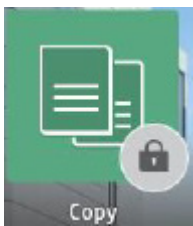


How to copy



1. Swipe your ID card on the card reader next to the printer display.



2. Press **Copy**.

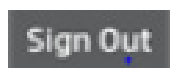
3. Place the document you wish to copy on the glass or in the feeder.



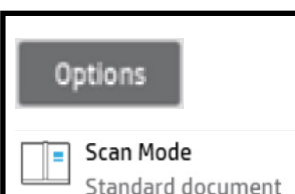
4. You can change the default settings by pressing the arrows on the right.



5. Press the **Copy** button.



6. When you have finished copying, press **Sign Out**.



Press **Options** for more copy settings.

Tip: if you need to scan pages from a book select **Book** from the **Scan Mode** option.