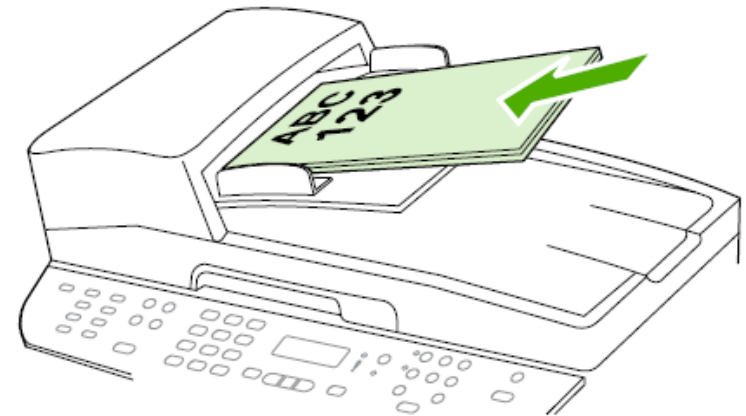# hp LaserJet 3390 All-in-One – Copying

How do I:	Steps to perform
1. Make a copy.	Place the document face up in the Automatic document feeder (ADF) or face down on the glass. Press **Start Copy**.
2. Adjust the copy quality.	On the control panel, press **Quality**. Press the < and > keys to scroll through the copy quality settings. Select settings and press **Start Copy** to save a setting and start the copy job, or press ✔ to save the setting without starting the copy job.
3. Set the copier default quality.	Press **Menu**. Press the < and > keys to highlight **Copy Setup** and press ✔. Press ✔ to select **Default Quality**. Press the < and > keys to scroll through the copy quality settings. Select settings and press ✔ to save the settings.
4. Make copies lighter or darker.	Press **Lighter/Darker** to see the current setting. Press the < and > keys to adjust the setting. Press **Start Copy** to save a setting and start the copy job, or press ✔ to save the setting without starting the copy job.
5. Adjust the size of the copy.	Press **Reduce/Enlarge**. Select a paper size, set a custom size (between 25% and 400%), or select 2 or 4 pages per sheet. Press **Start Copy** to save a setting and start the copy job, or press ✔ to save the setting without starting the copy job.
6. Copy two-sided originals.	Load the originals into the ADF with the first page facing up and the top of the page leading into the ADF. Press **2 Sided**. Press the < and > keys to select **Copy to 1 to 2 sided**. Press ✔. Press **Start Copy**.

Copy Controls

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