COPYING

1. Select the number of copies you want

2. Select the **paper size** (see Tips for Layout)
3. **Reduce or Enlarge** depending on the content and how it fits on the glass
4. **Double-sided copies**: select 1-sided > 2-sided OR 2-sided > 2-sided

5. **Press Start** after you have made all of your selections
SCANNING  
You must use a non-MAC formatted USB drive for scan function to work

1. Press the **Home button** at the bottom of the screen

2. Select **Print/Scan** (Memory Storage Device)
3. Select **Scan to Storage Device**

4. Insert flash drive on the **left side** of the screen
5. Select **USB**

6. Select the **Storage Location** on your USB drive
7. Under **Scan Settings**, select **Scan Size** if Auto Detect does not work.

8. Select **Regular Size** and the paper size you want to scan.
9. After all of your settings are correct, select **Scan Next Original**

10. Select **Scan Next Original** if you have more pages to scan OR select **Finish Scan** if you are done. You may also Change Settings if needed.
11. When done scanning, click the small USB icon at the bottom of the screen.

12. Select **USB** and click **OK. ** **Remove your USB drive **
TIPS FOR LAYOUT

8.5 X 11

11 X 17
EXAMPLE

All of the content fits on the glass even though it goes past the 8.5 x 11 marks.

**Solution:** Select 8.5x11 and reduce to 93% so you copy all of the content on the page OR you could turn the item sideways and copy at 100% using 11 x 17.