

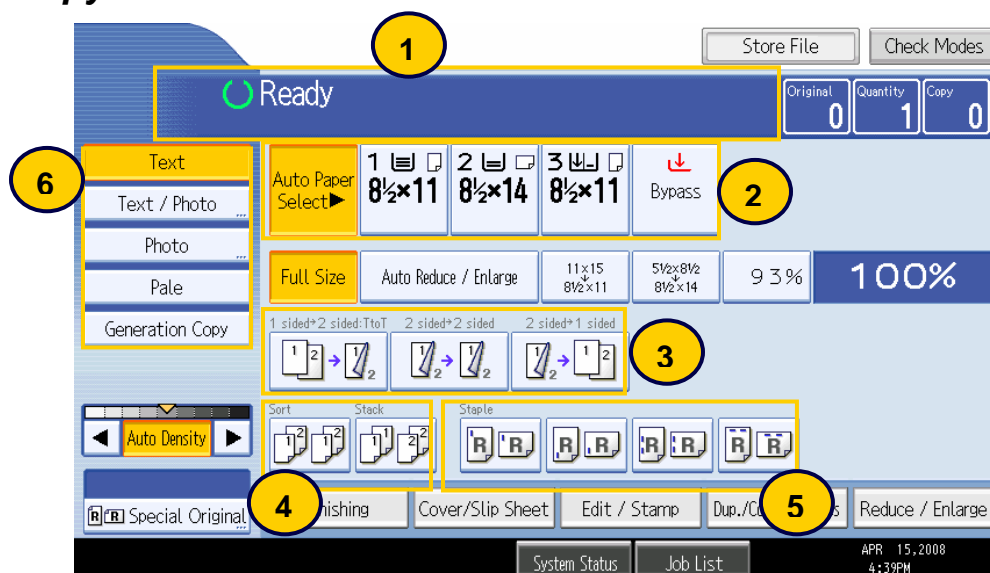
Copy

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.