1. Select Copy
2. Place documents face up in the document feeder or face down on the glass
3. Select the number of copies using the keypad on the right of the display
4. Press Start

1. Reduce/Enlarge:
   - Select Copy Ratio
   - Select reduction size (left side) or enlargement size (right side)
   - Select Done

2. Change Paper Size:
   - Press Select Paper
   - Choose which paper type and press ok

3. Finishing Options:
   - **Collate**: Makes copies in order of pages (ABC ABC ABC)
   - **Group**: Grouping of the same pages (AAA BBB CCC)
   - **Staple + Collate/Staple + Group**: Select staple position based document placement in doc feeder (top left, top right, bottom left, bottom right)

4. Two-Sided Copy:
   - **Select 1-to-2 sided**: Two single-sided documents makes double-sided copy
   - **Select 2-to-2 sided**: Double-sided document makes double-sided copy
   - **Select 2-to-1sided**: Double-sided document makes two one-sided copies
   - **Select Book To 2 sided**: A book creates two one-sided copies