

COPY DOCUMENTS-BASIC COPY PROCEDURE

Material that is to be copied can be placed on the Automatic Document Feeder (ADF) or on the Exposure Glass.

Press the **Copy** button on the **Device Functions** window.



The **Copier** window will display.



Press the **Reset** Key to remove any previous settings.

- 📄 Press the **Home Key** (house shape at bottom of window) to return to the menu.
- 📄 Place the original document on the **ADF** or the **Exposure Glass**.
- 📄 Select the desired settings for the copy.
- 📄 Enter the **Number of Copies** that are to be made.
- 📄 Press the **Start Key**. This is the **green** key that appears on the **lower right side** of the **Control Panel**.
 - ★ When originals are placed on the **Exposure Glass** more than one page may be copied.
 - ▲ Pages must be placed on the glass one at a time.
 - ▲ Once the first page is copied, place a new page on the glass and press the **Start Key**.
 - ▲ Once all the original pages have been scanned, press the **Pound (#) Key**.
- 📄 When the **Copy Process** is finished, press the **Reset Key** to clear the settings.