Basic Copying

1. Place the originals faceup in the document feeder, or facedown on the glass.
2. Touch the Copy icon on the touch screen.
3. Confirm or change options (shown at right) as desired.
4. Select the number of copies with the alphanumeric keypad buttons.
5. Press the green Start button.
6. For more information, see Copying in the User Guide.

Copy tab options

Output Color
- Auto Detect allows the printer to detect and copy in color or black and white.
- Black & White copies in black and white only.
- Touch More for more options.

Reduce/Enlarge
- Touch the minus (−) or plus (+) button to change the copy size proportionally.
- Touch More for more options.

Paper Supply
- Auto Select allows the printer to select trays with the correct paper size.
- Touch one of the trays displayed to select a tray manually.
- Touch More for more information about tray settings.

2-Sided Copying
- Touch one of the listed options to copy one or two sides of the original to one or two sides of the output.
- Touch Rotate Side 2 to rotate the second side of copies 180 degrees.

Copy Output
- Touch the desired options for collation and stapling.
  The list will vary depending on the finisher configuration.
- Touch More for more options.

Other tab options

Image Quality
- Original Type
- Original Size
- Book Copying
- Image Shift
- Edge Erase
- Invert Image

Output Format
- Booklet Creation
- Special Pages
- Annotations
- Transparency Separators
- Page Layout

Job Assembly
- Build Job
- Sample Job
- Save Current Settings
- Retrieve Saved Settings