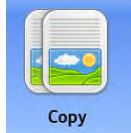




# Photocopying Instructions



## 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 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 copy double sided?

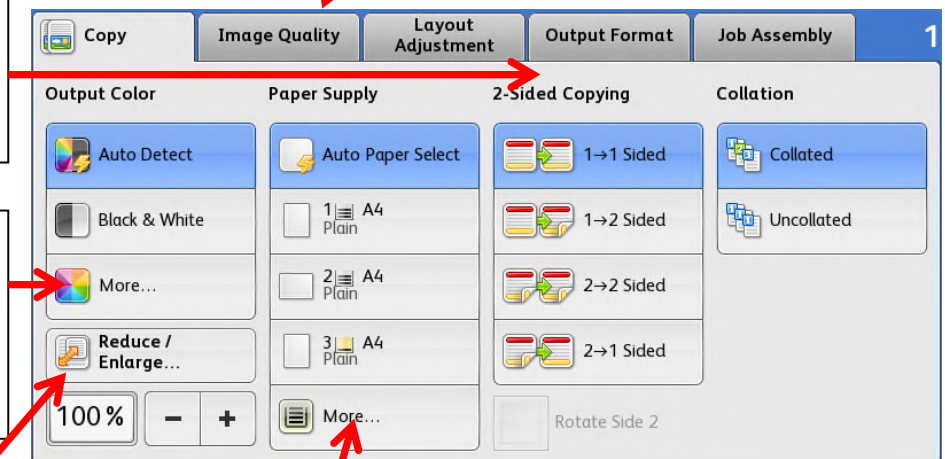
1. Select **2-sided copying**
2. Select one of the four options.

## How do I copy in colour?

1. Under **Output Color** select **More** .
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 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.