



How do I	Steps to perform
1 Make a copy.	Place your originals face up into the Automatic document feeder (ADF) or face down on the glass. Touch the Copy button on the Home screen, then touch the Start Copy button.
2 Copy a two-sided document.	Place a 2-sided document face up into the document ADF. Touch Copy , then touch Sides . Select a sides option (1-1, 1-2, 2-1, 2-2) options. Touch OK , then touch Start Copy .
3 Reduce or enlarge copies.	Load your originals. Touch Copy , 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 , then touch Start Copy .
4 Make copies lighter or darker.	Load your originals. Touch Copy , then touch Image Adjustment . Use the controls to adjust the copy either lighter or darker. Touch OK , then touch Start Copy .
5 Staple copies.	Load your originals. Touch Copy , then touch Staple/Collate . Select a staple option, such as Top Left Angled. Touch OK , then touch Start Copy .
6 Make booklets.	Load your originals. Touch Copy , then touch More Options . Touch Booklet Format , then touch Booklet On . Select either 1-sided or 2-sided for the original, and optionally touch Borders on each page . Touch OK , then touch Start Copy .
7 Select the paper size for originals and copies.	Load your originals. Touch Copy , then touch More Options . Touch Paper Selection . Select a size for the original and copy. Touch OK , then touch Start Copy .