

HOW TO MAKE COPIES

1. Place your money (change or bills, up to \$5.00 total) into the coin machine to your right.
2. Enter the Department Code 1234 on the touch screen on the copier. Tap the dark box in the center of the screen. Once it is highlighted in purple, enter the Department Code “1234” and press “Enter” on the bottom right. The code is for accounting purposes.
3. Place your documents in the document feeder or on the document bed.
Document Feeder vs. Document Bed:
The document bed is best for delicate items or items that aren't letter or legal sized.
The document feeder is best for letter and legal sized documents and when you have multiple pages of the same size to copy.
4. Select your options if need be. The copier defaults to making one black and white single sided copy at a time; if that's all you need, all you need to do is press start. If you need to change any of those settings or other common copier settings like the zoom, press the part of the screen that corresponds to what you need to change.
5. Enter the number of copies you would like. Tap on the number 1 on the upper right of the touch screen, then type in the number of copies you would like.
6. Press the green button on the bottom right of the touch screen panel. Your copy or copies will come out in the document tray.

Tips and tricks:

Need to reset or clear out the settings you last used? Press the yellow button on the right side of the touch screen panel.

Are you having difficulty getting the touch screen to respond to you? Try pressing with the flat part of your finger instead of the tip.

Need multiple copies of the same page but not sure how they'll turn out? Try printing just one copy to start to make sure you have the settings how you want them.

Did the copier time out on you? It auto logs out after 45 seconds of inactivity. Just key in 1234 again as the department code.