Photocopier Instructions

Logging in
1. Press the grey power button on the right-hand top corner of the copier keypad area. The touch screen will illuminate.
2. Press the touch screen to start and use it to enter your CFS username. Press Next.
3. Enter your password and press Logon.

Basic copying
1. Position your original documents as required.
2. If you require specific functionality make your selections using the touch screen.
3. Between copies use the reset key (yellow with two diagonal lines) to clear copy numbers or other selections.
4. Press the green button to print.

Special features
For duplex copying select Two-Sided. There are four options depending on the format of your originals. Select the appropriate option for your materials.

If you want to enlarge or reduce an item select Copy Ratio from the main screen. Choose an appropriate option or enter your own percentage value. For A3 to A4 reductions use 70%. For A4 to A3 enlargement use 141%.

Logout
1. When you have finished please remember to logout using the touch screen.
2. If the machine is left inactive for 60 seconds it logs out automatically.

If you are having problems using the photocopiers please ask a member of staff at the Help Zone.