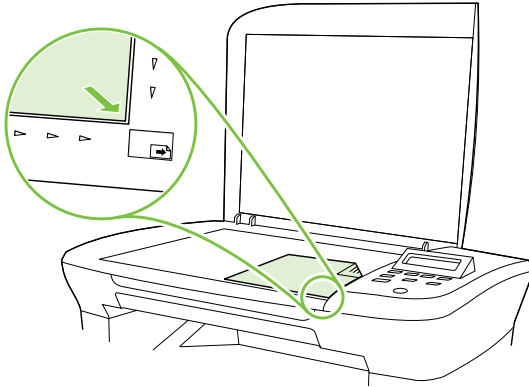
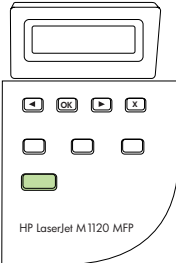
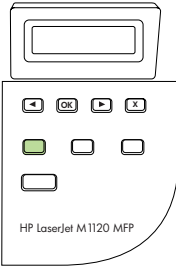
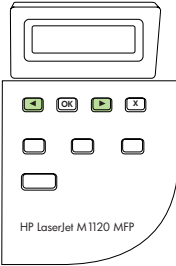
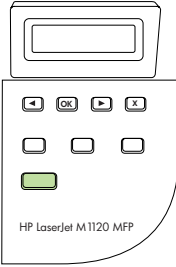


Copy using the flatbed scanner

How do I?	Steps to perform
One-touch copy	<ol style="list-style-type: none"><li data-bbox="730 347 1081 371">1 Lift the flatbed scanner cover.<li data-bbox="730 427 1333 512">2 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner.<li data-bbox="730 531 976 555">3 Gently close the lid.<li data-bbox="730 818 1339 874">4 Press Start Copy on the product control panel to start copying.<li data-bbox="730 1201 1123 1225">5 Repeat the process for each copy  

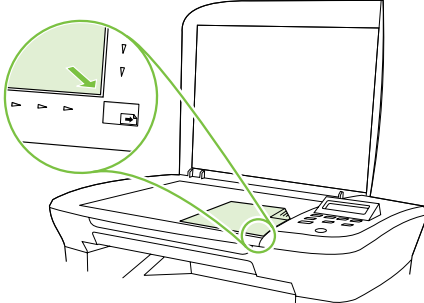
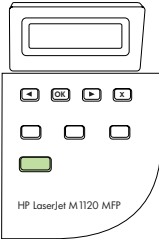
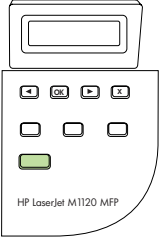




How do I?	Steps to perform
<p data-bbox="92 300 306 336">Multiple copies</p> <p data-bbox="92 560 709 667">NOTE: The change in the setting remains active for about 2 minutes after the copy job has been completed. During this time, Custom settings appears on the product control-panel display.</p>	<ol data-bbox="730 272 1291 874" style="list-style-type: none"><li data-bbox="730 272 1291 304">1 On the product control panel, press # of Copies.<li data-bbox="730 560 1291 639">2 Use the arrow buttons to set the number of copies (between 1 and 99) that you want to make for your current job.<li data-bbox="730 847 1291 874">3 Press Start Copy to begin copying your job. <div data-bbox="1367 272 1541 539"><p>HP LaserJet M1120 MFP</p></div> <div data-bbox="1367 560 1541 826"><p>HP LaserJet M1120 MFP</p></div> <div data-bbox="1367 847 1541 1114"><p>HP LaserJet M1120 MFP</p></div>

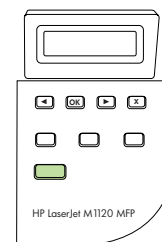
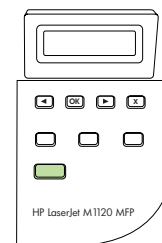
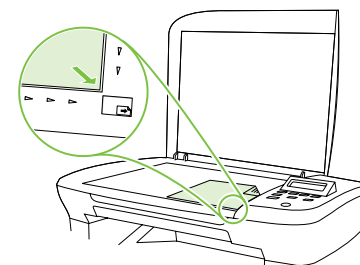


Copy on both sides (Duplex)

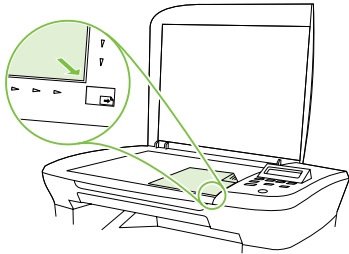
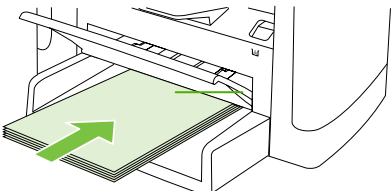
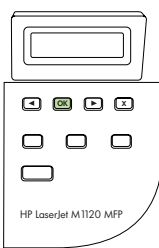
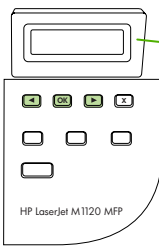
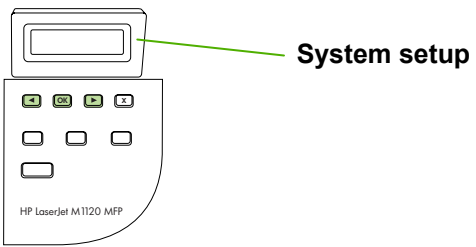
How do I?	Steps to perform
<p>Copy a two-sided original to a one-sided document</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1346 427">1 Load the first page of the document to be copied face-down onto the flatbed scanner, and then close the scanner lid. <li data-bbox="730 676 961 703">2 Press Start Copy. <li data-bbox="730 938 1325 986">3 Flip the page on the scanner to the second side, and then close the scanner lid.<li data-bbox="730 1018 961 1045">4 Press Start Copy. <li data-bbox="730 1278 1339 1326">5 Repeat steps 1 through 4 for each page until all of the original document pages have been copied.



How do I?	Steps to perform
<p>Copying a two-sided original to a two-sided document</p>	<ol style="list-style-type: none"><li data-bbox="730 272 1346 352">1 Load the first page of the document to be copied face-down onto the flatbed scanner, and then close the scanner lid.<li data-bbox="730 555 961 579">2 Press Start Copy.<li data-bbox="730 815 1325 863">3 Flip the page on the scanner to the second side, and then close the scanner lid.<li data-bbox="730 890 1318 970">4 Remove the copied page from the output bin and place it face down into the priority input tray with the top edge feeding into the device first.<li data-bbox="730 991 961 1015">5 Press Start Copy.<li data-bbox="730 1254 1346 1302">6 Remove the copied page from the output bin, and then set it aside for manual collating.<li data-bbox="730 1329 1346 1409">7 Repeat steps 1 through 6, following the original document page order, until all pages of the original are copied.

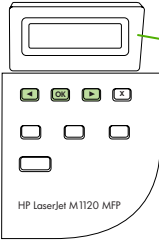
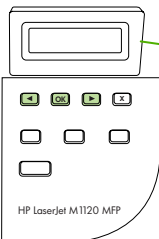
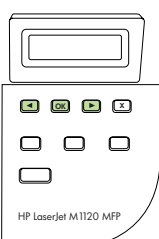
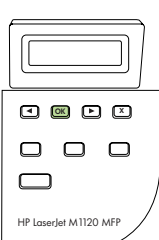


Copy on special paper, labels, or transparencies

How do I?	Steps to perform
<p>Copy on special paper, labels, or transparencies</p> <p>Change the default media-size setting</p>	<ol style="list-style-type: none"><li data-bbox="730 347 1081 371">1 Lift the flatbed scanner cover.<li data-bbox="730 435 1333 515">2 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner.<li data-bbox="730 539 976 563">3 Gently close the lid<li data-bbox="730 619 1354 675">4 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.<li data-bbox="730 834 1228 858">5 On the product control panel, press Setup.<li data-bbox="730 1090 1312 1145">6 Use the arrow buttons to select System setup, and then press OK.     

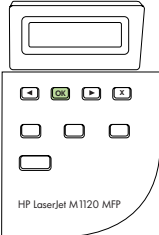
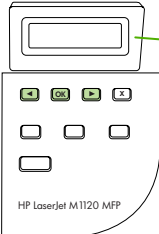
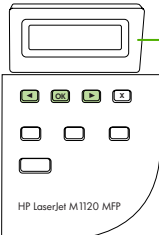
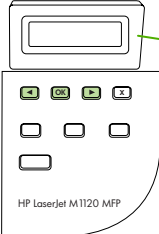




How do I?	Steps to perform	
<p>Copy on special paper, labels, or transparencies (continued)</p>	<p>7 Use the arrow buttons to select Paper setup, and then press OK.</p>	 <p>Paper setup</p>
	<p>8 Use the arrow buttons to select Def. paper size, and then press OK.</p>	 <p>Def.paper size</p>
	<p>9 Use the arrow buttons to select a media size, and then press OK.</p>	
	<p>10 Press OK to save the selection</p>	

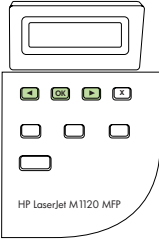
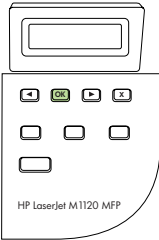
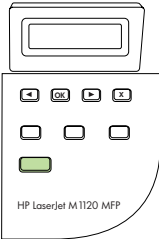




How do I?	Steps to perform
<p>Copy on special paper, labels, or transparencies (continued)</p> <p>Change the default media-type setting</p>	<ol style="list-style-type: none"><li data-bbox="730 300 1333 335">1 On the product control panel, press Setup.<li data-bbox="730 563 1333 619">2 Use the arrow buttons to select System setup, and then press OK.<li data-bbox="730 855 1333 911">3 Use the arrow buttons to select Paper setup, and then press OK.<li data-bbox="730 1118 1333 1174">4 Use the arrow buttons to select Def. paper type, and then press OK.     <p>System setup</p> <p>Paper setup</p> <p>Def. paper type</p>



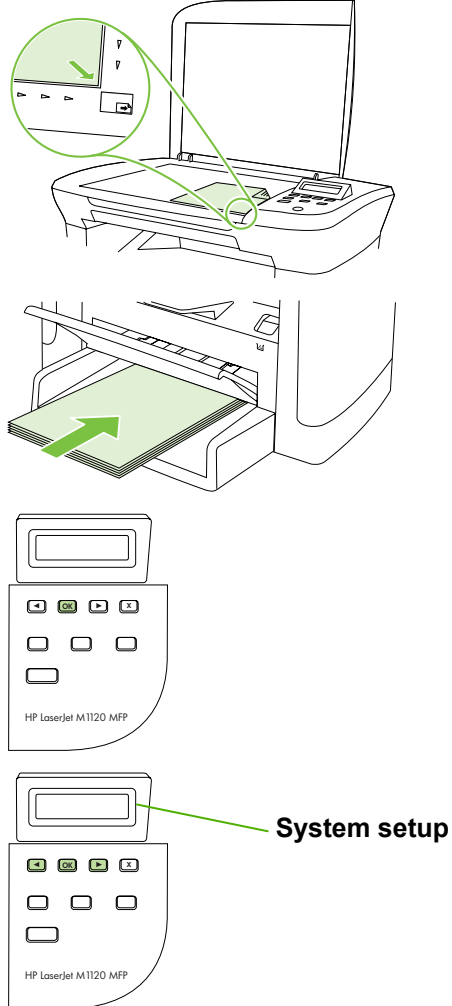


How do I?	Steps to perform
<p>Copy on special paper, labels, or transparencies (continued)</p>	<p>5 Use the arrow buttons to select a media size, and then press OK.</p>  <p>6 Press OK to save the selection.</p>  <p>7 Press Start Copy on the product control panel to start copying.</p> 



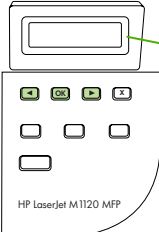
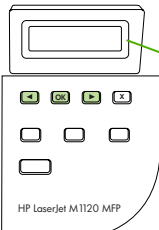
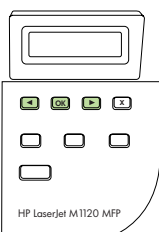
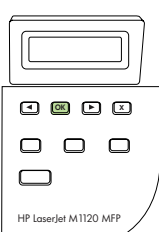


Copy on pre-printed letterhead or forms

How do I?	Steps to perform
Copy on pre-printed letterhead or forms	<ol style="list-style-type: none"><li data-bbox="730 347 1081 371">1 Lift the flatbed scanner cover.<li data-bbox="730 432 1333 512">2 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner.<li data-bbox="730 536 968 560">3 Gently close the lid<li data-bbox="730 647 1346 703">4 Load the media. Make sure that the top of the media is forward and the side to be printed on is facing up.<li data-bbox="730 863 1220 887">5 On the product control panel, press Setup.<li data-bbox="730 1126 1312 1182">6 Use the arrow buttons to select System setup, and then press OK.  <p>The diagram consists of four parts. The top part shows the scanner lid being lifted, with a green arrow pointing to the lid. The second part shows a document being placed on the flatbed scanner, with a green arrow pointing to the upper-left corner of the document. The third part shows the scanner lid being closed. The fourth part shows the media tray being loaded with paper, with a green arrow pointing to the top of the media. Below these are two views of the control panel. The first view shows the control panel with the 'Setup' button highlighted. The second view shows the control panel with the 'System setup' option selected on the display, indicated by a green arrow and the text 'System setup'.</p>





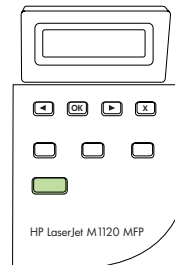
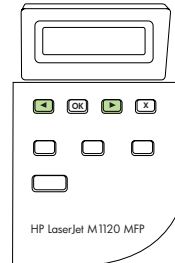
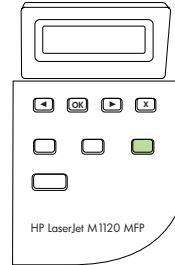
How do I?	Steps to perform	
<p>Copy on pre-printed letterhead or forms (continued)</p>	<p>7 Use the arrow buttons to select Paper setup, and then press OK.</p>	 <p>Paper setup</p>
	<p>8 Use the arrow buttons to select Def. paper size, and then press OK.</p>	 <p>Def. paper size</p>
	<p>9 Use the arrow buttons to select a media size, and then press OK.</p>	
	<p>10 Press OK to save the selection</p>	





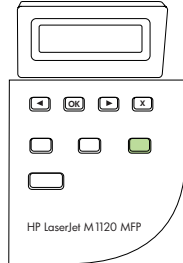
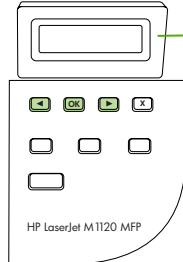
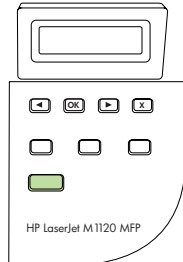
Make my copy look better

How do I?	Steps to perform
Adjust the copy quality for the current job	<ol style="list-style-type: none"><li data-bbox="730 347 1346 432">1 On the product control panel, press More Copy Settings twice to see the current quality setting for the copy.<li data-bbox="730 635 1293 687">2 Use the arrow buttons to scroll through the quality setting options.<li data-bbox="730 922 1346 1007">3 Select a setting, and then press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job.





Reduce or enlarge the image

How do I?	Steps to perform
<p data-bbox="86 371 667 443">Reduce or enlarge copies for the current job</p> <p data-bbox="86 986 688 1066">NOTE: You must change the default media size in the media input tray to match the output size, or part of your copy might be cut off.</p>	<ol style="list-style-type: none"><li data-bbox="716 347 1339 403">1 On the product control panel, press More Copy Settings.<li data-bbox="716 667 1339 722">2 Use the arrow buttons to select Reduce/Enlarge, and then press OK.<li data-bbox="716 738 1339 794">3 Select the size to which you would like to reduce or enlarge the copies in this job.<li data-bbox="716 986 1339 1066">4 Press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job. <div data-bbox="1360 347 1541 611"><p>HP LaserJet M1120 MFP</p></div> <div data-bbox="1360 667 1900 930"><p>Reduce/Enlarge</p><p>HP LaserJet M1120 MFP</p></div> <div data-bbox="1360 986 1541 1249"><p>HP LaserJet M1120 MFP</p></div>

