

## 5 Copying Documents

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Using the copy feature you can print up to 99 copies. The following selections are available when you copy a document:

- Contrast
- Resolution
- Collate

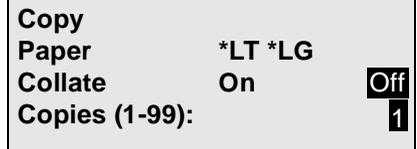
### Making Copies

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To copy a document:

1. Load the document face down in the Document Tray.
2. Press:

*Copy*



\*LT = Letter (8.5 x 22) Main Paper Tray

\*LG = Legal (8.5 x 14) Auxiliary Paper Tray

A4 = 210mm x 297mm

## Copying Documents

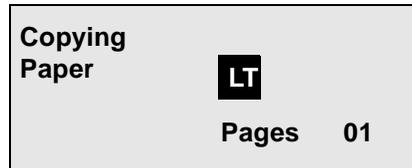
3. If desired, set the **Contrast** and **Resolution**.

**Note:** *The resolutions available for copying are different than those available for faxing. You can select Fine, Superfine, Fine Photo and Superfine Photo Refer to Chapter 3, "Getting Started".*

4. Using the arrow keys, select the paper size (if you have an optional paper tray installed) and the collate option.

**Note:** *If the auxiliary paper tray is installed, the available paper sizes display in the Copy Mode Screen. Press the right or left arrow keys to select the desired paper size.*

5. Using the Numeric Keypad, select the desired number of copies and press **Start**.



Press the **Stop** key to cancel the copy operation.

## Reduce Copy Setting

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This function allows a reduction of the recording image when making copies. When this feature is set to On and letter/A4 size recording paper is installed, the WorkCentre reduces legal (larger) size documents to fit.

If Off is selected, the legal size documents print on 2 pages.

To set the Reduce Copy default setting:

1. Press:



### Reduce copies

1. On
2. Off

2. Select the default option:

To enable the machine to automatically reduce copies, press **1**.

To disable the copy reduction feature, press **2**.

3. The menu selection screen redisplay. Press **Stop** to return to the Standby Mode.

## *Copying Documents*

**Notes:**