Photocopying Instructions

To begin:

1. Log in and select
2. Place original document face down on the glass in the top left hand corner.
3. Press the Start button.
4. To use the document feeder, place document face up.
5. To change the number of copies, select number from keypad.

How do I copy double sided?

1. Select 2-sided copying
2. Select one of the four options.

How do I copy in colour?

2. Select Color then OK.

How do I reduce/enlarge the copy?

1. Select Reduce/Enlarge
2. Select one of the pre settings or manually adjust.
3. Press OK.
4. When you are ready, press the start button.

How do I darken or lighten the copy?

1. Select Image Quality and select options to adjust quality
2. Press OK
3. When you are ready, press the start button.

How do I select paper size and scanning area?

1. Select Paper Supply option
2. For A3 select More and then select option 4: A3

To select a particular size to scan:
1. Select Layout Adjustment
2. Select Original Size
3. Select Preset Area or Custom Scan using the length/width settings referring to measurements on the edge of the glass.