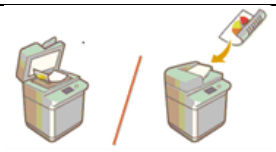
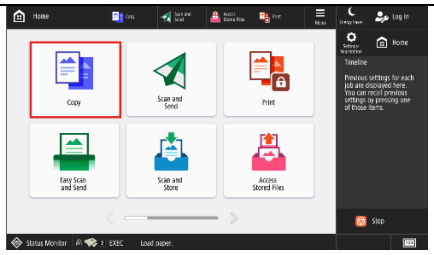
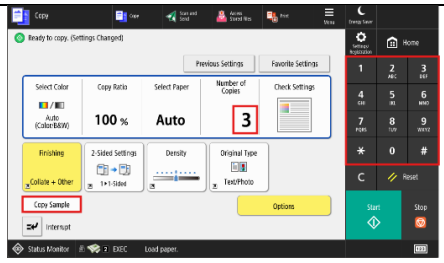
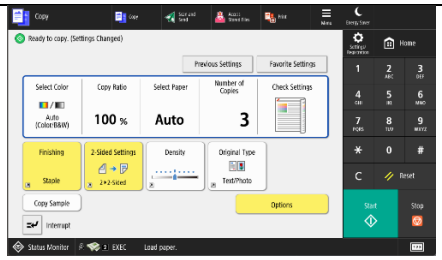
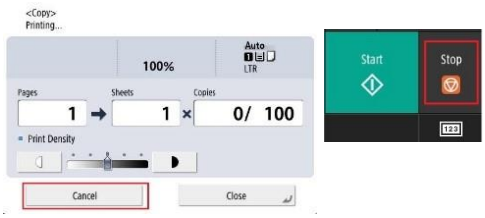
LOFFLER TECHNOLOGY TO POWER SUCCESS

Canon ImageFORCE: Copying

This document will go over how to use the Copy feature.

1. Place the document face up in the document feeder or face down on the glass.	
2. Select the **Copy** icon from the Main Menu.	
3. Use the 10-key pad to change the quantity of copies. • **Note:** If making more than one copy, select finishing and choose **Collate** or **Staple Collate**, then choose **Copy Sample** to print one copy for inspection before printing out total number of copies requested.	
4. Select features for coping, such as stapling under the **Finishing** icon, duplexing under the **2-Sided** icon. **5.** Select **Options** if necessary to add special features such as making booklets, adding covers, page numbering or job build.	
6. Press the green **START** button to begin copying.	
7. To stop the job running, either press the **Cancel** button or if the status window is closed, press the **Stop** button.	

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