Basic Copy Procedure

Place original(s) face up in the Auto Document Feeder, or face down on the Platen Glass.
1. Select the [Copy] function on the left side of the control panel.
2. Using the number keypad, enter desired quantity.
3. Press the green [Start] button. If copying from the glass, press [#] after placing last original.

Additional Copy Features

1. Status messages/Error messages
2. Paper Trays
3. Duplex options -- 1-sided originals to 2-sided copy or 2-sided original to 2-sided copy
4. Sort (collated) or Stack (non-collated) multiple sets
5. Staple positions
6. Original Type settings
   A. [Text] -- Originals contain only text. Text is the default.
   B. [Photo] -- Delicate tones and gray scale is reproduced from photos or pictures.
   C. [Text/Photo] -- Originals contain a combination of text and photos or pictures.
   D. [Pale] -- Light markings only (such as pencil) will be darkened.
   E. [Generation] -- If originals are copies, the copy will be sharpened and clarified.