

GUIDE TO PHOTOCOPYING

GENERAL INFORMATION

The copier on the ground floor:

- supports only black and white copying,
- does not support scanning,
- accepts both TCard and cash for payment.

The copiers on the first and second floors:

- allow black & white and colour copying,
- support scanning,
- only accept TCard.

PRICES

- black and white: 15¢/page,
- colour copies: 50¢/page,
- scanning: free.

INSTRUCTIONS

1 Insert TCard into the reader labelled **COPY ONLY**.

2 Press **FUNCTION CLEAR**.



3 Select **COPY**.



4 Using the touchpad, select the appropriate paper tray that best fits the size of the original.

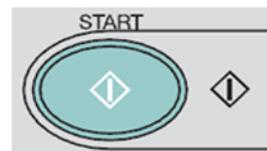
5 Adjust **COMMON SETTINGS** as desired on the right side of the touchpad.

6 If you have adjusted **COMMON SETTINGS** press **OK** to leave the menu.



7 Use the keypad to input the number of copies that you want.

8 Press **START**.



COMMON SETTINGS

Simplex / Duplex:

Simplex (or single-sided) is the default for copying. Change to 2-sided for double-sided copying.



Black & White / Full Color:

Toggles colour settings. (Auto-colour not available).

Zoom:

This setting adjusts the ratio of size between the copy and the original. For example, 50% zoom will make the copy 50% smaller.



Contrast:

(Beneath color settings). Adjusts the contrast levels.

