How to make a Copy

1. **PREPARATION**

   - **Cancel** any selections made by a previous user by pressing the AC (Clear All) button.
   - **Remove any staples and paper clips** from your documents and ensure that the documents are in good condition.

2. **LOAD THE DOCUMENTS**

   - **Place** the documents in the Document Handler in order (1, 2, 3...) with page 1 face up on top.
   - **Slide** the document guides against the front and rear edges of the documents.
   - OR
   - **Place** the document face down on the Document Glass and register it to the rear right corner.

3. **MAKE COPIES**

   - **Features Button**
     - Press the Features button to display the features selection screen.
   - **All Services Button**
     - Select the All Services button OR the Basic Copying tab.
   - **Basic Copying Button**
     - Select the Copy button. If you cannot see the Copy button, select the More Service button first.
   - **Quantity of Copies**
     - Use the numeric keypad to enter the quantity of copies to be made.

4. **START THE JOB**

   - **Press** the Start button to start your job.
   - That completes the procedure.

**MORE INFORMATION**

For more information, please refer to:
- Interactive User Guide CD 2
- Quick Use Guide
- http://www.xerox.com/support