

5 Copying Documents

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

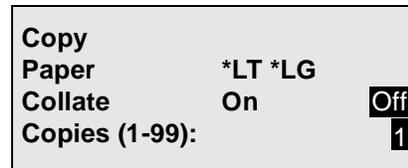
- Contrast
- Resolution
- Collate

Making Copies

To copy a document:

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

Copy



*LT = Letter (8.5 x 22) Main Paper Tray
*LG = Legal (8.5 x 14) Auxiliary Paper Tray
A4 = 210mm x 297mm

Copying Documents

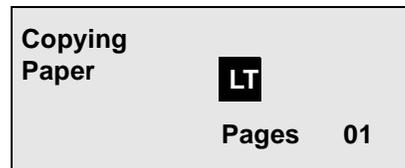
3. If desired, set the **Contrast** and **Resolution**.

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.