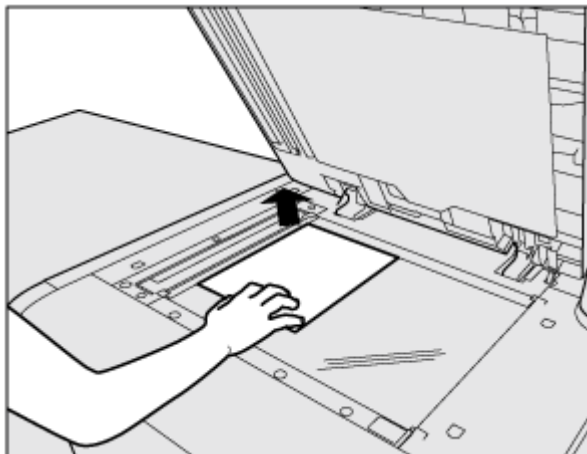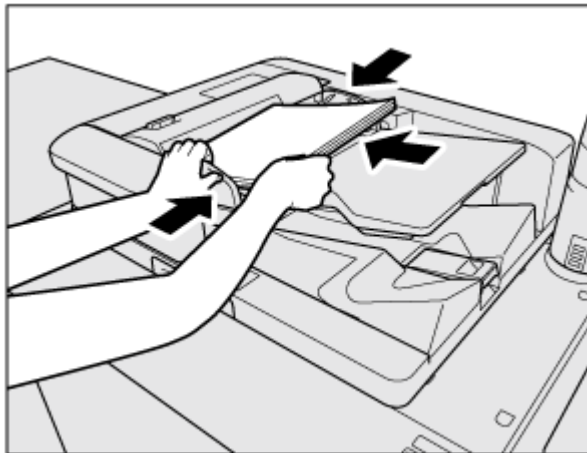# Basic Copy Procedure

Follow the procedure below to make a basic copy.
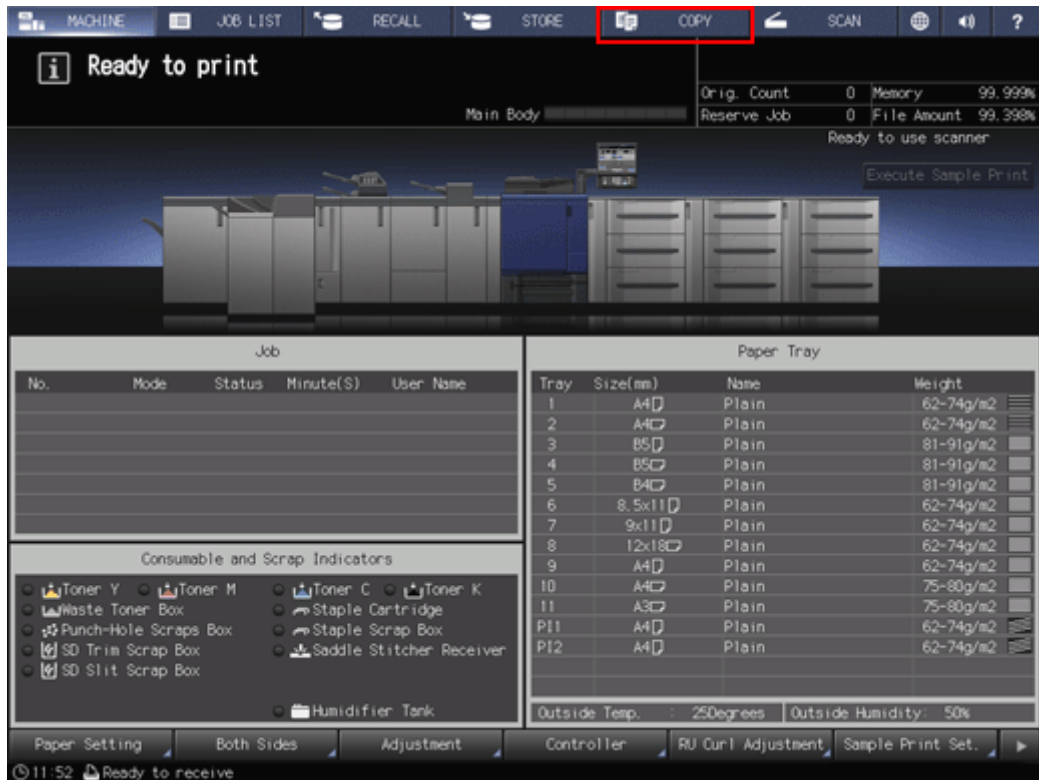
➡️ The following describes the basic procedure. It is not always applicable to the operations of set copy conditions. When using a specific function, be sure to follow the procedure described in each section.

1 Position the original.

2 Press the [COPY]tab to display the [COPY]screen.

The [MACHINE]screen shows up first at the default setting. To display the [COPY]screen, press the [COPY]tab on the [MACHINE]screen.

✔ [Default Screen Setting]can be set to the [Hold Job]screen of the [JOB LIST]screen or the [Reserved Job]screen of the [JOB LIST]screen. To display the [COPY]screen, press the [COPY]tab in both cases.

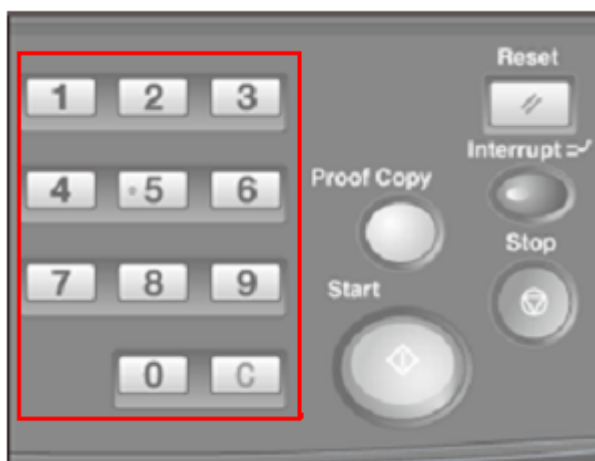✔ For [Default Screen Setting], refer to **Default Screen Setting**.
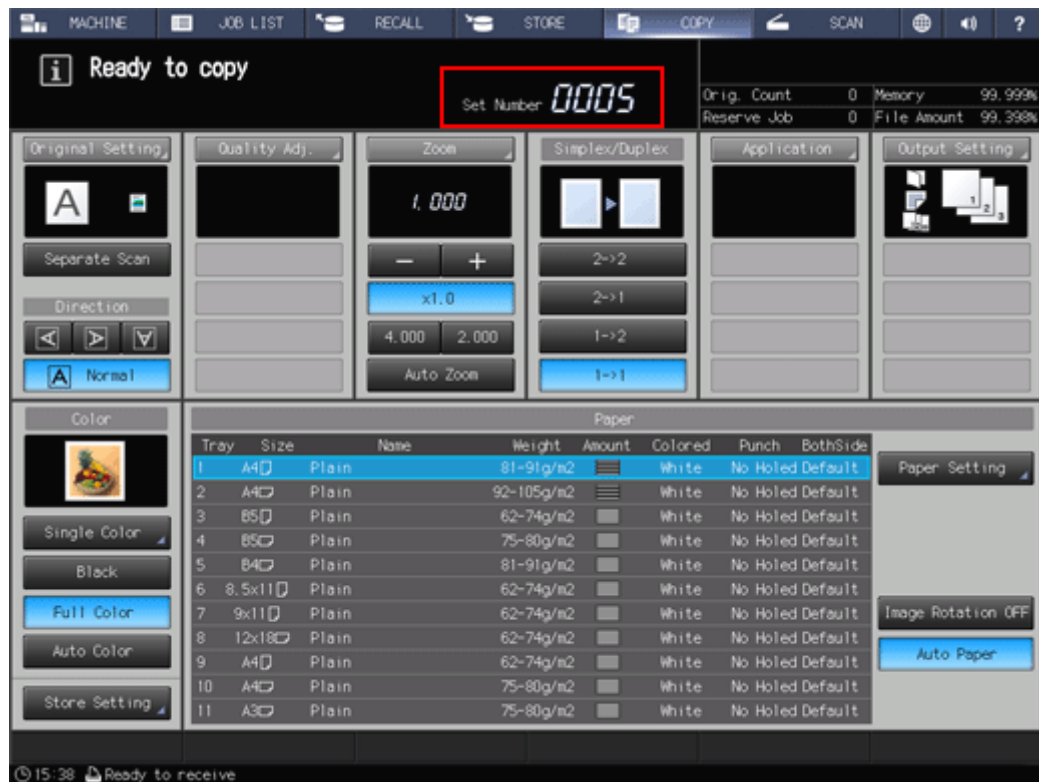
3 Set copy conditions as desired.

The following settings are available from the [COPY]screen.

✔ [Original Setting]: Refer to [Original Setting: Setting the Original](#).

✔ [Separate Scan]: Refer to [Separate Scan: Handling Scanned Original as Single Job](#).

✔ [Quality Adj.]: Refer to [Overview of Quality Adjustment](#).

✔ [Zoom]: Refer to [Zoom : Setting Copy Zoom](#).

✔ [Simplex/Duplex]: Refer to [Simplex/Duplex: 1-Sided Copy and 2-Sided Copy Settings](#).

✔ [Application]: Refer to [Overview of Application](#).

✔ [Output Setting]: Refer to [To Display the Output Setting Screen](#).

✔ [Color]: Refer to [Color: Selecting Color Mode](#).

✔ [Store Setting]: Refer to [Store Setting: Holding the Scanned Copy Job on this Machine or Saving it on the HDD](#).

✔ [Paper Setting]: Refer to [Paper Information](#).

✔ [Image Rotation OFF]: Refer to [Image Rotation OFF: Prohibits image rotation to suit the orientation.](#).

✔ [Auto Paper]: Refer to [Auto Paper: Selecting Paper Size Automatically](#).

4 **Enter the desired print quantity from the keypad on the control panel.**
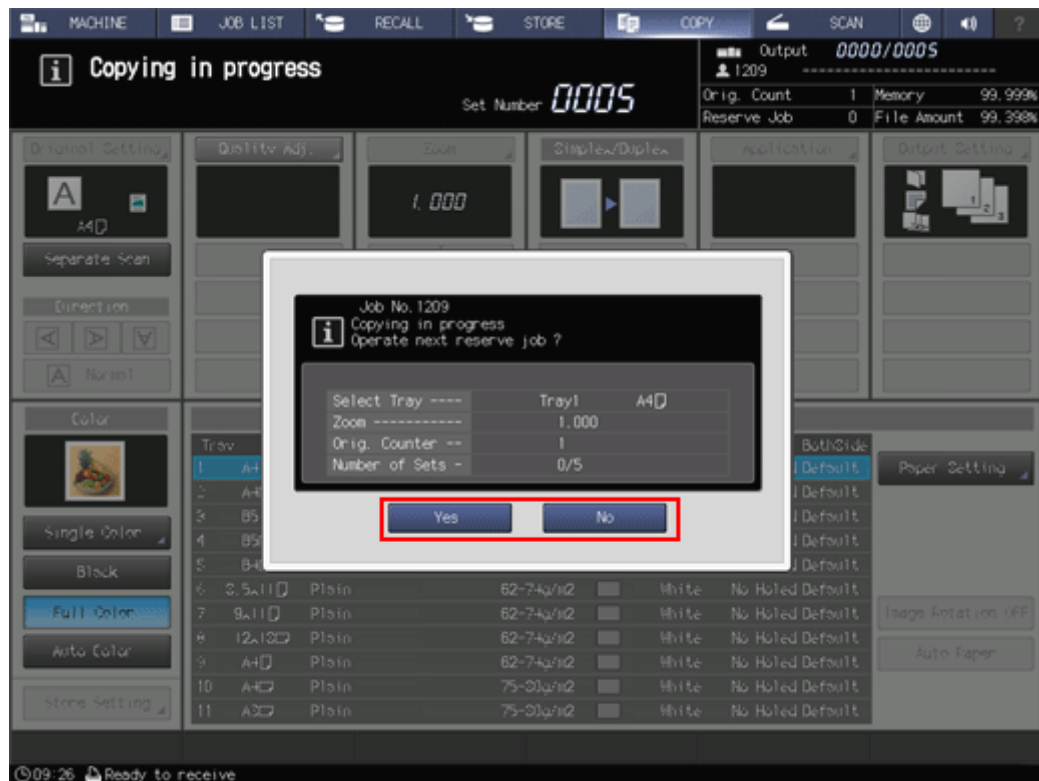
Entered quantity is displayed.

✔ For details about how to enter the number of copies, refer to [Setting Print Quantity](#).
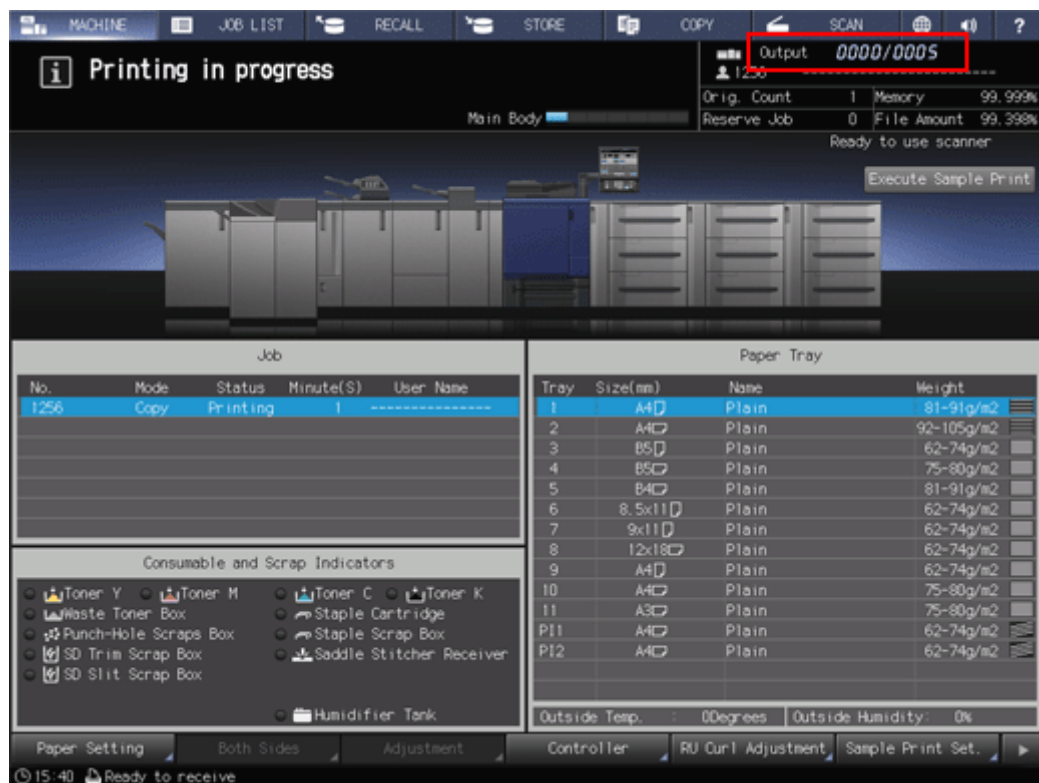
5 Press **Start** on the **control panel.**

✔ In order to start copying, make sure to display the [COPY]screen. If you press **Start** with any other screen displayed, you cannot start copy operations.

✔ If you print from the [Hold Job]screen or the [RECALL]screen, the [COPY]screen does not have to be returned.

✔ When scanning the original for the job is started, a dialog is displayed on the [COPY]screen.
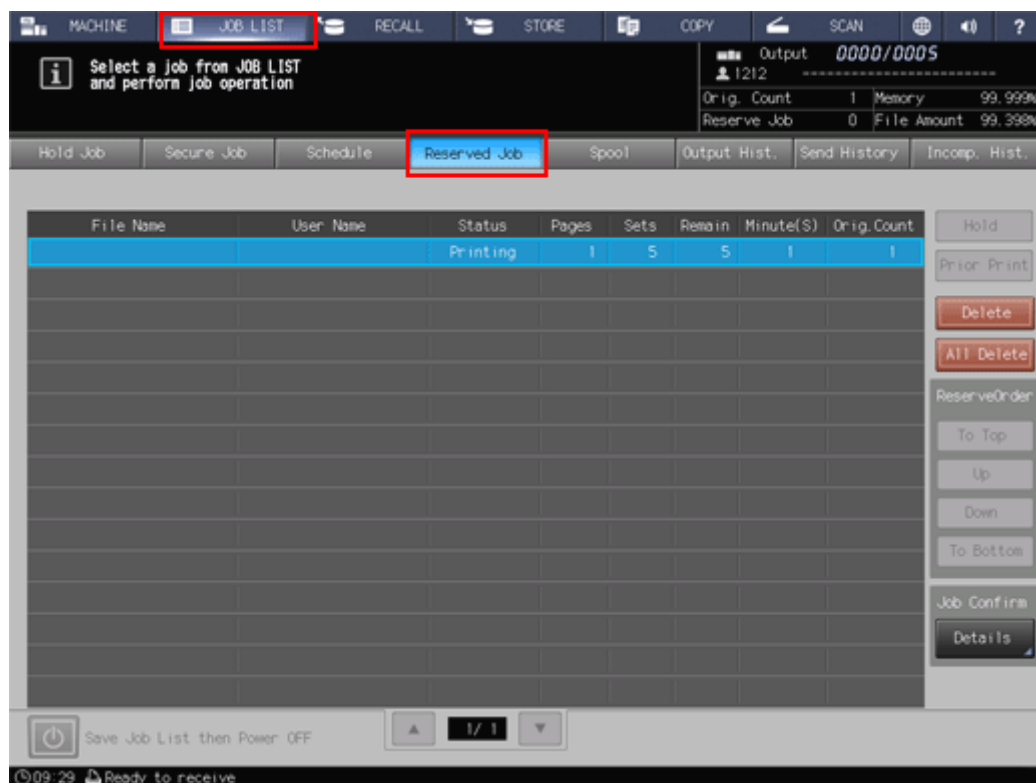
6 Press either [Yes]or [No]on the dialog.

✔️ To return to the [COPY]screen, press [Yes].

✔️ You are now ready to set reserve job.

✔️ To return to the screen set in [Default Screen Setting], press [No].

The count and set quantities are displayed at the upper right corner of both screens.

The current job is displayed in the job list in the [Reserved Job]screen of the [JOB LIST]screen.

→ Reference	■ For details about how to select the default screen which is displayed when turning on the power, refer to Default Screen Setting.
	■ You can change the operation order of reserved jobs or cancel reserved jobs in the [JOB LIST]screen. For details, refer to JOB LIST Screen.