**Copy (Simple)**

1. Please place your Staff/Student card on the card reader to login.

2. Select “Copy (Simple)” on the panel.

3. Choose the options and press “Start”.

**Copy**

1. Select “Copy” on the panel.

2. Select Copy features if necessary.

**Quota**

1. Please place your Staff/Student card on the card reader to login.

2. Select “Quota” on the panel.

3. The printing units balance will be shown.

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**Load Original**

1. Please place your Staff/Student card on the card reader to login.

2. Put the document in the document feeder.

3. Load the document face down, and align it against the top left corner of the document glass.

**Notes**

All printouts from color printers will be charged at color printing rates.

Don’t pull the Cover and Trays. They are locked!

Need Assistance?! Please call 3917-2202