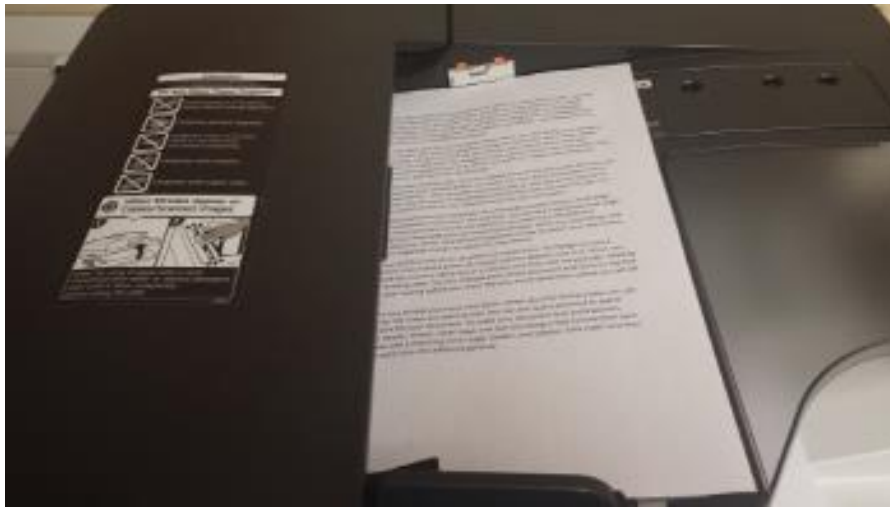


Copying on the Colour Photocopier/Printer

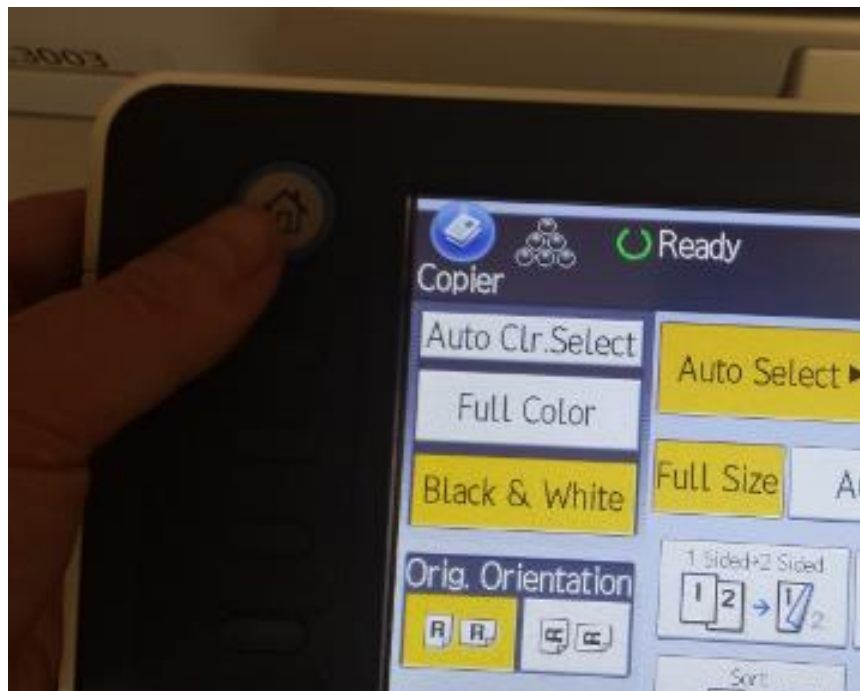
SPC provides a copying service on the Colour Photocopier in the Library Lobby Area. To use this, please follow the instructions below:

- 1) Tap your card on the release station and then press **OK** on the screen.
- 2) For A4 scanning, use the sheet feeder on top, putting your documents face up as shown below:
- 3)

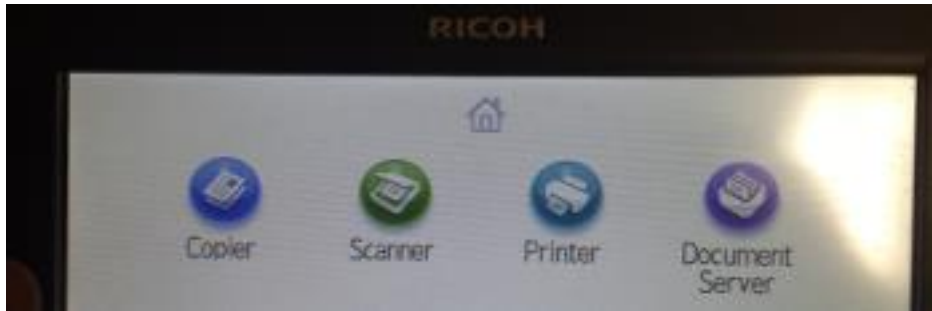


Otherwise open the lid and use as a normal flat-bed scanner.

- 3) Press the **Home** button the top left of the panel:



4) Press **Scanner**



5) You can select various options, colour/B&W, scaling and for dealing with multiple sheets you can make this duplex (two-sided) to save on cost and paper. Once you have selected your settings, press the **green** button on the bottom right of the user interface.

