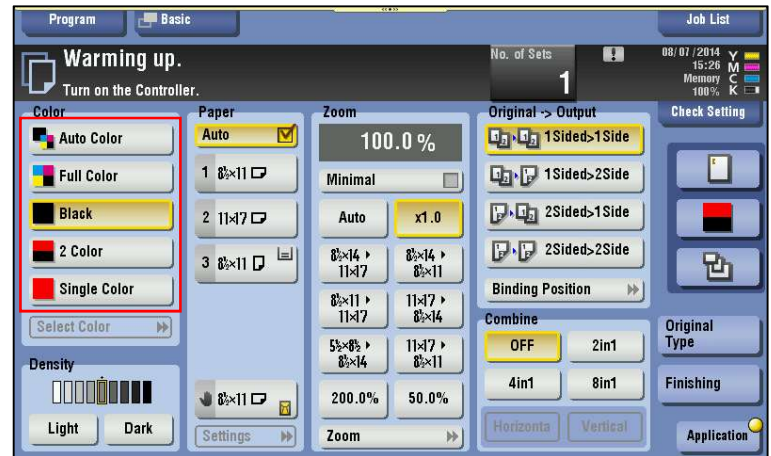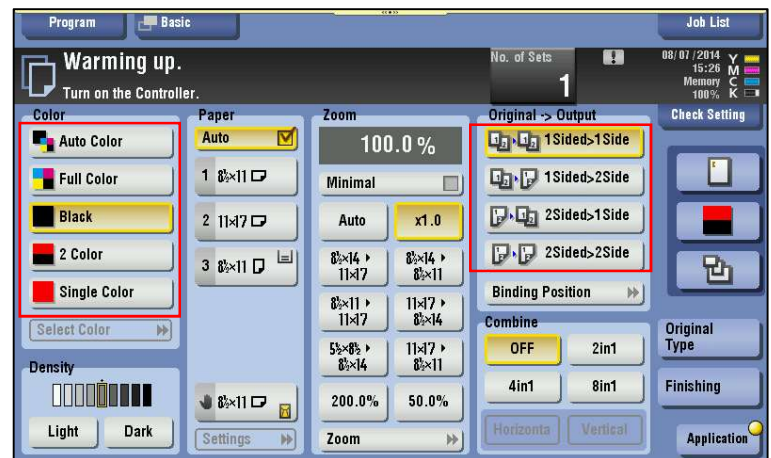## Copy

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Select your desired output of **Color** or **Black** copies
3. Select **Quantity** of copies with the 10-digit keypad
4. Press **Start** button

2-Sided Copies

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Select your desired output of **Auto Color** or **Black** copies
3. Select **1 Sided > 1 Side, 1 Sided > 2 Side, 2 Sided > 1 Side, 2 Sided > 2 Sided** under "**Original > Output**"
4. Select **Quantity** of copies with the 10-digit keypad
5. Press **Start** button

Staple / Sort

1. Place originals **Face Down** on glass or **Face Up** in document feeder
2. Select your desired output of **Color** or **Black** copies
3. Touch **Finishing** button (on left side of the touch screen) and choose which staple option you want
4. Select **Quantity** of copies with the 10-digit keypad
5. Press **Start** button

TO PLACE A SERVICE CALL OR ORDER SUPPLIES: **CALL 800.847.3098** AND PROVIDE LOCATION AND SERIAL OR ID NUMBER OF THE DEVICE

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