

Making a quick copy

1. Load an original document faceup, short edge first into the feeder on the top of the machine.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the feeder. Place these items on the scanner glass.
- If your original document is larger than 8.5”x11”, use the “Copy From” option on the touch screen to select your original size. This will prevent cropping.

2. From the printer control panel, press the green diamond to start copying