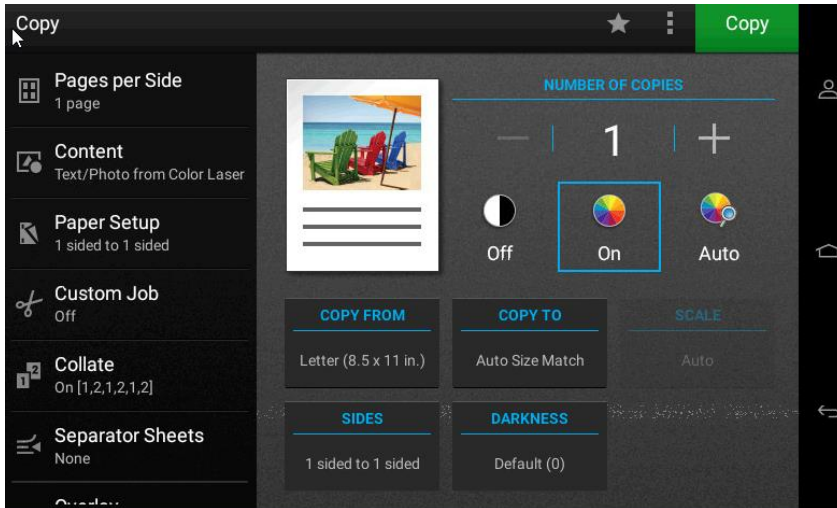


**Copy Basics:**

1. Load the original document to be copied face up in the ADF (automatic document feeder) tray or face down on the scanner glass.
2. From the Home screen, touch Copy.
3. The more common settings will show on the screen (duplexing, size, color vs. bw...) To the left more advanced options can be selected.



4. Once all options are set and desired number of copies is entered, select the green Copy button in the upper right.

**Creating a Copy Shortcut:**

5. From the home screen, select Copy.
6. Configure the settings and touch the Star.
7. Choose Create Shortcut. Enter a name for the shortcut. Select OK.

**Using the Copy Shortcut:**

8. From the Home screen either choose Copy or Shortcut Center.
9. Under Copy the various shortcuts can be selected or, if the shortcut number is known, press # and enter the shortcut number.
10. Under the Shortcut center, select the operation (copy, email, etc.).
11. Select the desired shortcut.

