How do I copy?

1. Once logged in, select B&W or Colour copying
2. Select COPY
3. Place original document face down on the glass in the top left hand corner.
4. Press the Start button.
5. To use the document feeder, place document face up.
6. To change the number of copies, select number from keypad.
How do I copy double sided?

1. Place original face down on glass or face up in the document feeder.
2. Select 2-sided copy
3. 1 → 2 is single sided original to double sided copy
4. 2 → 2 is double sided original to double sided copy
5. 2 → 1 is double side original to single sided copy
6. Press OK.
7. When you are ready, press the start button.

How do I darken or lighten the copy?

1. Place original face down on glass or face up in the document feeder.
2. Select Exposure
3. Select one of the original image types – text, photo etc.
4. Press the dark half moon to darken and the light half moon to lighten.
5. Press OK
6. When you are ready, press the start button.

How do I select what area is copied and what size paper?

1. Place original face down on glass or face up in the document feeder.
2. Below Original it should say Auto and it will detect the size.
3. If you wish to specify, press Original.
4. Select the size and layout you require.
5. A4R is LANDSCAPE
6. If the book is bigger than A4 select B4 or A3.
7. Do the same with Paper Select choosing A4R, A4 or A3.
8. Press OK.
9. When you are ready, press the start button.

How do I reduce/enlarge the copy?

1. Place original face down on glass or face up in the document feeder.
2. Select Copy Ratio
3. Select one of the pre settings or manually adjust by pressing the up and down arrows either side of ‘zoom’
4. Press OK.
5. When you are ready, press the start button.