

5 Copying Documents

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

To copy a document:

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

Copy

Copy		
Paper	*LT *LG	
Collate	On	Off
Copies (1-99):		1

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

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

A4 = 210mm x 297mm

Copying Documents

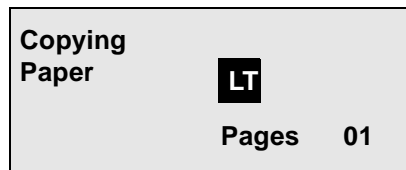
3. If desired, set the **Contrast** and **Resolution**.

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.