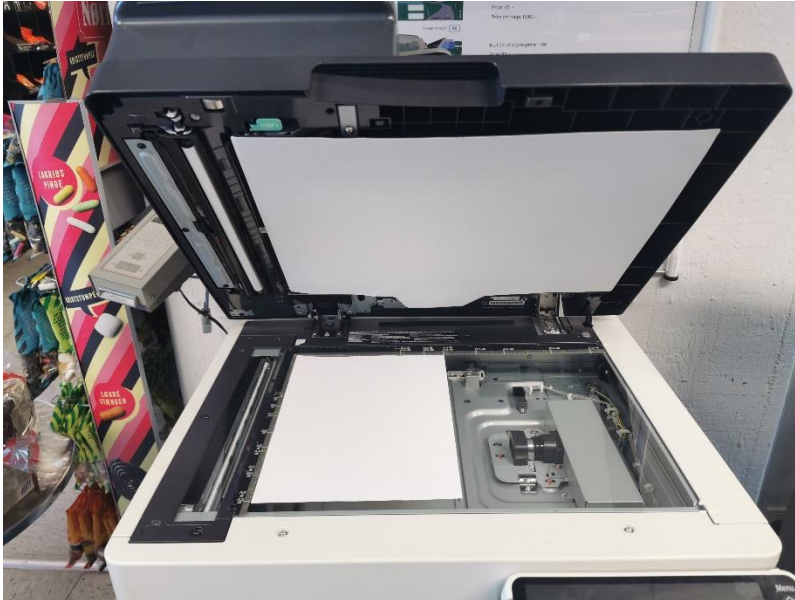


# How to copy

1. Login with the information from your print card
2. Place the paper that you want to copy
  - a. If you want to copy one page place it under the lid



- b. If you want to copy more than one page use the scanner on top of the lid



3. Select the preferred settings (**be aware that color is set to black as default**)
4. Type in the numbers of copies you want (No. of sets) slide the screen to access to keypad
5. Click the action button