (continued)</p> <p>Change the default media-type to letterhead</p>	<ol style="list-style-type: none"> <li data-bbox="688 268 1255 304">On the product control panel, press Setup. <div data-bbox="1283 268 1976 475"> </div> <li data-bbox="688 499 1255 552">Use the arrow buttons to select System setup, and then press OK. <div data-bbox="1283 499 1976 707"> </div> <li data-bbox="688 722 1255 775">Use the arrow buttons to select Paper setup, and then press OK. <div data-bbox="1283 722 1976 930"> </div> <li data-bbox="688 946 1255 999">Use the arrow buttons to select Default paper type, and then press OK. <div data-bbox="1283 946 1976 1153"> </div> <li data-bbox="688 1169 1255 1222">Use the arrow buttons to select Letterhead or Preprinted, and then press OK. <div data-bbox="1283 1169 1976 1377"> </div> <li data-bbox="688 1329 1062 1366">Press OK to save the selection.



Make my copy look better

How do I?	Steps to perform
<p>Adjust the copy quality for the current job</p> <p>NOTE: The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, Custom settings appears on the product control-panel display.</p>	<ol style="list-style-type: none"> <p>On the product control panel, press Copy Features.</p> <p>-or-</p> <p>On products with a graphical display, press Copy Menu, then use the arrow keys to select Options, and then press OK.</p> <p>Use the arrow buttons to select Optimize, and then press OK to see the quality setting for the copy.</p> <p>Use the arrow buttons to scroll through the quality setting options.</p> <p>Select a setting, and then press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job.</p>      



How do I?	Steps to perform
<p data-bbox="86 300 630 336">Make my copy look better (continued)</p> <p data-bbox="86 368 409 405">Clean the scanner glass</p> <p data-bbox="86 580 716 719">CAUTION: Do not use abrasives, acetone, benzene, ammonia, ethyl alcohol, or carbon tetrachloride on any part of the product; these can damage the product. Do not place liquids directly on the glass. They might seep under it and damage the product.</p>	<p data-bbox="716 272 1283 325">1 Turn off the product, unplug the power cord from the electrical socket, and raise the lid.</p>  <p data-bbox="716 580 1283 660">2 Clean the glass by using a soft, lint-free cloth or sponge that has been moistened with nonabrasive glass cleaner.</p>  <p data-bbox="716 884 1283 963">3 Clean the scanner strip (ADF models only) by using a soft, lint-free cloth or sponge that has been moistened with nonabrasive glass cleaner.</p>  <p data-bbox="716 1059 1283 1123">NOTE: To prevent spotting, dry the glass by using a chamois or cellulose sponge.</p>





Reduce or enlarge the image

How do I?	Steps to perform
<p>Reduce or enlarge copies for the current job</p>	<ol style="list-style-type: none"> <p>On the product control panel, press Copy Features.</p> <p>-or-</p> <p>On products with a graphic display, press Copy Menu.</p> <p>On products with a graphic display, select Size.</p> <p>Select the size to which you would like to reduce or enlarge the copies in this job. If you select 2 pages per sheet or 4 pages per sheet, select the orientation (portrait or landscape).</p> <p>Press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job.</p>

