



Basic Copies

1. Set Original Face Up in the feeder or Face Down on the glass.
2. Press the **Yellow** Reset Button (Clears any previous selections)
3. Enter the Number of Copies on the Keypad
4. Press the **Green** Start Key

Making Two-Sided Copies from One-Sided Originals

1. Set Originals face up in the feeder
2. Press the **Yellow** Reset Button (Clears any previous selections)
3. Press the **Silver** Two-Sided Button
4. Press the OK Button
5. Select between book type or calendar type output by pressing the left or right arrow buttons.
6. Press the OK Button
7. Press the **Green** Start Key

Making Two-Sided Copies from Two-Sided Originals

1. Set Originals Face Up in the feeder
2. Press the **Yellow** Reset Button (Clears any previous selections)
3. Press the **Silver** Two-Sided Button
4. Using the Left or Right Arrow buttons, scroll through until "2 > 2-SIDED" appears on the LCD
5. Press the OK Button
6. Select between book type or calendar type output by pressing the left or right arrow buttons.

7. Press the OK Button
8. Press the **Green** Start Key

Combining 2 Originals on one side of a Copy

1. Press the 2 on 1 button
2. Press either the Left or Right Arrow to turn option ON
3. Press the OK Button
4. Using the Arrow keys scroll through until the size of the original is displayed
5. Press the OK Button
6. Press OK again
7. Press the **Green** Start Key

