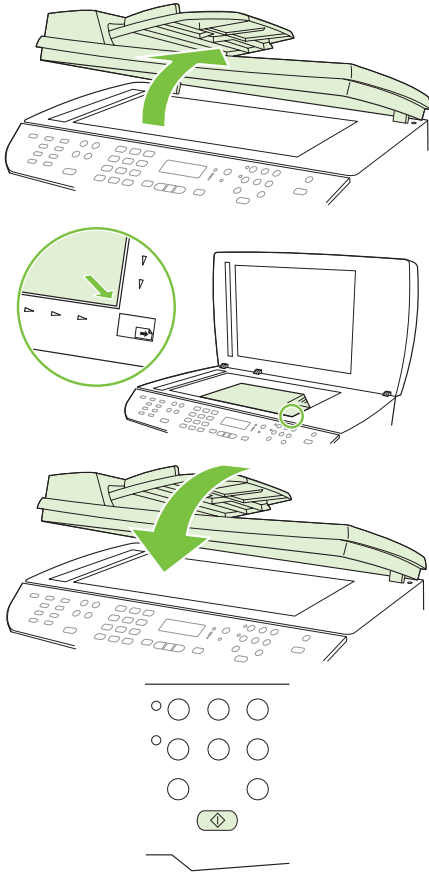


Copy using the automatic document feeder (ADF)

How do I?	Steps to perform
<p data-bbox="86 371 579 443">Load originals using the automatic document feeder (ADF)</p> <p data-bbox="86 600 705 735">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 1090" 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="716 600 1346 683">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="716 783 1346 834">3 Adjust the media guides until they are snug against the media.<li data-bbox="716 1034 1346 1090">4 Press Start Copy on the product control panel to start copying. <div data-bbox="1465 347 1877 580"></div> <div data-bbox="1360 643 1982 756"><p data-bbox="1360 659 1587 691">Document loaded</p></div> <div data-bbox="1465 778 1877 1011"></div> <div data-bbox="1604 1034 1738 1219"></div>



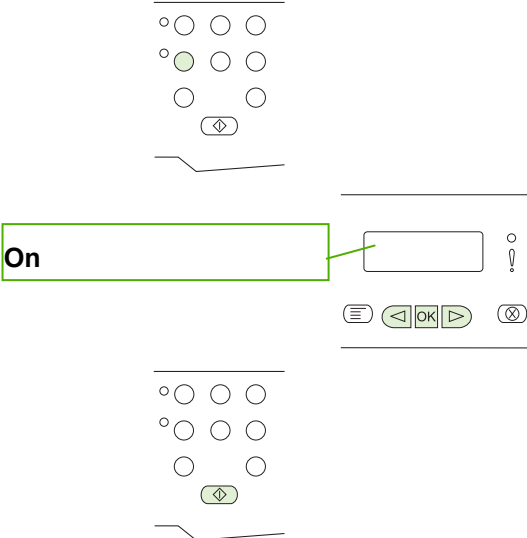
Copy using the flatbed scanner

How do I?	Steps to perform
Load originals in a flatbed scanner	<ol style="list-style-type: none"><li data-bbox="730 347 1339 403">1 Make sure that the automatic document feeder (ADF) contains no media. Lift the flatbed scanner cover.<li data-bbox="730 571 1339 659">2 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="730 810 982 834">3 Gently close the lid.<li data-bbox="730 1026 1339 1082">4 Press Start Copy on the product control panel to start copying. 





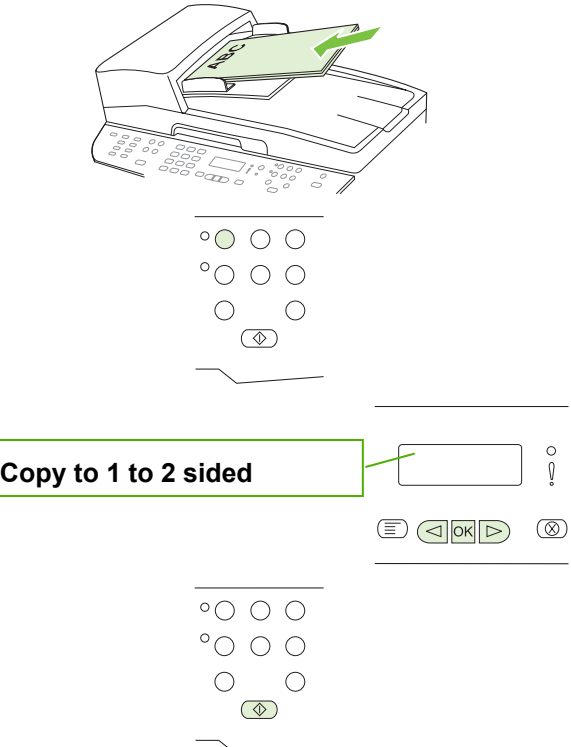
Collate my copy job

How do I?	Steps to perform
<p>Change the copy-collation setting for the current job</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1234 373">1 On the product control panel, press Collate.<li data-bbox="730 544 1234 569">2 Use the arrow buttons to select On and Off.<li data-bbox="730 719 1310 799">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.  <p>The diagram illustrates the control panel interface. At the top, there are four circular indicators. Below them is a 'Collate' button with a double-headed arrow icon. A line connects this button to a larger display area. In this area, the word 'On' is shown in a box, with a green arrow pointing to it from the text 'select On and Off'. To the right of 'On' is a smaller box containing a question mark icon. Below these are navigation buttons: a list icon, left and right arrow buttons, an 'OK' button, and a cancel icon. At the bottom, there are four more circular indicators and another 'Collate' button.</p>



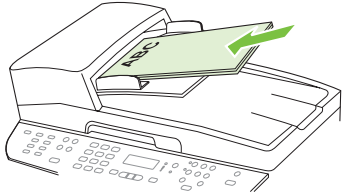
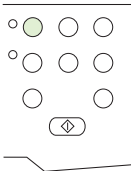
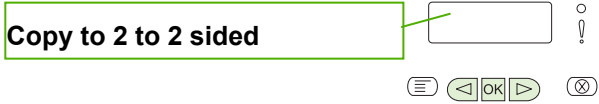
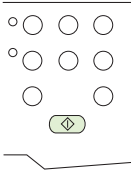


Copy on both sides (Duplex)

How do I?	Steps to perform
<p>Make two-sided copies from one-sided documents</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1344 430">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="730 555 1239 582">2 On the product control panel, press 2-Sided.<li data-bbox="730 746 1333 805">3 Use the arrow buttons to select Copy to 1 to 2 sided, and then press OK.<li data-bbox="730 925 961 952">4 Press Start Copy.  <p>The diagram illustrates the process of loading a document into the feeder and navigating the control panel. The control panel features a numeric keypad and several function buttons. A box highlights the 'Copy to 1 to 2 sided' option, which is selected by navigating with the arrow buttons and pressing the OK button.</p>




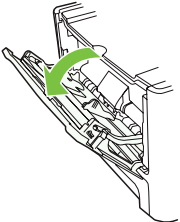
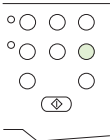
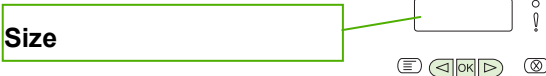
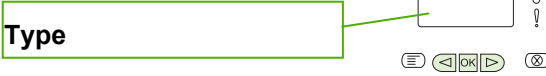
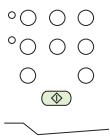


How do I?	Steps to perform
<p>Make two-sided copies from two-sided documents</p>	<ol style="list-style-type: none"><li data-bbox="730 300 1346 384">1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.<li data-bbox="730 512 1241 539">2 On the product control panel, press 2-Sided.<li data-bbox="730 703 1339 759">3 Use the arrow buttons to select Copy to 2 to 2 sided, and then press OK.<li data-bbox="730 887 961 914">4 Press Start Copy.    






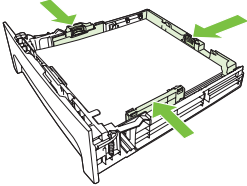
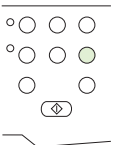
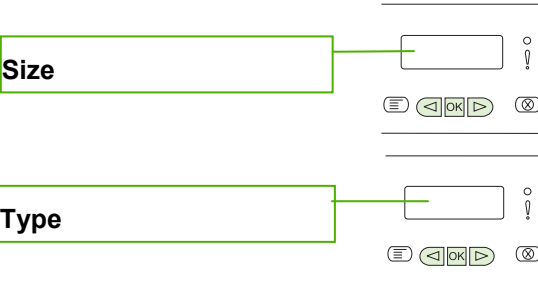
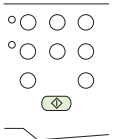
Copy on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Copy on special paper, labels, or transparencies</p>	<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="730 517 1136 544">2 Load the special media into tray 1.<li data-bbox="730 767 1220 794">3 On the product control panel, press Paper.<li data-bbox="730 927 1346 986">4 Use the arrow buttons to select a media size, and then press OK.<li data-bbox="730 1075 1297 1134">5 Use the arrow buttons to select a media type, and then press OK.<li data-bbox="730 1219 961 1246">6 Press Start Copy.      





Copy on pre-printed letterhead or forms

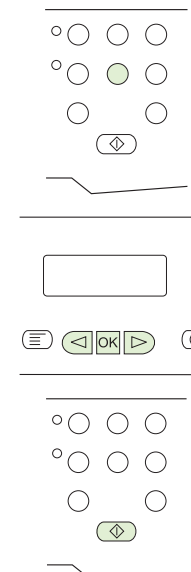
How do I?	Steps to perform
Copy on pre-printed letterhead or forms	<ol style="list-style-type: none"><li data-bbox="730 347 1346 432">1 Load the documents to be copied into the document feeder input tray with the first page facing up, and with the top of the page leading into the document feeder.<li data-bbox="730 533 1346 617">2 Load the special media into tray 2. Load media with the top forward and the side to be printed on facing down.<li data-bbox="730 735 1346 767">3 On the product control panel, press Paper.<li data-bbox="730 900 1346 959">4 Use the arrow buttons to select a media size, and then press OK.<li data-bbox="730 1054 1346 1114">5 Use the arrow buttons to select a media type, and then press OK.<li data-bbox="730 1203 1346 1235">6 Press Start Copy.     





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 1348 402">1 On the product control panel, press Quality to see the current quality setting for the copy.<li data-bbox="730 555 1297 609">2 Use the arrow buttons to scroll through the quality setting options.<li data-bbox="730 737 1348 817">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
<p>Reduce or enlarge copies for the current job</p>	<ol style="list-style-type: none"> <li data-bbox="730 347 1339 379">1 On the product control panel, press Reduce/Enlarge. <li data-bbox="730 544 1310 600">2 Select the size to which you would like to reduce or enlarge the copies in this job. <li data-bbox="730 722 1310 807">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. <div data-bbox="1577 347 1770 903" style="text-align: right;"> <p>The diagram illustrates the control panel layout. At the top is a horizontal line. Below it is a grid of 12 circular buttons arranged in three rows of four. The top-right button in the second row is highlighted with a diamond symbol. Below the grid is a horizontal line. Underneath is a rectangular display area with a vertical arrow pointing down to its right. Below the display is a row of five buttons: a list icon, a left arrow, an 'OK' button, a right arrow, and a cancel icon. Below this row is another horizontal line. At the bottom is another grid of 12 circular buttons, identical to the one above, with the top-right button in the second row highlighted with a diamond symbol. Below the grid is a horizontal line.</p> </div>

