

Print on different paper size

If the document is already in the correct paper size the machine will automatically choose the correct paper size. If the document is not in the correct paper size the document will need to be converted.

Doc, docx files

The paper size can be changed in Microsoft word. Click the Layout tab – Click the Size button – Select the size you want to use – Save the document.

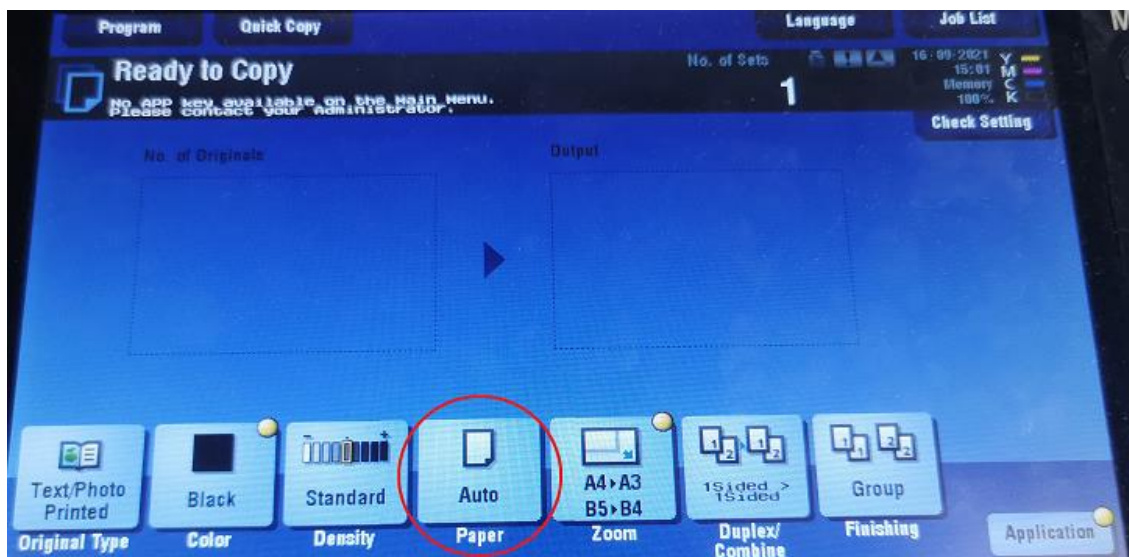
PDF files

The paper size can be changed by using an online service as www.pdf2go.com/resize-pdf Be aware that you upload the document to the internet. If the document contains any personal or sensitive information do not use an online service.

Use the copy machine to resize the document

The copy function can be used to resize the document - The document has to be printed in order to use it.

1. Place the paper that you want to resize in the top scanner or under the lid.
(Check the guide “How to copy” for more information)
2. Select Zoom



3. Select the wanted paper size
If you have a A4 paper that you want to convert to A3 select A4 – A3 141,4%
4. Press the action button