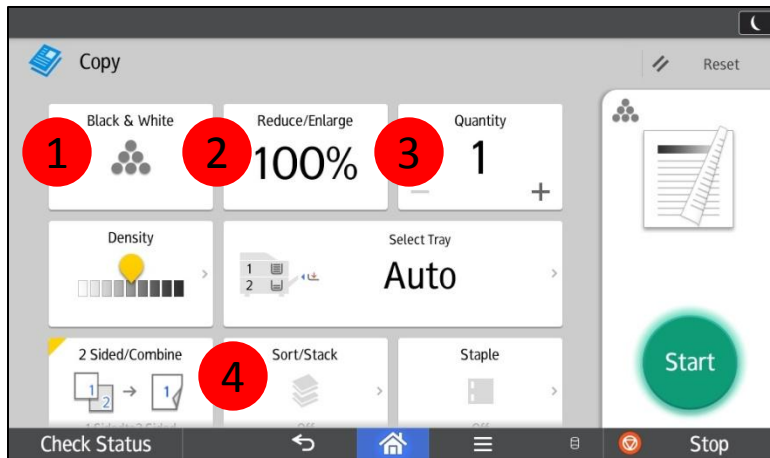
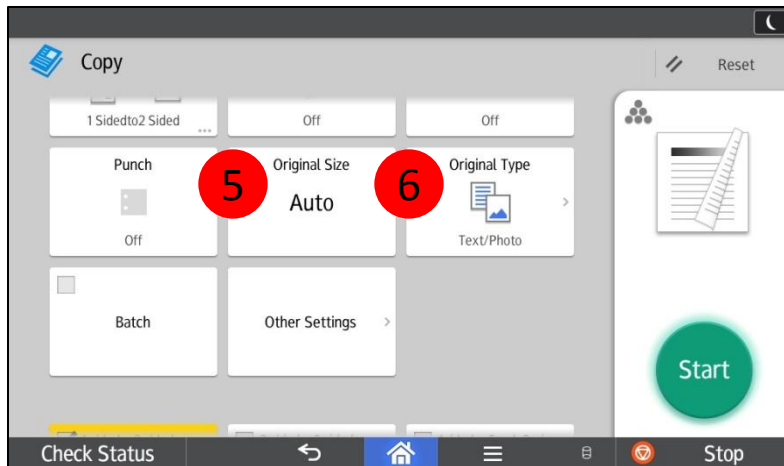


# COPY USER GUIDE – Smart OP Screen



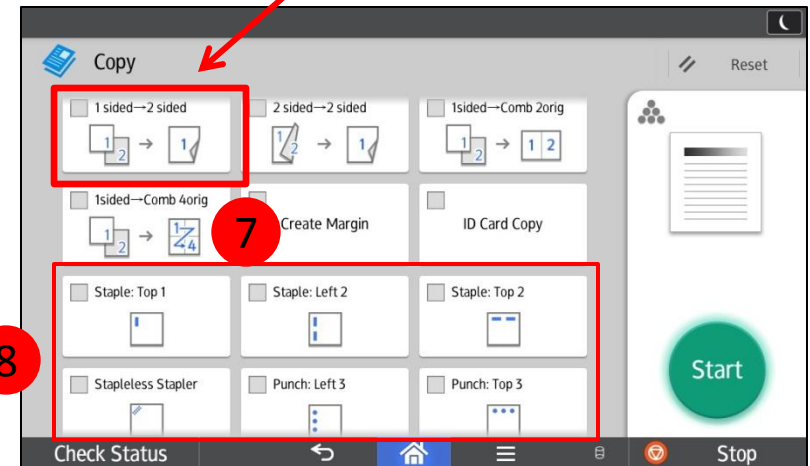
1. Black & White
2. Reduce or Enlarge settings.
3. Change number of copies.
4. Turn on Sort to collate documents.

Swipe screen with finger to see more options below



5. Set Original Size of document or set for Mixed Sizes.
6. Set the type of document to be copied, or choose Generation Copy, Light or Map for image repair.

TIP – If 1 sided to 2 sided is checked off uncheck to get **single sided**.



7. Press Create Margin to shift wide image on document to allow for hole punching without losing important parts of document.
8. Finishing options (if applicable) including Stapling and Hole Punching.