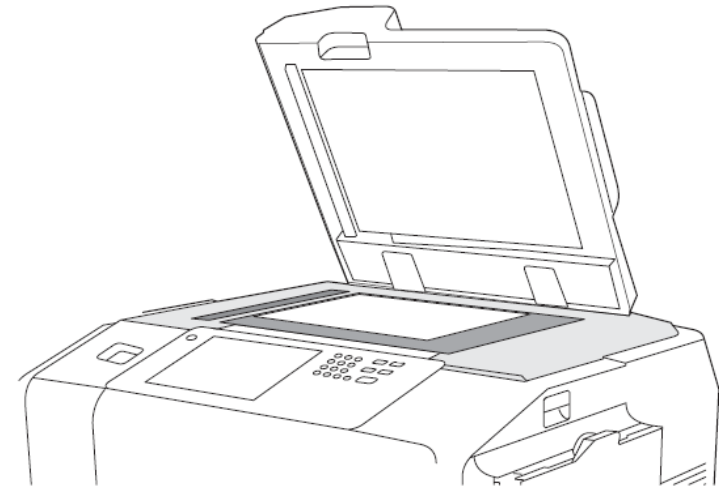




How do I	Steps to perform
1 Copy from the glass.	Place the original document face-down on the glass. Align the corner of the original with the upper-left corner of the glass. To make copies by using the default copy options, use the numeric keypad on the control panel to select the number of copies, and press Start . To use customized settings, touch Copy . Specify the settings, and then press Start .
2 Copy mixed-size originals	<ol style="list-style-type: none"><li data-bbox="604 475 1161 531">a. Arrange the sheets in the original document so they all have the same width.<li data-bbox="604 537 1161 619">b. Place the sheets face-up into the document feeder, and adjust the paper-width guides against the document.<li data-bbox="604 625 1161 651">c. From the Home screen, touch Copy.<li data-bbox="604 657 1161 683">d. Touch Original Size.<li data-bbox="604 689 1161 745">e. Select Mixed Sizes (of same width), and then touch OK.<li data-bbox="604 751 1161 777">f. Touch Start Copy.





How do I	Steps to perform
<p>3 Copy from the document feeder.</p>	<p>The document feeder holds a maximum of 100 sheets of paper. Place the original document face-up in the document feeder, with the top edge of the document toward the rear of the document feeder or feeding first into the input slot. For two-sided originals, place the first side of the original face-up. Adjust the paper guides so that they are touching the original document.</p> <p>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. To use customized settings, touch Copy. Specify the settings, and then press Start.</p>
<p>4 Use the job build feature</p>	<ol style="list-style-type: none"> a. Place the first segment of the job into the document feeder or onto the scanner glass. b. Touch Copy, and then set the copy options that you want to use. c. Touch Job Build and then select Job Build on. Touch OK. d. Press Start to scan the first segment. e. The device prompts you to load the next segment. If you have more segments to scan, touch Scan. When you have finished scanning all the segments, touch Finish. f. After you select Finish, you can select copy options that apply to the entire job, such as the number of copies or a stapling option. g. Press Start to make the copies of the entire job.

