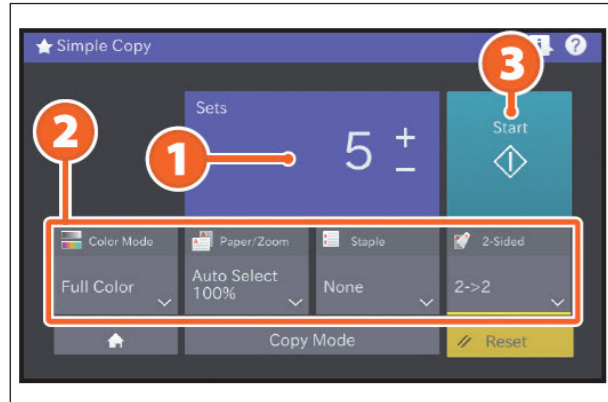
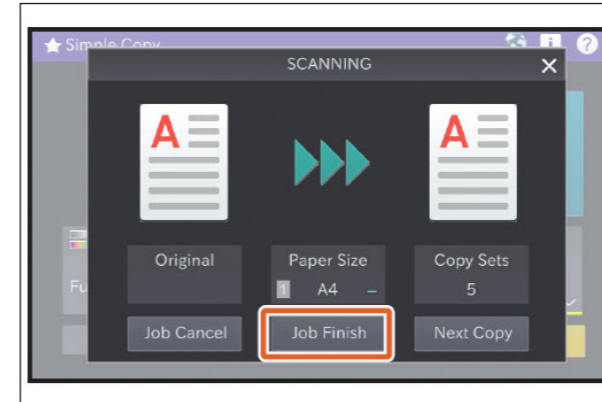


## USING SIMPLE COPY: BASIC COPYING



- Press [Simple Copy].
- Place the original(s) on the document feeder/glass.
- Specify the number of copies (1) and settings\* (2) and press [Start] (3).
- Note: Press [Stop] if you want to cancel copying.

\*See Simple Copy Settings below.

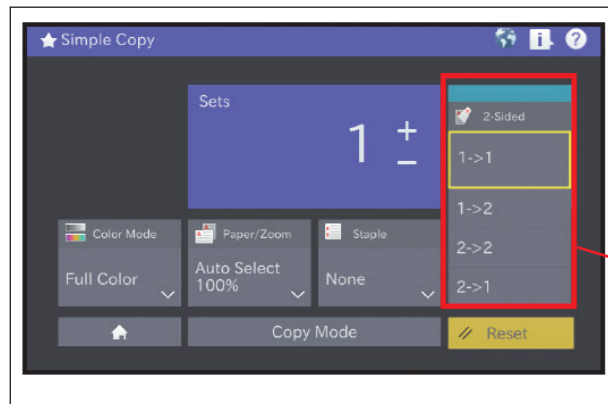


- If you have placed the original document on the glass, press [Job Finish] to finish copying.

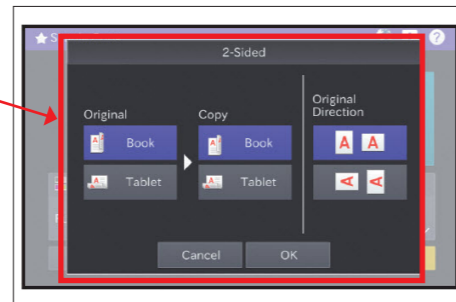
## SIMPLE COPY SETTINGS

- **Sets:** Specify the number of copies.
- **Colour Mode:** Specify the colour mode and density.
- **Paper/Zoom:** Specify the size of the copy paper and zoom.
- **Staple:** Specify how to staple.
- **2-Sided:** Specify the duplex setting for the original and copies.

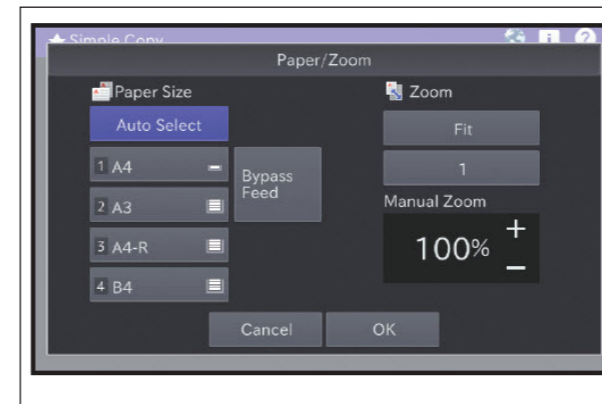
## USING SIMPLE COPY: MAKING A 2-SIDED COPY



- Press the [2-Sided button] from the optional settings (see (2) Making Copies).
- Specify the duplex setting for the original and copies, then press [OK].

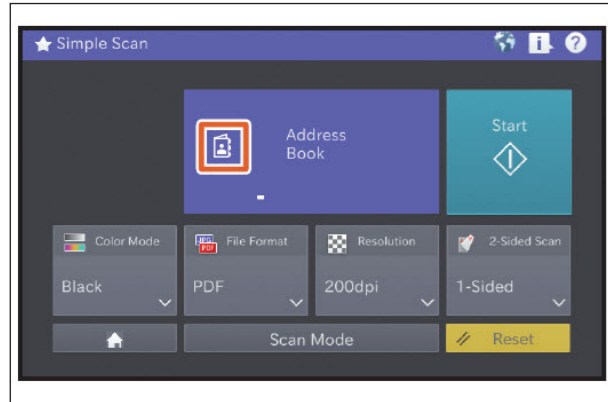


## USING SIMPLE COPY: ENLARGING/REDUCING

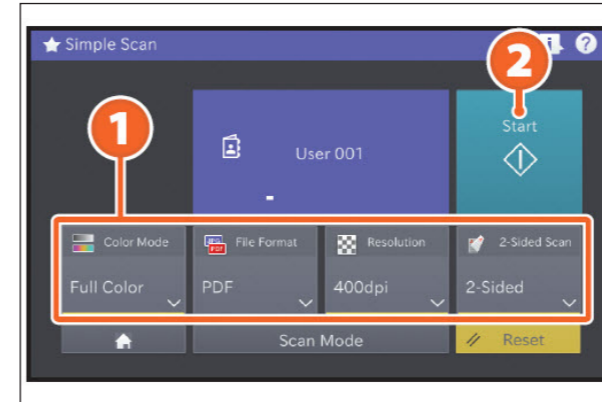


- Press the [Paper/Zoom button] from the optional settings (see (2) Making Copies).
- Specify the size of the copy paper and zoom.

## USING SIMPLE SCAN: BASIC SCANNING



- Press [Simple Scan].
- Place the original(s) on the document feeder/glass.
- Press the address book icon and specify the recipient email address.

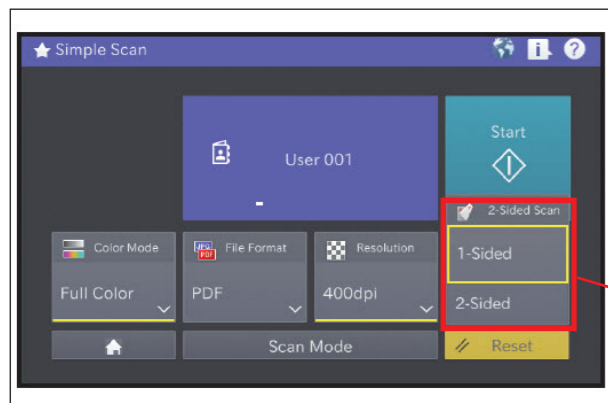


- Specify the colour mode (1) or other items and press [Start] (2).
- A preview is displayed. Check the image and press [OK].

## SIMPLE SCAN SETTINGS

- **Colour Mode:** Specify the colour mode.
- **File Format:** Specify the file format.
- **Resolution:** Specify the resolution.
- **2-Sided:** Specify the duplex setting for the original.

## USING SIMPLE COPY: MAKING A 2-SIDED SCAN



- Press the [2-Sided button] from the optional settings (see (2) Making Copies).
- Specify the 2-Sided scan setting (Book or Tablet) for the original, then press [OK].

