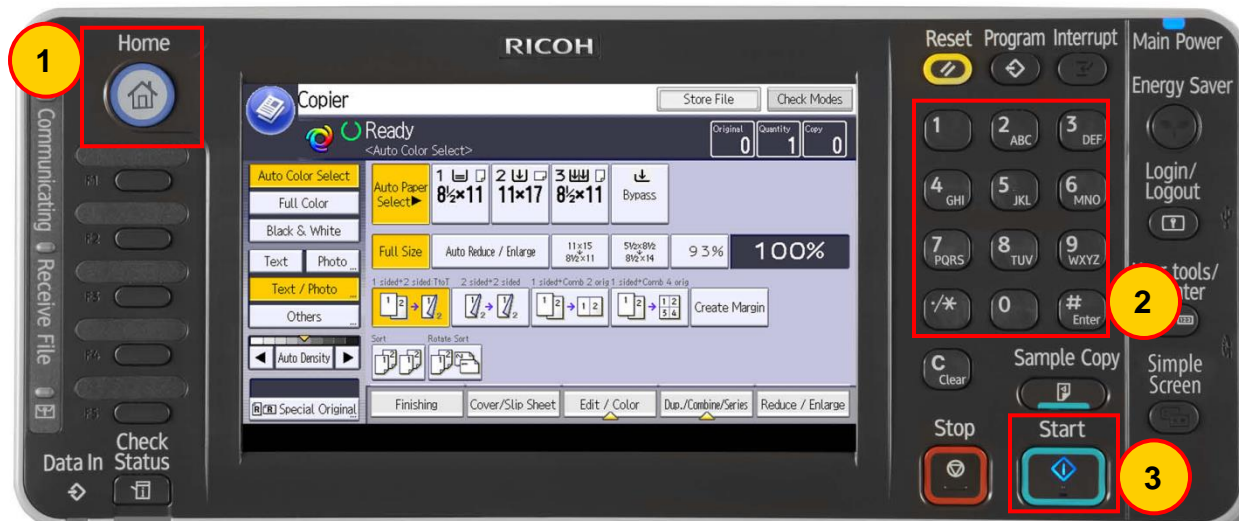


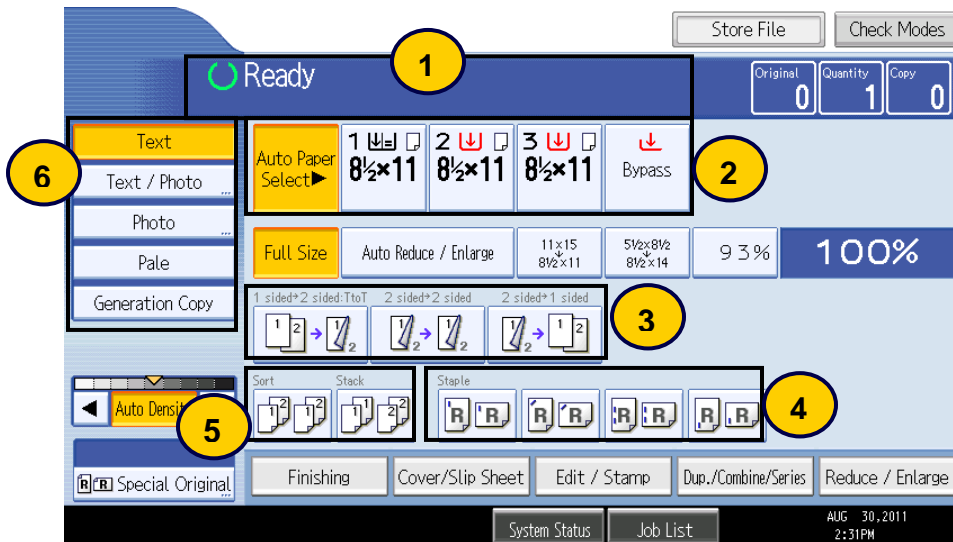
Basic Copy Procedure



Place original(s) face up in the Auto Document Feeder, or face down on the Platen Glass.

1. Select the **Copy** function from the **Home** Screen
2. Using the number keypad, enter desired quantity.
3. Press the green **Start** button. If copying from the glass, press # after placing last original.

Additional Copy Features



1. Status messages/Error messages.
2. Paper Trays -- **Auto Paper Select** automatically selects paper based on original size.
3. Duplex options -- 1-sided originals to 2-sided copy, 2-sided original to 2-sided copy, 2-sided original to 1-sided copies
4. Staple options -- Dash indicates where the set will be stapled.
5. **Sort** (collated) or **Stack** (non-collated) multiple sets.
6. Original Type settings:
 - A. **Auto Color Select** -- Used for mixed originals; deciphers between B&W and Color and copies accordingly.
 - B. **Full Color** -- Copies color originals in Color by overlying cyan, yellow, magenta, and black.
 - C. **Black & White** -- Copies Color or Black & White originals in Black & White.
 - D. **Text** -- Originals contain only text. Text is the default.
 - E. **Photo** -- Delicate tones and gray scale is reproduced from photos or pictures.
 - F. **Text/Photo** -- Originals contain a combination of text and photos or pictures.