

To: Employees of XYZ Corp.

From: Jake LaCaze

Subject: Revised instructions for making copies using the hp LaserJet 500 color MFP M575 printer

Date: October 1, 2020

It has come to my attention that yesterday's memo with copier instructions was unclear. I apologize for any confusion.

1. If scanning only one page, lift the document cover and place your document face down on the scanner glass. If scanning a document with multiple pages, place the document face down in the automatic document feeder (ADF) on top of the document cover. Adjust the paper guides to fit the document size. Please note that this printer cannot copy documents larger than legal size (8.5" x 14").
2. Using the touchscreen, select Copy. You will be presented with options to customize your print job.
3. Use the **Sides** option to specify whether your copy inputs and outputs should be 1-sided or 2-sided.
4. Use the **Color/Black** option to choose whether your copy should be in color or black and white. Leave this option on its default setting **Automatically detect** if you would like your copy to match the color setting of your original document.
5. Press Copy once you have chosen your settings. Remove your original document from the scanner glass or the ADF and your copies from the output tray when your copy job is complete.
6. If your copy job is unsuccessful (such as in the event of a paper jam), check the touchscreen for notifications and follow the instructions to fix the problem.

If you need further help, email printer support at printersupport@xyzcorp.com.
