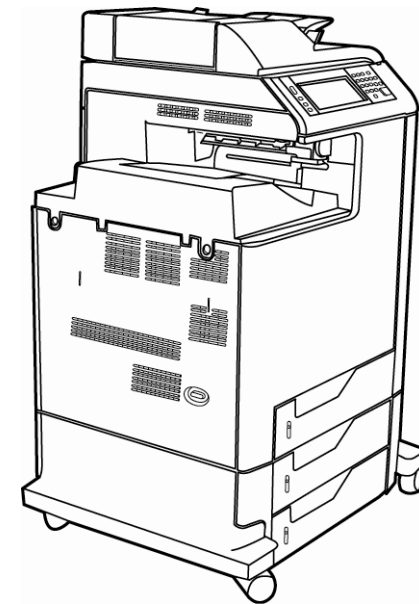




How do I	Steps to perform
1 Copy from the scanner glass.	Place original documents face-down on the glass. Align the corner of the original with the upper-left corner of the glass. To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press Start .
2 Copy from the document feeder.	Use the document feeder to make as many as 999 copies of a document that has up to 50 pages (depending on the thickness of the pages). Place the document into the document feeder with the pages facing up. To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press Start .
3 Copy two-sided documents manually.	<ol style="list-style-type: none">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.Touch Start Copy. The odd-numbered pages are copied and printed.Remove the stack from the document feeder output tray and reload the stack with the last page facing up, and with the top of the page leading into the document feeder.Touch Start Copy. The even-numbered pages are copied and printed.Collate the odd- and even-numbered printed copies.
4 Make two-sided copies from one-sided documents.	<ol style="list-style-type: none">Load the documents to be copied into the document feeder with the first page facing up, and with the top of the page leading.On the control panel, touch Copy.Touch Sides.Touch 1-sided original, 2-sided output.Touch OK.Touch Start Copy.





How do I	Steps to perform
<p>5 Make two-sided copies from two-sided documents.</p>	<ul style="list-style-type: none"> a. Load the documents to be copied into the document feeder with the first page facing up, and with the top of the page leading. b. On the control panel, touch Copy. c. Touch Sides. d. Touch 2-sided original, 2-sided output. e. Touch OK, then touch Start Copy.
<p>6 Make one-sided copies from two-sided documents.</p>	<ul style="list-style-type: none"> a. Load the documents to be copied into the document feeder with the first page facing up, and with the top of the page leading. b. On the control panel, touch Copy. c. Touch Sides. d. Touch 2-sided original, 1-sided output. e. Touch OK, then touch Start Copy.
<p>7 Copy mixed-size originals.</p>	<p>Arrange the sheets in the original document so they all have the same width and place them face-up into the document feeder, and adjust both paper guides. From the Home screen, touch Copy, touch Original Size, select Mixed Ltr/Lgl, and then touch OK. Touch Start Copy.</p>
<p>8 Change the copy-collation setting.</p>	<p>The collation setting you select is in effect for all copies until you change the setting. On the control panel, touch Copy, touch Copy/Collate, touch Off, then touch OK.</p>
<p>9 Copy a photo.</p>	<p>Lift the lid and place the photo on the flatbed scanner with the picture-side down and the upper-left corner of the photo in the upper-left corner of the glass. Gently close the lid and touch Start Copy.</p>
<p>10 Copy a book.</p>	<p>Lift the lid and place the book on the flatbed scanner with the page that you want to copy at the upper-left corner of the glass. Gently close the lid and touch Start Copy.</p>
<p>11 Cancel a copy job.</p>	<p>To cancel the copy job that is currently running, touch Stop on the control panel. This pauses the device. Then touch Cancel Current Job.</p>

