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 home screen, navigate to:

Copy > specify the copy settings > **Copy It**

Copying using the scanner glass

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

2 From the home screen, navigate to:

Copy > specify the copy settings > **Copy It**

If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the next page**.

3 Touch **Finish the Job**.

Copying photos

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

2 From the home screen, navigate to:

Copy > **Content** > **Photo** >

3 From the Content Source menu, select the appropriate setting that best matches the original photo.

4 Touch > **Copy It**

Note: If you have more photos to copy, then place the next photo on the scanner glass, and then touch **Scan the next page**.

5 Touch **Finish the Job**.

Understanding the copy options

Copy from

This option lets you select the paper size of the original document.

- Touch the paper size that matches the original document.
- To copy an original document that contains mixed paper sizes with the same width, touch **Mixed Sizes**.

Copy to

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

- Touch the paper size and type that matches the paper loaded.
- 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 type or size of paper you want to use is not loaded in one of the trays, then touch **Manual Feeder**, and manually load the paper in the manual feeder or multipurpose feeder.
- When “Copy to” is set to Auto Size Match, each copy matches the paper size of the original document. 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%, touch or on the printer control panel. To make a continuous decrease or increase in value, hold the button for two seconds or more.

Darkness

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

Copies

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

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

This option lets you set the original document type and source.

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.

Select from the following content sources:

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

Color

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

Save As Shortcut

This option lets you save the current settings by assigning a shortcut name.

Note: Selecting this option automatically assigns the next available shortcut number.

Using the advanced options

Select from the following settings:

- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.
- **Advanced Duplex**—This specifies the document orientation, whether documents are one-sided or two-sided, and how documents are bound.
- **Advanced Imaging**—This adjusts the Auto Center, Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you copy the document.
- **Create Booklet**—This creates a booklet. You can choose between one-sided and two-sided.

  Note: This option appears only when a formatted, working printer hard disk is installed.
- **Cover Page Setup**—This sets up the cover page of copies and booklets.
- **Custom Job**—This combines multiple scanning jobs into a single job.

  Note: This option appears only when a formatted, working printer hard disk is installed.

- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Header/Footer**—This inserts Date/Time, Page number, Bates number, or Custom text, and then prints them in the specified header or footer location.
- **Margin Shift**—This increases or decreases the page margin by shifting the scanned image. Touch + or − to set the margin you want. If the additional margin is too large, then the copy will be cropped.
- **Overlay**—This creates a watermark (or message) that overlays the content of your copy. You can choose from Confidential, Copy, Draft, and Urgent, or you can enter a custom message in the ”Enter custom text” field. The word you pick will appear, faintly, in large print across each page.
- **Paper Saver**—This prints 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.
- **Separator Sheets**—This places a blank sheet of paper between copies, pages, or print 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.