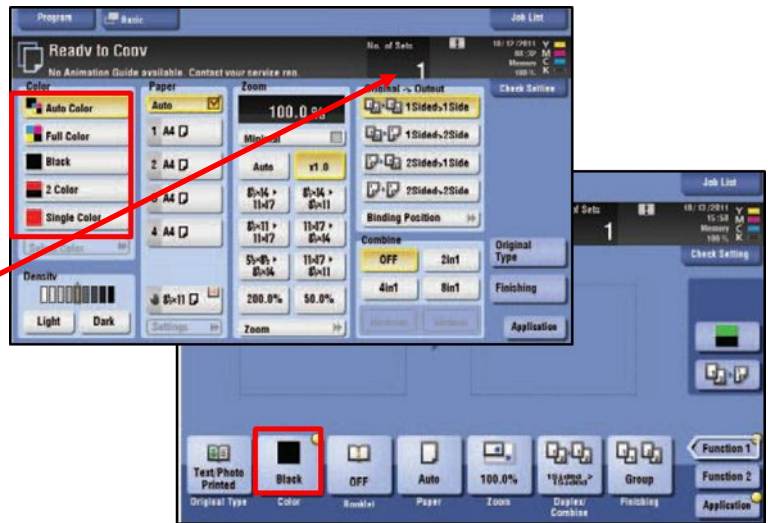


COPY BASICS

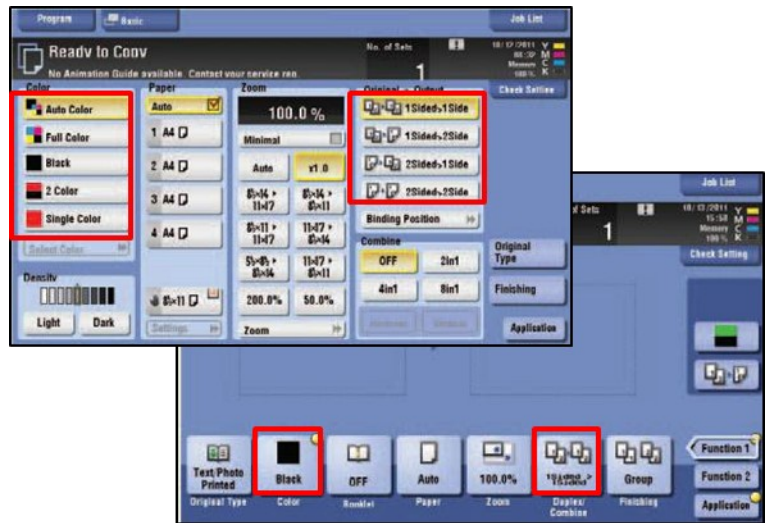
BASIC COPY

1. Place originals Face Down on glass or Face Up in document feeder.
2. Select your desired output of Color or Black & White copies. (Color is only an available option if you have a color machine)
3. Select quantity of copies with 10 digit keypad. Or if you touch the number 1 a keypad will pop up and you may select your copy number from there as well.
4. Press start button.



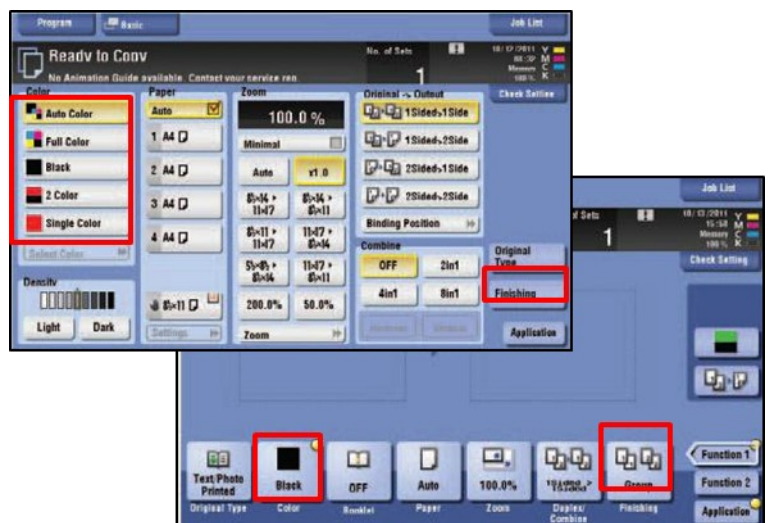
2 - SIDED COPIES

1. Place originals Face Down on glass or Face Up in document feeder.
2. Select your desired output of Color or Black & White copies.
3. Select **Simplex/Duplex** on right side of touch screen.
4. Select 1→1, 1→2, 2→1, or 2→2 under Simplex/Duplex
5. Select quantity of copies
6. Press start button.



STAPLE/SORT/3-HOLE PUNCH

1. Place originals Face Down on glass or Face Up in document feeder.
2. Select your desired output of Color or Black & White copies.
3. Touch **Finishing** button on left side of touch screen and choose which staple or 3-hole punch option you want. (Not every machine can staple, nor do 3-hole punches)
4. Select quantity of copies
5. Press start button.



****MACHINES WILL AUTOMATICALLY SORT COPIES.**
PREVIOUS MACHINES AUTOMATICALLY GROUPED COPIES