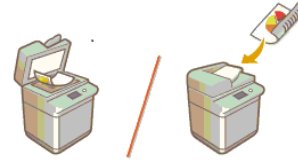**LOFFLER**

# Canon ImageRUNNER Advance DX: Copying

*Using the COPY feature on the Canon ImageRUNNER Advance DX model.*

1. Place document face up in document feeder or face down on the glass platen.

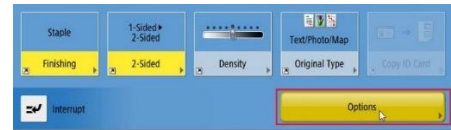2. Select the **Copy** icon from the Main Menu screen**.**

3. Use the 10-key pad to change the quantity of copies.

   Note: If making more than one copy, select **Copy Sample** to print one copy for inspection before printing out total number of copies requested.

4. Select features for coping, such as stapling under the **Finishing** icon, duplexing under the **2-Sided** icon

5. Select **Options** if necessary to add special features such as making booklets, adding covers, page numbering or job build.

6. Press the green **START** button to begin copying.

1. To stop the job running, either press the **Cancel** button or if the status window is closed, press the **Stop** button.

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