Copying Basic Operation

Follow the steps as below for basic copying.

1. **Press [Copy] on the Home screen.**

2. **Place the originals.**

3. **Select the functions.**

    Select the copier functions to use.
    Press tabs to display other functions.

4. **Use the numeric keys to enter the copy quantity.**

    Specify the desired number up to 999.

5. **Press the [Start] key.**

    Copying begins.