PCAS: How to photocopy

1. Login to the photocopier, select [Device functions], then the [use device functions] button and then [Copy].

2. Place the item you wish to copy face down on the glass, in the top left-hand corner. (Note: to copy via the document feeder, place face up.)

3. To change the number of copies, adjust [Quantity] from the display.

4. Black & White is the default setting. To change this, please select [Full Colour].

5. If you wish to change any of the settings (e.g. enlarge, double-sided etc.) please see additional information on in this guide.

6. Press the green [Start] button on the bottom-right of the display screen.

7. After collecting your copies, log out of the photocopier using the [Logout] option at the top-right of the display screen.

How to reduce or enlarge your photocopy

1. Select the [Copy Ratio] button and select one of the pre-set ratios shown on the right here (e.g. 71%, A3 ⇒ A4, A4 ⇒ A5).

2. To see additional options, select [Others]; here you can also manually adjust the % size.

How to set the area to be photocopied

To set the size of an item that is not exactly A4 or A3:

1. Select [Original Setting] and select [Original Size].

2. Select either the [Regular Size] option for a list of pre-set sizes, or the [Custom Size] option to type in the exact measurements of the document.
How to photocopy double-sided & other options
The default setting is to print single-sided. If you wish to change this, select the appropriate option from:

- If you are photocopying a book or a document via the glass pane and would like it to be double-sided, you need to select **1 sided ⇒ 2 Sided**.
- Choose **2 sided ⇒ 1 sided** if you are copying a double-sided document and want the finished copy to be single sided.

How to select your paper size
The photocopier should automatically select the correct paper size, according to the size of the item you are photocopying. However, you can select it yourself to ensure it is on the correct sized paper. Press [Paper Select], select the tray with the desired paper size and orientation.