## Copying (Basic Operation Flow)

**1.** **Load the original.**

➡️ Select scan settings to suit the target original. For details on the scan settings, refer to Here.
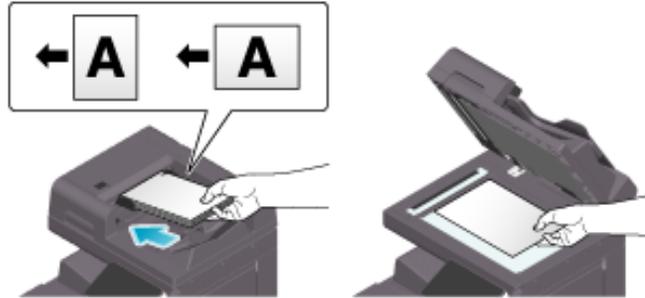
**2.** **Tap [Copy] or [Quick Copy] on the home screen.**
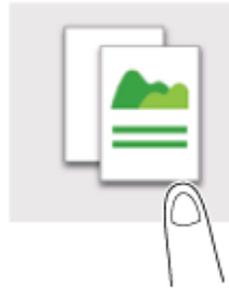
**3.** **Set copy options as needed.**

➡️ For details on option settings, refer to Here.

| Copy | | 🔔 📇 |
|---|---|---|
| 🎨 Color | Auto Color | **Copies** |
| 📄 Zoom | 100.0% | **1** |
| 📄 Paper | Auto | |
| Density | Standard | 1 2 3 |
| Duplex Settings | 1-Sided ▶ 1-Sided | 4 5 6 |
| Group/Sort | Auto | 7 8 9 |
| | | 0 C |
| 🏠  Reset | Stop | Start |
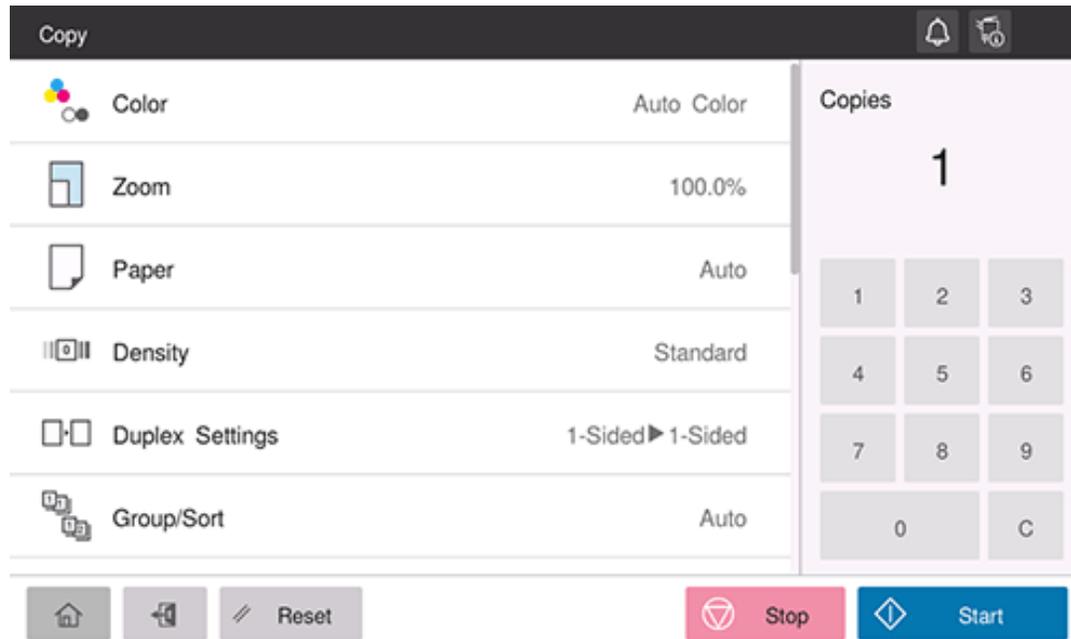
**4.** If necessary, specify the number of copies using the keypad.

**5.** Use the Start key to start copying.
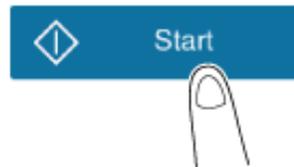
## Related setting

[Basic Setting] - [Default Copy Settings] ([Here](#))

## Reference

Canceling Copy ([Here](#))

## Copying a Card (Card Shot)

To copy various cards such as a health insurance card and license, use the ID card copy mode. By carrying out a simple operation, you can copy the front and back of a card side by side, on the same side of a single sheet.

**1.** **Tap [Card Shot] on the home screen.**



**2.** **Place a card on the Original Glass.**
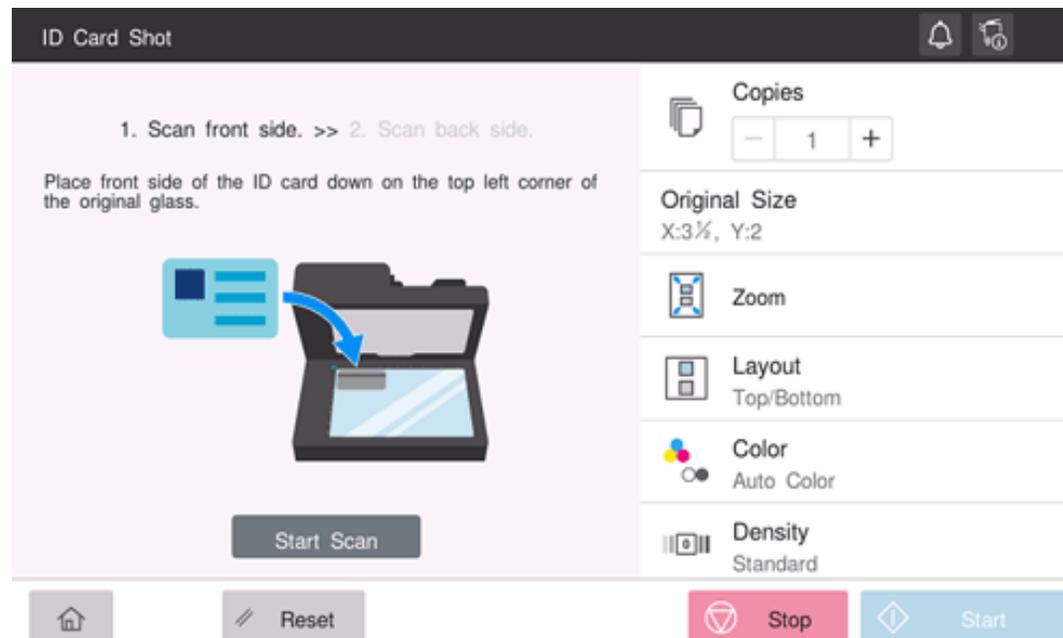
**3.** Set each item to suit the finishing image.

| Setting | Description |
| --- | --- |
| [Copies] | Specify the number of copies. |
| [Original Size] | Specify the registered size, or enter the desired size.<br>When specifying the desired size, select [Free size], and enter the size. |
| [Zoom] | Select a zoom ratio for copying.<br>■ [Full Size]: Copy by enlarging according to the paper size.<br>■ [x1.0]: Copy with the same size as the card. |
| [Layout] | Select how to arrange the front and back sides of a card on paper. |
| [Color] | Select a copy color. |
| [Density] | Adjust the density of a copy image. |
| [Original Type] | Select the setting appropriate for the contents of the original. |
| [Paper] | Specify the paper tray. |

**4.** Tap [Start Scan] to scan the front side of the card.

**5.** Turn the card over, and place it on the **Original Glass**.

**ID Card Shot**

< Previous

1. Scan front side. >> **2. Scan back side.**

Place back side of the ID card down on the top left corner of the original glass. Close the original cover tightly and then press the [Start] key.

Reset       Stop       Start
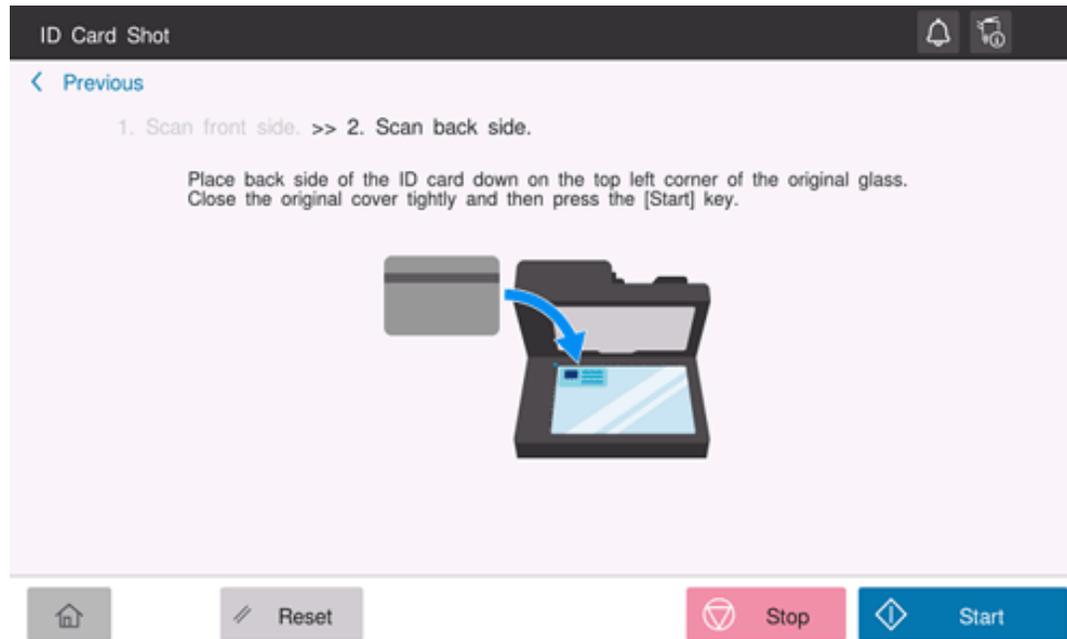
**6.** **Use the Start key to scan the back side of the card and start copying.**

**Related setting**

Card Shot ([Here](#))

## Canceling Copy

To cancel copy, use the Stop key to stop copying.



A list of the currently stopped jobs is displayed. Select the target job from the list, and delete it.