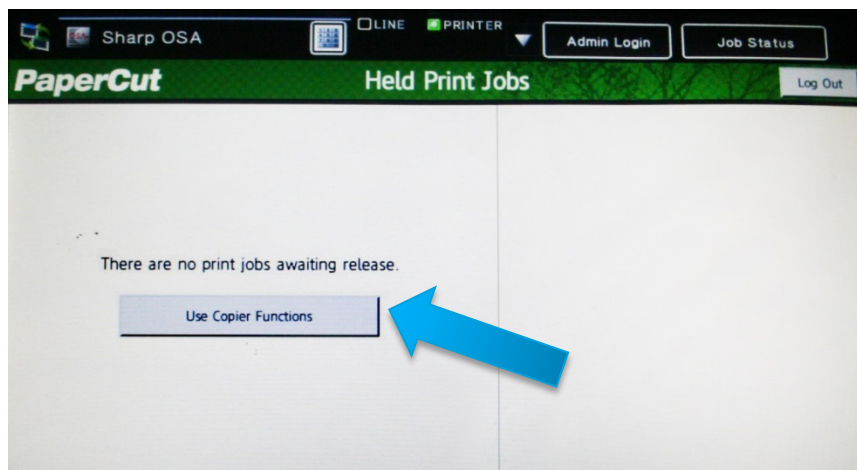


## How to photocopy

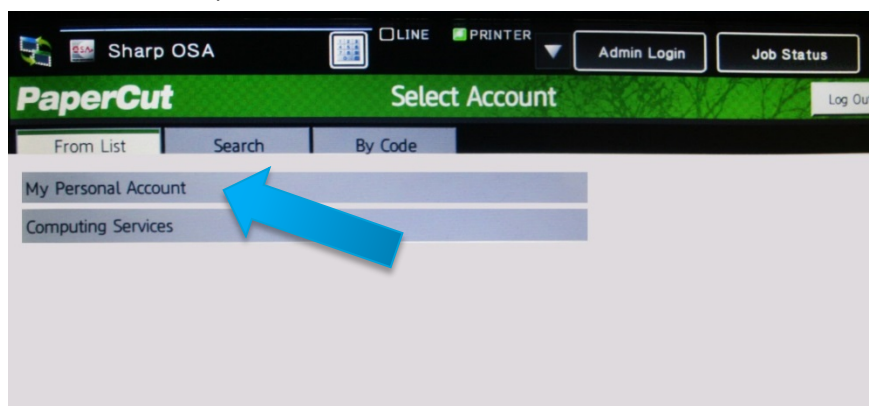
- Authenticate at the photocopier - You should present your card at the reader on the right hand side of the device. The reader is embedded within the machine.



- Select "Use Copier Functions" from the PaperCut Home Screen



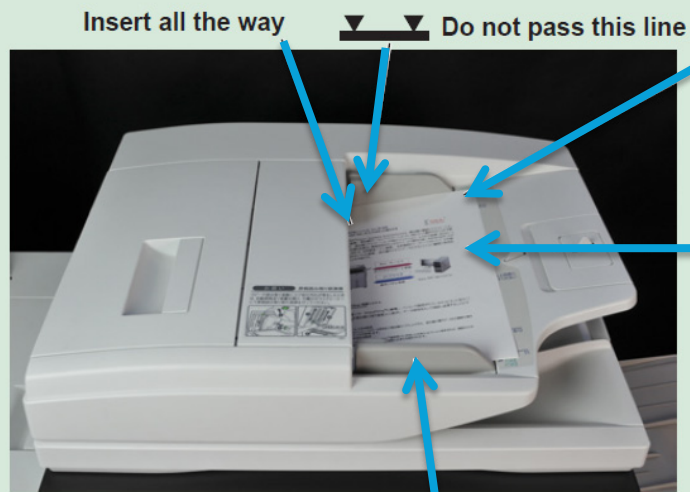
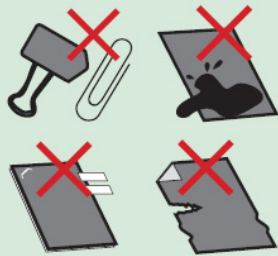
- Select "My Personal Account" from the Select Account screen. You will be redirected to Account Confirmation screen, where you have to press OK to access the copier functions.



## Placing the original

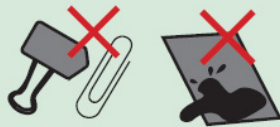
You can use the automatic document feeder or you can put the document on the glass

### Place the original in the automatic document feeder



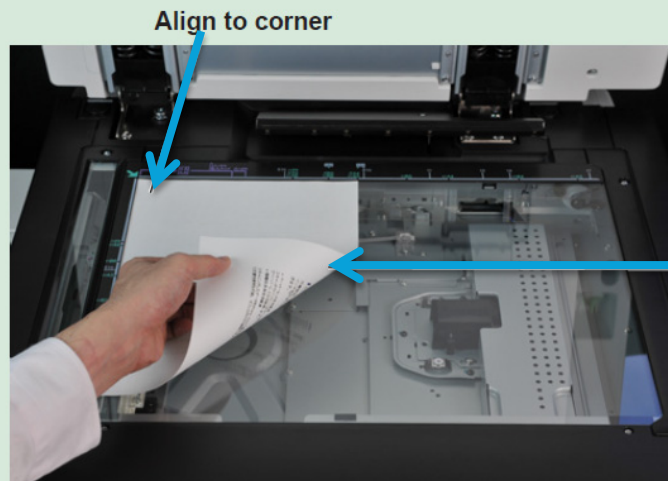
Adjust to original size

### Place the original on the document glass



Placing a thick book

Lift open



Place image side down

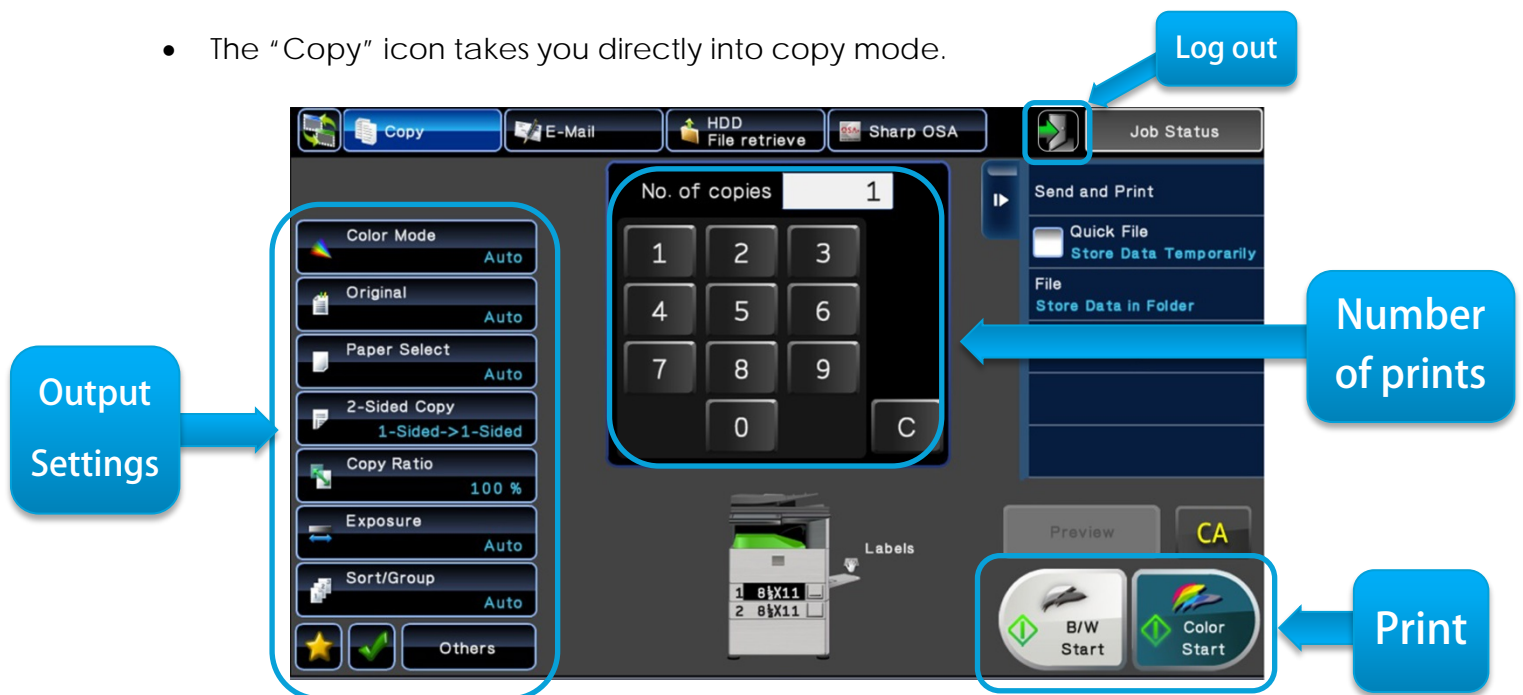


## Photocopying a document

- Select the "Copy" icon on the Device Home Screen.



- The "Copy" icon takes you directly into copy mode.



- Confirm the output settings, enter the number of prints and start printing.
- At the completion of all your photocopying, remember to log out by pressing the button on the top right-hand side of the control panel