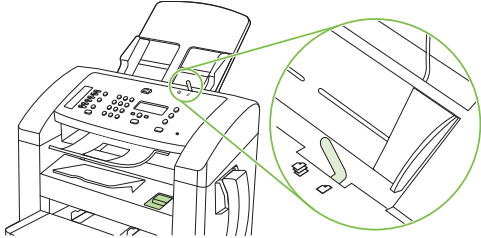
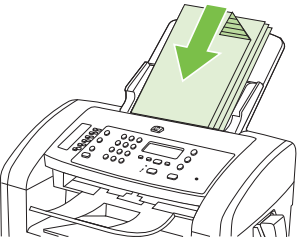
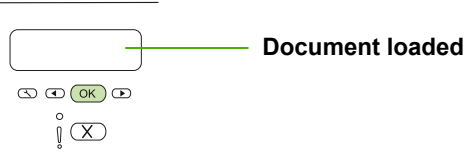
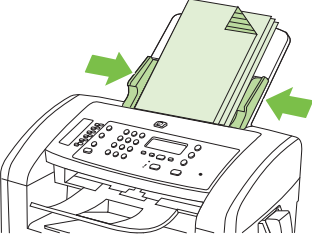


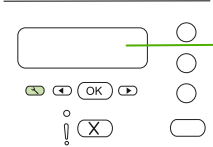
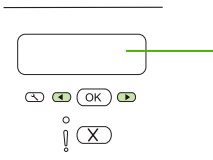
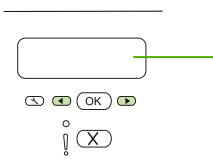
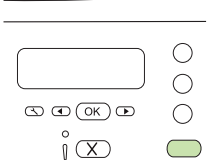
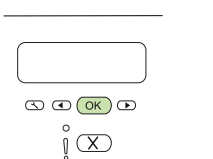
Copy using the automatic document feeder (ADF)

How do I?	Steps to perform
<p data-bbox="86 373 579 443">Load originals using the automatic document feeder (ADF)</p> <p data-bbox="86 708 705 817">CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF.</p>	<ol data-bbox="716 347 1346 762" style="list-style-type: none">1 Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-down and the first page to be copied at the bottom of the stack.2 Make sure that the ADF media lever is set correctly for single-page or multiple-page documents.3 Slide the stack into the ADF until it does not move any farther. <p data-bbox="716 963 1262 1018">Document loaded appears on the control-panel display.</p> <ol data-bbox="716 1187 1314 1241" style="list-style-type: none">4 Adjust the media guides until they are snug against the media.    





Collate my copy job

How do I?	Steps to perform
<p>Change the copy-collation setting for the current job</p>	<ol style="list-style-type: none"> <li data-bbox="720 347 1360 379">Press Set-up then select Copy setup. <div data-bbox="1365 347 1986 526">  <p>Diagram of the control panel with a line pointing to the 'Copy setup' option.</p> </div> <li data-bbox="720 558 1360 590">Use the arrow buttons to select Def Collation. <div data-bbox="1365 558 1986 734">  <p>Diagram of the control panel with a line pointing to the 'Def Collation' option.</p> </div> <li data-bbox="720 766 1360 798">Select the number of copies. <div data-bbox="1365 766 1986 941">  <p>Diagram of the control panel with a line pointing to the number '10'.</p> </div> <li data-bbox="720 973 1360 1037">Press Start Copy to save the selection and immediately start the copy job. <div data-bbox="1365 973 1986 1149">  <p>Diagram of the control panel with the 'Start Copy' button highlighted in green.</p> </div> <p>-or-</p> <li data-bbox="720 1197 1360 1260">Press OK to save the selection without starting the job. <div data-bbox="1365 1197 1986 1372">  <p>Diagram of the control panel with the 'OK' button highlighted in green.</p> </div>





Copy on both sides (Duplex)

How do I?	Steps to perform
<p data-bbox="86 373 663 443">Copy a two-sided original to a one-sided document</p>	<ol data-bbox="716 347 1339 1410" style="list-style-type: none"><li data-bbox="716 347 1339 405">1 Load the first page of the document to be copied face-down into the ADF.<li data-bbox="716 608 957 635">2 Press Start Copy.<li data-bbox="716 871 1268 898">3 Flip the original, and then reload it into the ADF.<li data-bbox="716 1129 957 1157">4 Press Start Copy.<li data-bbox="716 1358 1339 1410">5 Repeat steps 1 through 4 for each page until all of the original document pages have been copied. <div data-bbox="1388 347 1696 592"></div> <div data-bbox="1388 616 1629 791"></div> <div data-bbox="1388 871 1696 1115"></div> <div data-bbox="1388 1139 1629 1315"></div>



How do I?

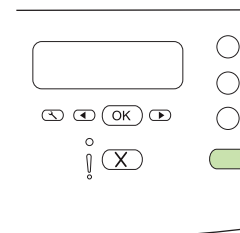
Steps to perform

Copying a two-sided original to a two-sided document

1 Load the first page of the document to be copied face-down into the ADF.



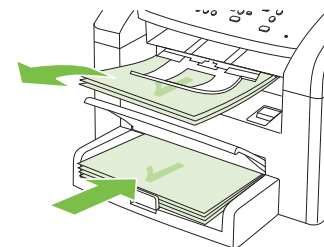
2 Press **Start Copy**.



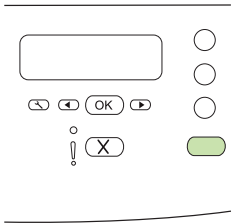
3 Flip the original, and then reload it into the ADF.



4 Remove the copied page from the output bin and place it face down into the priority input tray.





How do I?	Steps to perform
<p>Copying a two-sided original to a two-sided document (continued)</p>	<p>5 Press Start Copy.</p>  <p>6 Remove the copied page from the output bin, and then set it aside for manual collating.</p> <p>7 Repeat steps 1 through 6, following the original document page order, until all pages of the original are copied.</p>



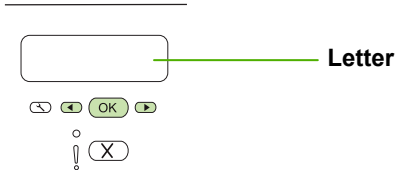
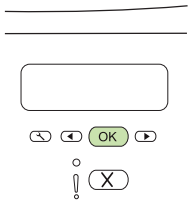
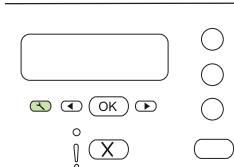
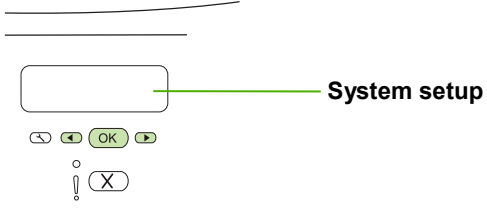


Copy on preprinted letterhead or forms

How do I?	Steps to perform	
<p>Change the default media-size setting</p>	<ol style="list-style-type: none"> 1 On the product control panel, press Setup. 2 Use the arrow buttons to select System setup, and then press OK. 3 Use the arrow buttons to select Paper setup, and then press OK. 4 Use the arrow buttons to select Def. paper size, and then press OK. 	<p>The diagram illustrates the control panel with four steps of navigation:</p> <ul style="list-style-type: none"> Step 1: The Setup button is highlighted. Step 2: The System setup option is highlighted in the menu. Step 3: The Paper setup option is highlighted in the menu. Step 4: The Def. paper size option is highlighted in the menu.

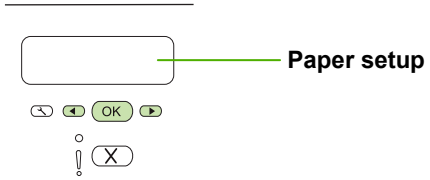
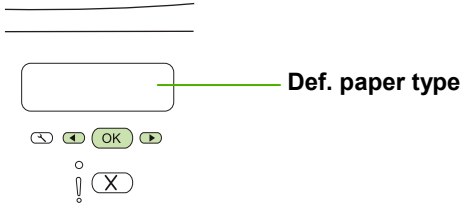
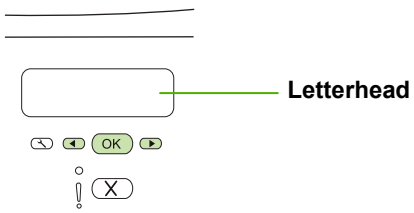
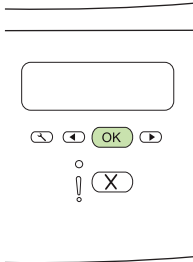




How do I?	Steps to perform
<p>Change the default media-size setting (continued)</p>	<p>5 Use the arrow buttons to select a media size, and then press OK.</p>  <p>6 Press OK to save the selection.</p> 
<p>Change the default media-type setting</p>	<p>1 On the product control panel, press Setup.</p>  <p>2 Use the arrow buttons to select System setup, and then press OK.</p> 



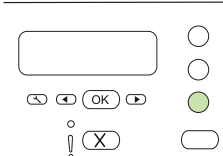
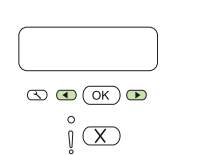
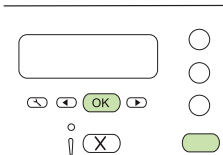


How do I?	Steps to perform
<p>Change the default media-type setting (continued)</p>	<p>3 Use the arrow buttons to select Paper setup, and then press OK.</p> 
	<p>4 Use the arrow buttons to select Def. paper type, and then press OK.</p> 
	<p>5 Use the arrow buttons to select a media size, and then press OK.</p> 
	<p>6 Press OK to save the selection.</p> 





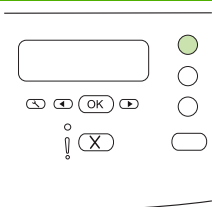
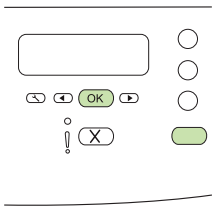
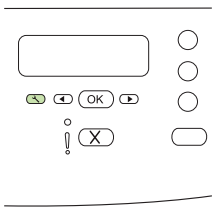
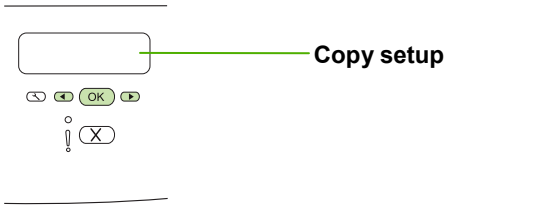
Make my copy look better

How do I?	Steps to perform
<p>Adjust the copy quality for the current job</p>	<ol style="list-style-type: none"><li data-bbox="716 347 1344 406">1 On the product control panel, press Quality to see the current quality setting for the copy. <li data-bbox="716 598 1344 657">2 Use the arrow buttons to scroll through the quality setting options. <li data-bbox="716 837 1344 928">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. 



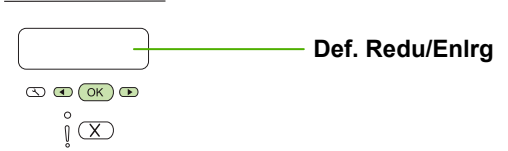
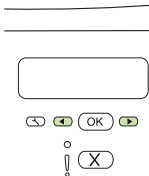
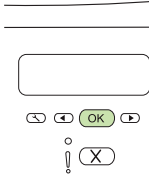


Reduce or enlarge the image

How do I?	Steps to perform	
<p>Reduce or enlarge copies for the current job</p> <p>NOTE: If you select Custom: 25 to 400%, type a percentage by using the alphanumeric buttons.</p> <p>If you select 2 pages per sheet or 4 pages per sheet, select the orientation (portrait or landscape).</p>	<ol style="list-style-type: none"> 1 On the product control panel, press Reduce/Enlarge. 2 Select the size to which you would like to reduce or enlarge the copies in this job. 3 Press Start Copy to save the selection and immediately start the copy job, or press OK to save the selection without starting the job. 	 
<p>Adjust the default copy size</p> <p>NOTE: The product can reduce copies to as little as 25% of the original size or enlarge copies to as much as 400% of the original size.</p>	<ol style="list-style-type: none"> 1 Press Setup. 2 Use the arrow buttons to select Copy setup, and then press OK. 	 



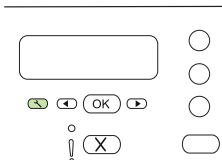
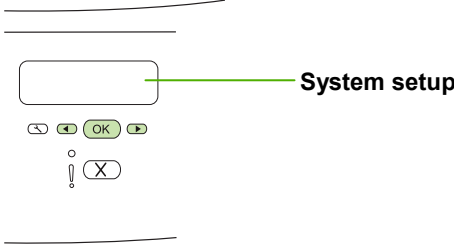


How do I?	Steps to perform
<p>Adjust the default copy size (continued)</p>	<p>3 Use the arrow buttons to select Def. Redu/Enlrg, and then press OK.</p>  <p>4 Use the arrow buttons to select the option for how you normally want to reduce or enlarge copies.</p>  <p>5 Press OK to save the selection.</p> 



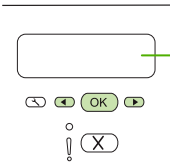
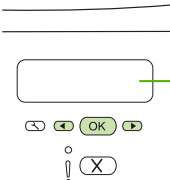
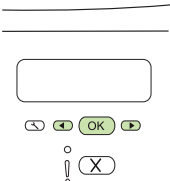
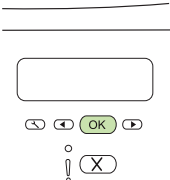
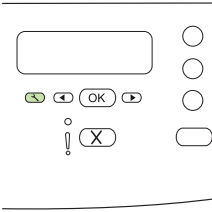


Copy on media of different sizes and types

How do I?	Steps to perform
<p>Media sizes and types</p>	<p>Media-size settings</p> <ul style="list-style-type: none"> • Letter • Legal • A4 <p>Media-type settings</p> <ul style="list-style-type: none"> • Plain • Preprinted • Letterhead • Transparency • Prepunched • Labels • Bond • Recycled • Color • Light • Heavy • Cardstock • Envelope #10 • Rough
<p>Change the default media-size setting</p>	<ol style="list-style-type: none"> 1 On the product control panel, press Setup.  <ol style="list-style-type: none"> 2 Use the arrow buttons to select System setup, and then press OK. 





How do I?	Steps to perform	
<p>Change the default media-size setting (continued)</p>	<p>3 Use the arrow buttons to select Paper setup, and then press OK.</p> <p>4 Use the arrow buttons to select Def. paper size, and then press OK.</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>Paper setup</p>  <p>Def. paper size</p>  
<p>Change the default media-type setting</p>	<p>1 On the product control panel, press Setup.</p>	





How do I?	Steps to perform	
<p>Change the default media-type setting (continued)</p>	<p>2 Use the arrow buttons to select System setup, and then press OK.</p>	<p>System setup</p>
	<p>3 Use the arrow buttons to select Paper setup, and then press OK.</p>	<p>Paper setup</p>
	<p>4 Use the arrow buttons to select Def. paper type, and then press OK.</p>	<p>Def. paper type</p>
	<p>5 Use the arrow buttons to select a media type, and then press OK.</p>	
	<p>6 Press OK to save the selection.</p>	

