



Lanier Basic Copying

Basic Copying:

1. When the machine is set for user codes, enter a user code (up to eight digits) using the number keys, and then press the # key.
2. Place your originals in the document feeder (face up) or on the glass (face down).
3. Make the necessary settings.
4. Enter the required number of copies using the number keys.
5. Press the start key.

Copying 2 sided to 1 sided:

1. Press (Dup./Combine/Series)
2. Select 1 or 2 sided for originals, and then select 1 or 2 sided for copy.
3. Press **OK**.
4. Place the originals in the document feeder and then press the **Start Key**.

Copying 2 sided to 2 sided:

1. Same as above, just choose 2 sided to 2 sided.

Copying Book Originals:

1. Press (Dup./Combine/Series).
2. Press (Series/Book).
3. Press (Book).
4. Select (1 sided-Magazine/Booklet), or (2 sided-Magazine/Booklet), and then press **OK**.
5. Press **OK**.
6. Select the Paper.
7. Place the originals, and then press the **Start Key**.

Copying and Collating:

1. Place your originals in the document feeder.
2. Select the (Sort/Stack) tab.
3. Press the number of copies that are needed.
4. Press the **Start Key**.

Collating and Stapling:

1. Place your originals in the document feeder.
2. Select the (Staple) tab that best describes your original orientation.
3. Press the # of copies that are needed.
4. Press the **Start Key**.

Counter Readings:

1. Press the Counter Button on the front panel, the reading is displayed. You can also print the counter reading from this screen.