Copy guide

Making a quick copy

1 Load an original document faceup, short edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF tray, then adjust the paper guides.

Note: To avoid a cropped image, make sure the size of the original document and the size of the copy paper are the same.

3 From the printer control panel, press .

Copying using the ADF

1 Load an original document faceup, short edge first into the ADF tray.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 Adjust the paper guides.

3 From the printer control panel, use the keypad to enter the number of copies, and then press .

Copying using the scanner glass

1 Place an original document facedown on the scanner glass in the upper left corner.

2 From the printer control panel, use the keypad to enter the number of copies, and then press .

Note: If you want to scan another document, then place the next document on the scanner glass, press the left or right arrow button to scroll to **`Scan the Next Page`**, and then press OK.

3 Press the left or right arrow button to scroll to **`Finish the Job`**, and then press OK.

Copying photos

1 Place a photo facedown on the scanner glass in the upper left corner.

2 From the printer control panel, navigate to:

> **Copy** > OK > **Content Type** > **Photo**

3 From the Content Source menu, choose a setting that best describes the original photo your are copying, and then press .

Note: If you want to copy another photo, then place it on the scanner glass, press the left or right arrow button to scroll to **`Scan the Next Page`**, and then press OK.

4 Press the left or right arrow button to scroll to **`Finish the Job`**, and then press OK.

Understanding the copying options

Copies

This option lets you set the number of copies to be printed.

Copy from

This option opens a screen where you can select the paper size of the original document.

- To scroll to the paper size that matches the original document, press the left or right arrow button, and then press OK.
- To copy an original document that contains mixed paper sizes with the same width, press the left or right arrow button to scroll to **`Mixed Sizes`**, and then press OK.

Copy to

This option lets you select the paper size and type on which your copies will be printed.

- To scroll to the paper size and type that matches the paper loaded in the tray or feeder, press the left or right arrow button, and then press OK.
- If the settings for “Copy from” and “Copy to” are different, then the printer automatically adjusts the Scale setting to accommodate the difference.
- If the paper type or size you want to use is not loaded in one of the trays, then press the left or right arrow button to scroll to **`Manual Feeder`**, press OK, and then manually load the paper in the manual feeder or multipurpose feeder.
- To match each copy to the paper size of the original document, set “Copy to” to Auto Size Match. If a matching paper size is not in one of the trays, then **`Paper size not found`** appears and prompts to load a paper in a tray, manual feeder, or multipurpose feeder.

Scale

This option lets you scale the document from 25% to 400% of the original document size. You can also set automatic scaling.

- When copying to a different paper size, such as from legal-size to letter-size paper, set the “Copy from” and “Copy to” paper sizes automatically to scale the scan image to fit the size of the paper onto which you are copying.
- To decrease or increase the value by 1%, press the left or right arrow button on the printer control panel. To make a continuous decrease or increase in value, press and hold the button for two or more seconds.

Darkness

This option lets you adjust how light or dark the copies are in relation to the original document.

Sides (Duplex)

This option lets you make one- or two-sided copies from one- or two-sided original documents.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document.

Content Type

This option lets you set the original document type.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Content Source

This option lets you set the original document source.

Select from the following content sources:

- **Color Laser**—The original document was printed using a color laser printer.
- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Photo/Film**—The original document is a photo from a film.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Press**—The original document was printed using a printing press.
- **Other**—The original document was printed using an alternate or unknown printer.

Color

This option lets you set the output to either color or monochrome for the scanned image.

Advanced Duplex

This option lets you specify the document orientation, whether documents are one-sided or two-sided, and how documents are bound.

Overlay

This option lets you create a watermark (or message) that overlays the content of your copy. You can choose from Confidential, Copy, Draft, Urgent, and Custom. You can type a custom message in the ”Enter the Custom Text Overlay and press OK” field. The message will appear, faintly, in large print across each page.

Separator Sheets

This option lets you place a blank sheet of paper between copies, prints, pages, print jobs or copy jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.

Paper Saver

This option lets you print two or more pages of an original document on the same page. Paper Saver is also called *N-up* printing where *N* stands for the number of pages. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page.