

HP LaserJet M3035mfp - Copy



How do I	Steps to perform
1 Make a copy.	Place originals into the Automatic document feeder (ADF) or on the glass. Touch Copy on the Home screen, and then touch Start Copy .
2 Copy a two-sided document.	Place a 2-sided document face up into the ADF. Touch Copy , and then touch Sides . Select a sides option (1-1, 1-2, 2-1, 2-2). Touch OK , and then touch Start Copy .
3 Define copies.	Load the originals. Touch Copy , and then touch Original . Select Basic or Advanced options (such as Sharpness and/or Background Removal), and then press Start .
4 Reduce or enlarge copies.	Load the originals. Touch Copy , and then touch Reduce/Enlarge . Select a scale (Auto, 50%, 75%, 100%, 125%, 150%, or 200%) or touch the scaling field and use the virtual keyboard that appears to enter a scaling percentage. Touch OK , and then touch Start Copy .
5 Make copies lighter or darker.	Load the originals. Touch Copy , and then touch Image Adjustment . Use the controls to adjust the copy either lighter or darker. Touch OK , and then touch Start Copy .
6 Copy multiple pages on a single sheet.	Load the originals. Touch the Copy icon, then Copy , and then Basic . Press 1 , 2 , 4 , or BOOKLET (if you want pages ordered so you can bind the copies into a book).

