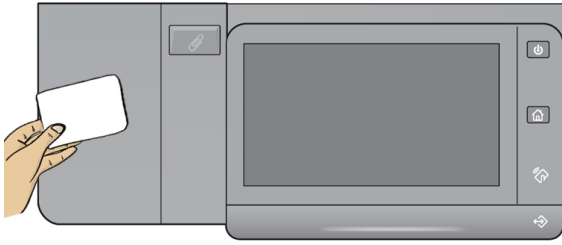
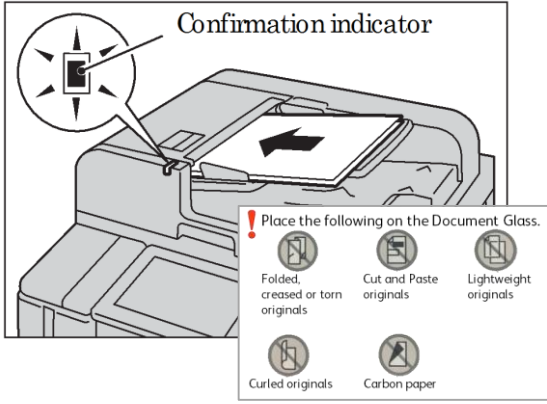


Load Original

1. Please place your Staff/Student card on the card reader to login.

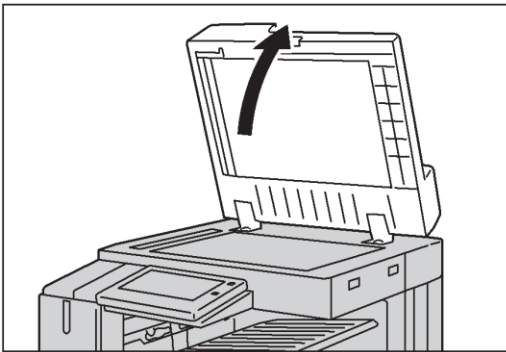


2. Put the document in the document feeder.



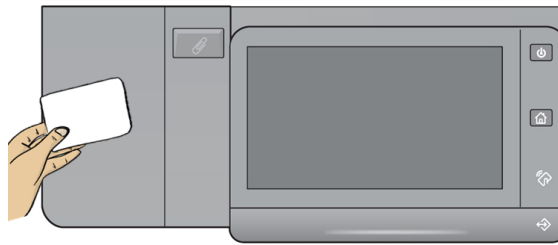
OR

3. Load the document face down, and align it against the top left corner of the document glass.



Copy (Simple)

1. Please place your Staff/Student card on the card reader to login.

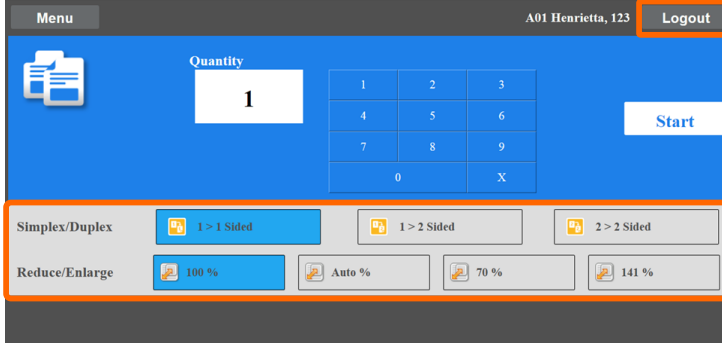


2. Select "Copy (Simple)" on the panel.



Tap "Log Out" after use.

3. Choose the options and press "Start".



Notes

All printouts from color printers will be charged at color printing rates.













Need Assistance?!
Please call 3917-2202

Copy

1. Select "Copy" on the panel.

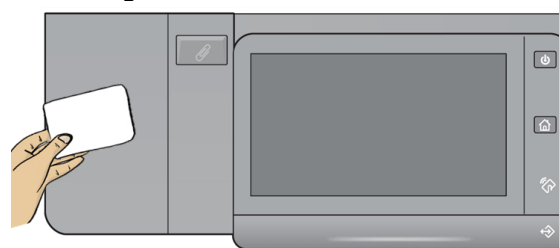


2. Select Copy features if necessary.

	2 Sided Copying Allows you to make copies of 1-sided and 2-sided document on one side or both sides of paper.
	Pages per Side... Allows you to combine 2, 4, 8 pages into one side of paper.
	Paper Supply Allows you to select the paper tray for copying.
	Reduce / Enlarge Allows you to Enlarge or reduce the size of copies.
	Original Size... Allows you to copy facing pages of a document on separate sheets of paper in page order.
	Book Copying... Allows you to select the type of documents, such as text and photos, you can make copies at optimum image quality.
	Original Type When you make a book copy, you have to specify the Original Size.
	ID Card Copy... Allows you to copy both sides of a small undetectable original on to one side of paper, such as ID Card.
	Lighten / Darken Allows you to select a copy-density level from seven levels.
	Output Color Allows you to make a color copy.

Quota

1. Please place your Staff/Student card on the card reader to login.



2. Select "Quota" on the panel.



3. The printing units balance will be shown.

