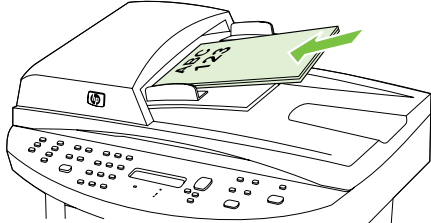
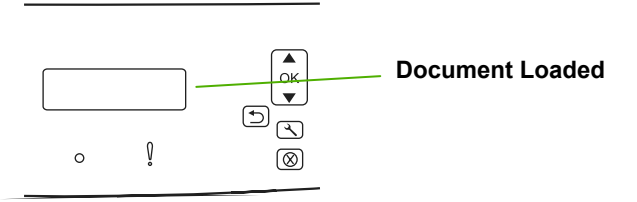
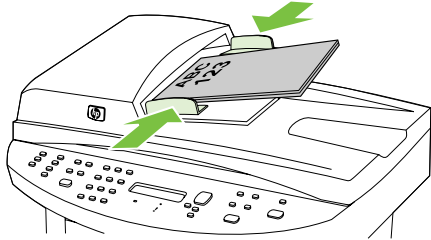
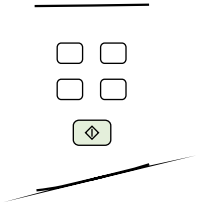
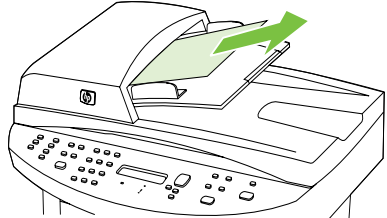

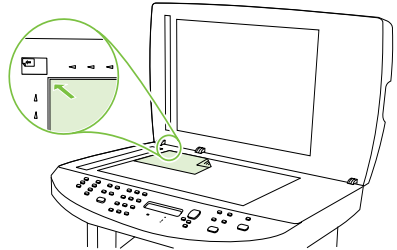
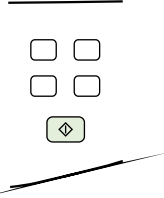


Copy using the automatic document feeder (ADF)

How do I?	Steps to perform
<p data-bbox="86 373 579 443">Load originals using the automatic document feeder (ADF)</p> <p data-bbox="86 624 705 762">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 data-bbox="716 347 1346 1193" style="list-style-type: none"><li data-bbox="716 347 1346 459">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.<li data-bbox="716 624 1346 715">2 Slide the stack into the ADF until it does not move any farther. Document loaded appears on the control-panel display.<li data-bbox="716 842 1346 906">3 Adjust the media guides until they are snug against the media.<li data-bbox="716 1134 1346 1193">4 Press Start Copy on the product control panel to start copying.    



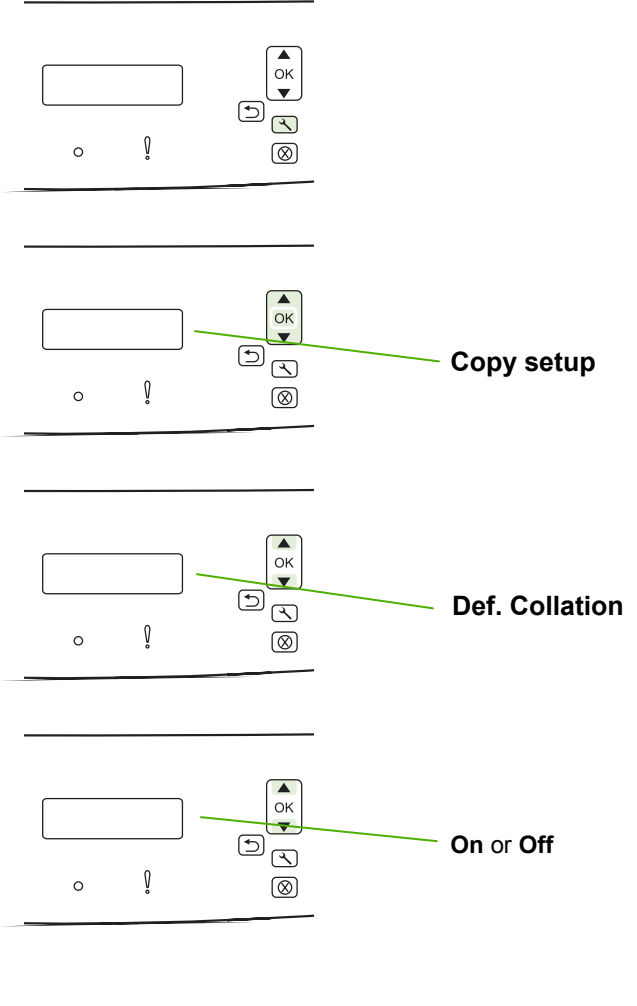
Copy using the flatbed scanner

How do I?	Steps to perform
Load originals in a flatbed scanner	<ol style="list-style-type: none"><li data-bbox="730 347 1333 399">1 Make sure that the automatic document feeder (ADF) contains no media. <li data-bbox="730 587 1081 614">2 Lift the flatbed scanner cover. <li data-bbox="730 858 1333 941">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 1129 976 1157">4 Gently close the lid.<li data-bbox="730 1177 1333 1228">5 Press Start Copy on the product control panel to start copying. 





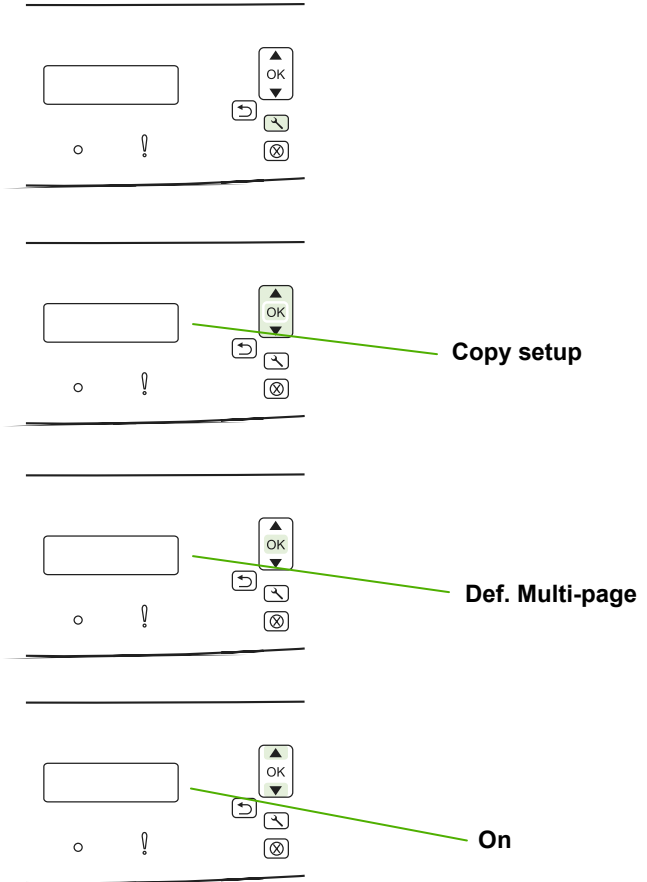
Collate my copy job

How do I?	Steps to perform
<p data-bbox="86 371 569 411">Change the copy-collation setting</p> <p data-bbox="86 592 716 647">NOTE: The factory-set default for automatic copy collation is On.</p>	<ol data-bbox="716 347 1346 1358" style="list-style-type: none"><li data-bbox="716 347 1346 587">1 On the product control panel, press Setup (⏏).<li data-bbox="716 587 1346 826">2 Use the arrow buttons to select Copy setup, and then press OK.<li data-bbox="716 826 1346 1066">3 Use the arrow buttons to select Def. Collation, and then press OK.<li data-bbox="716 1066 1346 1305">4 Use the arrow buttons to select On or Off.<li data-bbox="716 1305 1346 1358">5 Press OK to save the selection.  <p>The diagram illustrates the navigation path on the product control panel. It shows a sequence of four panels. In each panel, a rectangular display shows the current selection. The control panel includes an OK button, an arrow button, a left arrow button, and a right arrow button. Green arrows point from the text labels to the corresponding buttons on the control panel.</p>



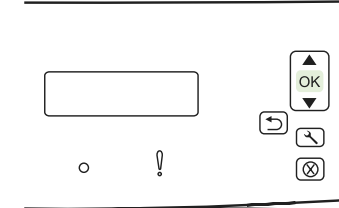
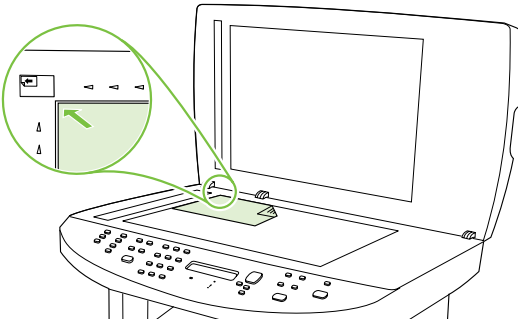
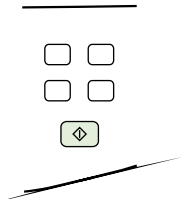


Copy on both sides (Duplex)

How do I?	Steps to perform
<p data-bbox="86 375 619 411">Copy two-sided documents manually</p> <p data-bbox="86 502 716 558">NOTE: The factory-set default for automatic copy collation is On.</p>	<p data-bbox="716 359 1207 391">Set the multiple-page flatbed copy setting</p> <p data-bbox="716 399 1333 486">The multiple-page flatbed copy setting must be set to On before the product will produce two-sided copies from the flatbed scanner.</p> <ol style="list-style-type: none"><li data-bbox="716 502 1333 686">1 On the product control panel, press Setup (⏏).<li data-bbox="716 742 1333 798">2 Use the arrow buttons to select Copy setup, and then press OK.<li data-bbox="716 973 1333 1029">3 Press OK to select Def. Multi-page.<li data-bbox="716 1204 1333 1260">4 Use the arrow buttons to select On. 

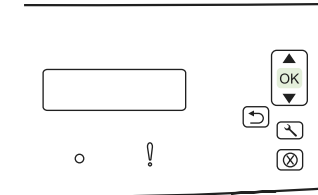
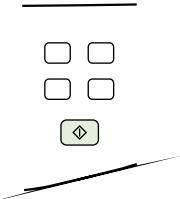




How do I?	Steps to perform
<p>Copy two-sided documents manually (continued)</p>	<p>5 Press OK to save the selection.</p>  <p>6 Load the first page of the document on the flatbed scanner.</p>  <p>7 Press Start Copy.</p>  <p>8 Remove the first page, and then load the second page onto the flatbed scanner.</p>



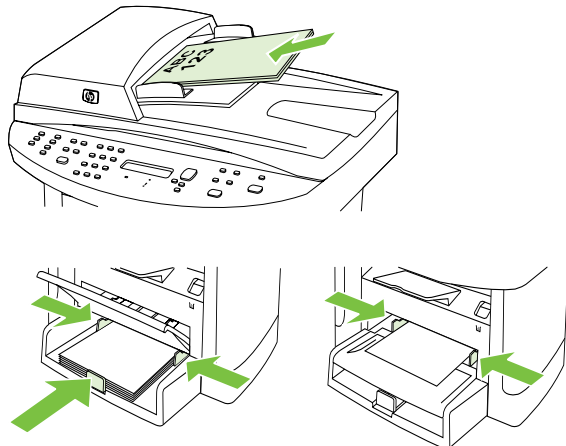

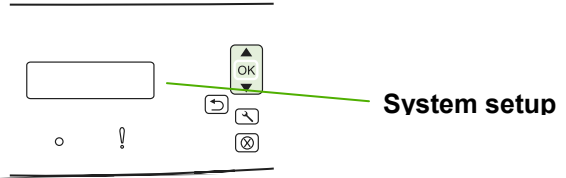


How do I?	Steps to perform
<p>Copy two-sided documents manually (continued)</p>	<p>9 Press OK, and then repeat the process until all of the pages in the original have been copied.</p>  <p>10 When the copy job is completed, press Start Copy to return the product to Ready mode.</p> 



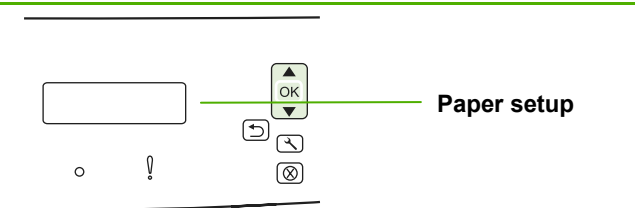
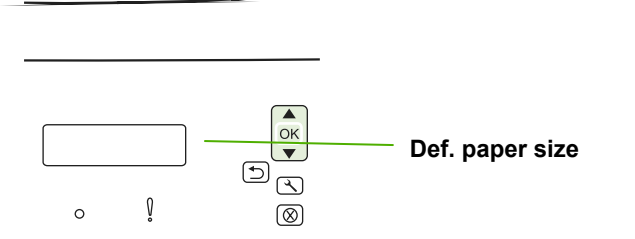
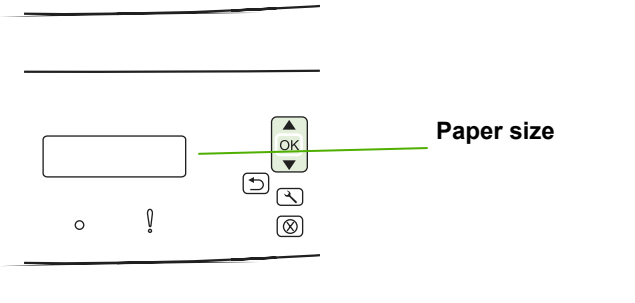



Copy on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Copy on special paper, labels, or transparencies</p>	<p>1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.</p> <p>-Or-</p> <p>2 Load the special media into the priority input tray or tray 1.</p> 
	<p>Change the default media-size setting</p> <p>3 On the product control panel, press Setup (⚙️).</p>  <p>4 Use the arrow buttons to select System setup, and then press OK.</p> 



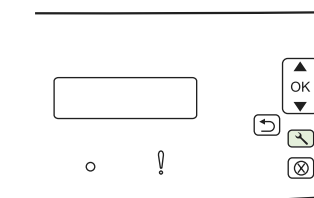
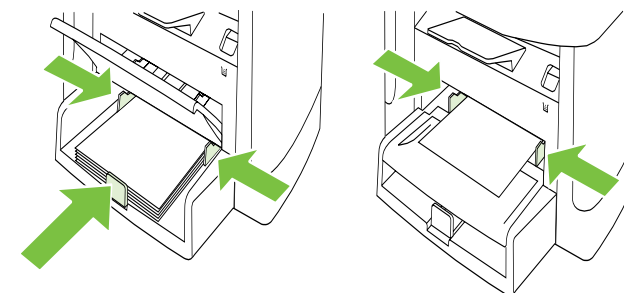


How do I?	Steps to perform	
<p>Copy on special paper, labels, or transparencies (continued)</p>	<p>5 Use the arrow buttons to select Paper setup, and then press OK.</p>	
	<p>6 Use the arrow buttons to select Def. paper size, and then press OK.</p>	
	<p>7 Use the arrow buttons to select a media size, and then press OK.</p>	
	<p>8 Press OK to save the selection.</p> <p>9 Press Start Copy on the product control panel to start copying.</p>	

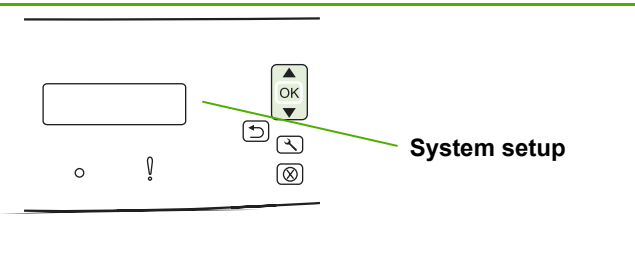
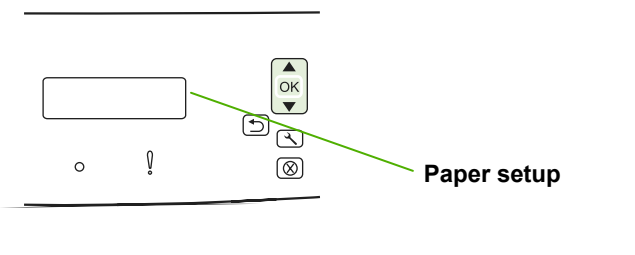
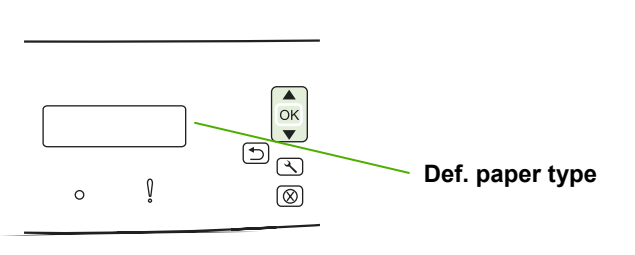
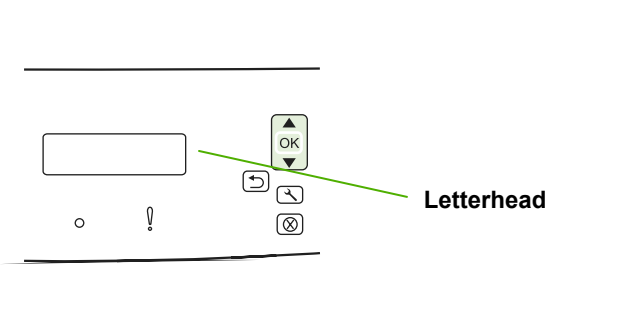


Copy on pre-printed letterhead or forms

How do I?	Steps to perform
Copy on pre-printed letterhead or forms	<ol style="list-style-type: none"><li data-bbox="730 347 1346 432">1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.<li data-bbox="730 644 1346 729">2 Load the letterhead or form into the priority input tray or tray 1. Load media with the top forward and the side to be printed on facing up. <p data-bbox="730 948 1226 975">Change the default paper-type to letterhead</p> <ol style="list-style-type: none"><li data-bbox="730 1002 1346 1029">3 On the product control panel, press Setup (⚙️).

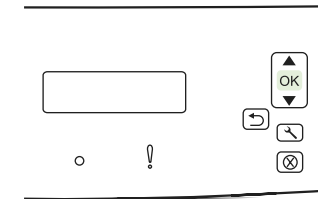
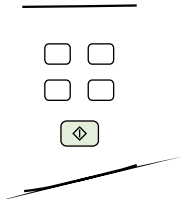




How do I?	Steps to perform	
<p>Copy on pre-printed letterhead or forms (continued)</p>	<p>4 Use the arrow buttons to select System setup, and then press OK.</p>	
	<p>5 Use the arrow buttons to select Paper setup, and then press OK.</p>	
	<p>6 Use the arrow keys to select Paper type, and then press OK.</p>	
	<p>7 Use the arrow buttons to select Letterhead, and then press OK.</p>	



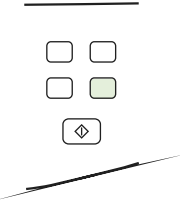
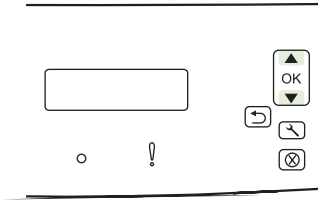
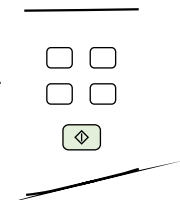


How do I?	Steps to perform
<p>Copy on pre-printed letterhead or forms (continued)</p>	<p>8 Press OK to save the selection.</p>  <p>9 Press Start Copy on the product control panel to start copying.</p>  <p>Change the default paper-type to a preprinted form</p> <p>10 Follow the above steps selecting Preprinted for the paper type.</p>





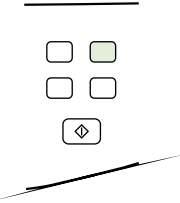
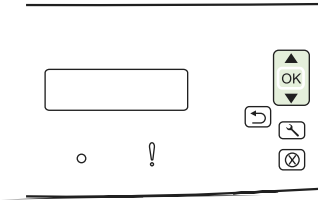
Make my copy look better

How do I?	Steps to perform
Adjust the copy quality for the current job	<ol style="list-style-type: none"><li data-bbox="730 347 1344 399">1 On the product control panel, press Quality to see the current quality setting for the copy. <li data-bbox="730 590 1344 646">2 Use the arrow buttons to scroll through the quality setting options. <li data-bbox="730 837 1344 925">3 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. 





Reduce or enlarge the image

How do I?	Steps to perform
Reduce or enlarge copies for the current job	<ol style="list-style-type: none"><li data-bbox="730 347 1344 375">1 On the product control panel, press Reduce/Enlarge. <li data-bbox="730 590 1312 646">2 Select the size to which you would like to reduce or enlarge the copies in this job. <li data-bbox="730 837 1312 925">3 Press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job. 