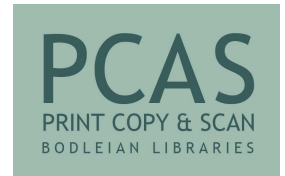


Photocopying Instructions 1



Shows current status of job. Press CA to return to copying screen.

Number keys

Clear numbers

Start/Copy Colour

Start/Copy B&W

Logout or BACK to start logout process. You MUST then also logout on the screen.

Clear all settings

Stop job – in case you select 100 copies instead of 10. Takes a few seconds

COPY IMAGE SEND DOCUMENT FILING

Ready to scan for copy. 0

Job Status
MFP Status

Colour Mode: Full Colour

Exposure: Auto

Copy Ratio: 100%

Original: Auto

Paper Select: Auto, A4, Plain

Special Modes: 2-Sided Copy, Output

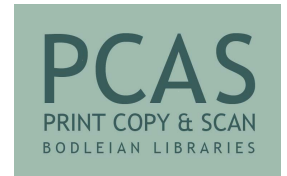
Plain

1. A4R
2. A4R
3. A4
4. A3

- 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.

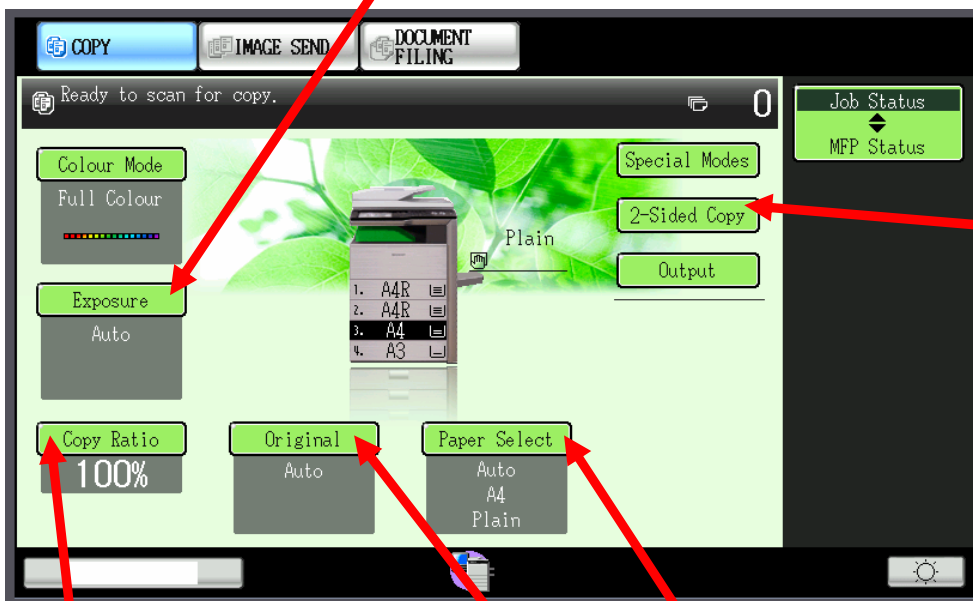


Photocopying Instructions 2



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 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 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.

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.