Simple Copying:

1. **Load** the document into the Document Feeder or place on Glass face down
2. If display is not on the **Copy** menu (above), Touch the **All Services button** (upper right corner), then Touch the **Copy** icon on the Touch Screen
3. Select the appropriate **Settings** (Reduce/Enlarge, Staple, etc)
4. If you wish to make more than 1 copy, enter the **Quantity** using the Number Keypad
5. Press the **Start** button on the Control Panel

**Copying Options:**

**Reduce/Enlarge**
Select 100% option to produce copies that match the size of your original. Select More… to view a list of commonly used settings.

**2 Sided Copying**
Depending on your original documents and you required output, you can select 1 → 1 Sided, 1 → 2 Sided, 2 → 2 Sided, or 2 → 1 Sided.

**Output**
Allows you to use the following finisher options – **Collate, Staple copies.**

**Paper Supply**
The Paper Supply option allows you to specify any one of available paper trays to use for your copy job. The default is *Auto Paper Select* allowing the machine to choose the best Paper Tray for your job.