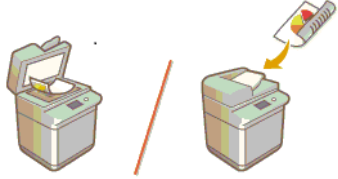

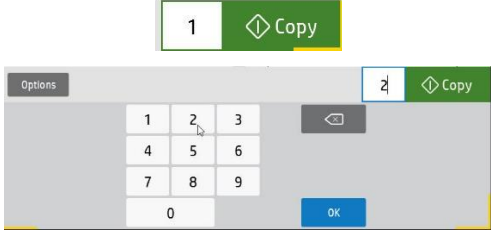
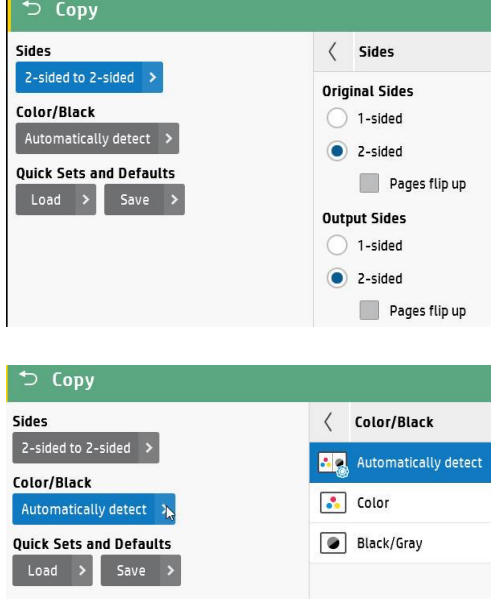
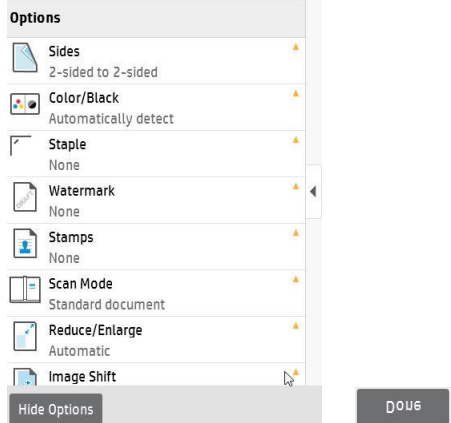
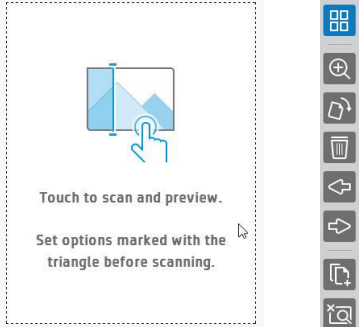



## HP E Series: Basic Copy Features

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

<p>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.</p>	
<p>2. From the <b>Home</b> screen on the printer control panel, navigate to the <b>Copy</b> application, and then select the <b>Copy</b> icon.</p>	 <p style="text-align: center;">Copy</p>
<p>3. In the <b>Options</b> pane, select the space next to the green copy button to open a numeric pad.</p> <p>4. Select the number of copies required.</p> <p>5. Select <b>OK</b> to close the numeric pad.</p>	
<p>6. Select the options required of the copies.</p> <ul style="list-style-type: none"> <li>• Select the <b>Sides</b> option             <ul style="list-style-type: none"> <li>• Designate the Original Sides and then indicate what the Output Sides should look like.</li> </ul> </li> <li>• Color/Black             <ul style="list-style-type: none"> <li>• Select Automatically detect, Color, or Black/Gray</li> </ul> </li> </ul> <p>7. Select <b>Done</b> to enter the number of copies and close the copy window.</p>	



<p>8. Under the <b>Option</b> button, discover more options required for this copy.</p> <p>9. Select <b>Done</b> to confirm the selected options and close the options window.</p>	
<p>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.</p> <p>Note: Tools on the left side of the Touch to Scan window are unavailable once the image is scanned.</p>	
<p>11. Select the green Copy button to start the job.</p>	
<p>12. Close the copy screen by selecting the <b>Home</b> button.</p>	