

HP E Series: Basic Copy Features

Copy a document or picture from the scanner glass or automatic document feeder

1.	Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.	
2.	From the Home screen on the printer control panel, navigate to the Copy application, and then select the Copy icon.	Сору
3.	In the Options pane, select the space next to the green copy button to open a numeric pad.	1 Copy Options 2 Ocpy
4.	Select the number of copies required.	
5.	Select OK to close the numeric pad.	7 8 9 О ок
6.	 Select the options required of the copies. Select the Sides option Designate the Original Sides and then indicate what the Output Sides should look like. Color/Black Select Automatically detect, Color, or Black/Gray Select Done to enter the number of copies and close the copy window. 	Sides 2-sided to 2-sided > Color/Black Automatically detect > Quick Sets and Defaults Load > Save > Output Sides 1-sided 2-sided Pages flip up Output Sides 1-sided 2-sided to 2-sided > Sides 2-sided to 2-sided > Color/Black
		Automatically detect Color Quick Sets and Defaults Black/Gray Load Save

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 Under the Option button, discover more options required for this copy. Select Done to confirm the selected options and close the options window. 	Options Sides 2-sided to 2-sided Color/Black Automatically detect Staple None None Stamps None Standard document Standard document Mome Image Shift
 10. Optional Preview Feature: Touch the right pane of the screen to preview the document. In the preview screen, use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages. Note: Tools on the left side of the Touch to Scan window are unavailable once the image is scanned. 	Touch to scan and preview. Set options marked with the triangle before scanning.
11. Select the green Copy button to start the job.	🔿 Сору
12. Close the copy screen by selecting the Home button.	