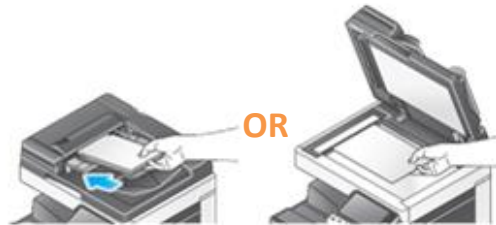## Previewing before copying

1. Place the originals in the scanner. Multi-page documents should be placed face up in the tray on top. Alternatively can be placed face down on the glass pane, under the lid.
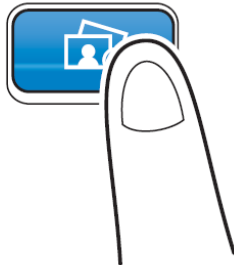
2. Press copy on the touchscreen

OR

Copy

3. OPTIONAL - Configure copy settings using touchscreen (colour, duplex etc.)
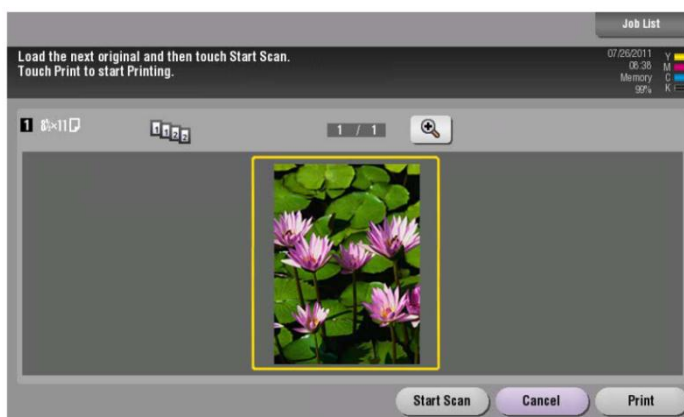
4. Press preview

Preview

5. Tap "**PREVIEW ON SCREEN**" and select "**ORIGINAL DIRECTION**" according to original

6. Tap '**Start'** and a preview screen will appear

7. Tap magnify " " to zoom in.
Press "**Start scan**" to continue scanning originals, or print to start copying.

8. Check the preview display, and rotate the image r change settings as required.
   - to continue to scan originals, load the original, and tap '**Start scan**'.
   - to enlarge the preview image, double-tap the image.
   - if a multi-page original has been scanned, you can flick the preview images to view the next page.

9. After all originals are scanned tap **'Print'**, or press the blue start button.

10. Copying begins