

How to Copy

Introduction

Copying is available in single or double sided, in black and white or colour. Paper sizes available are A4 or A3.

Note: Copying in other paper sizes is available from CIT Print Services at CIT Reid. Email citprintservices@cit.act.edu.au or phone 62074150 for a quote.

CITCard

You must register and add credit to your CITCard to access the copy function. See [How to register your CITCard](#) and [How to add credit to your CITCard](#) instructions.

Note: If the Printer screen says “You do not have access to this function” this means you need to add credit to your CITCard.

How to copy

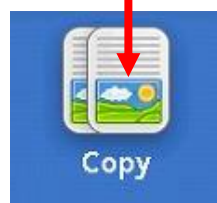
Follow these steps to copy documents using defaults settings of black and white, single sided:

Step	Action
1	Place document in Document Feeder writing facing up. Note: Remove all staples before copying.
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions
4	Press Copy
5	Type number of copies required using keypad.
6	Press the green Start button.
7	Press the Log In/Out button when finished.

Screen

Step 4

Copy



How to copy a single sided document in colour

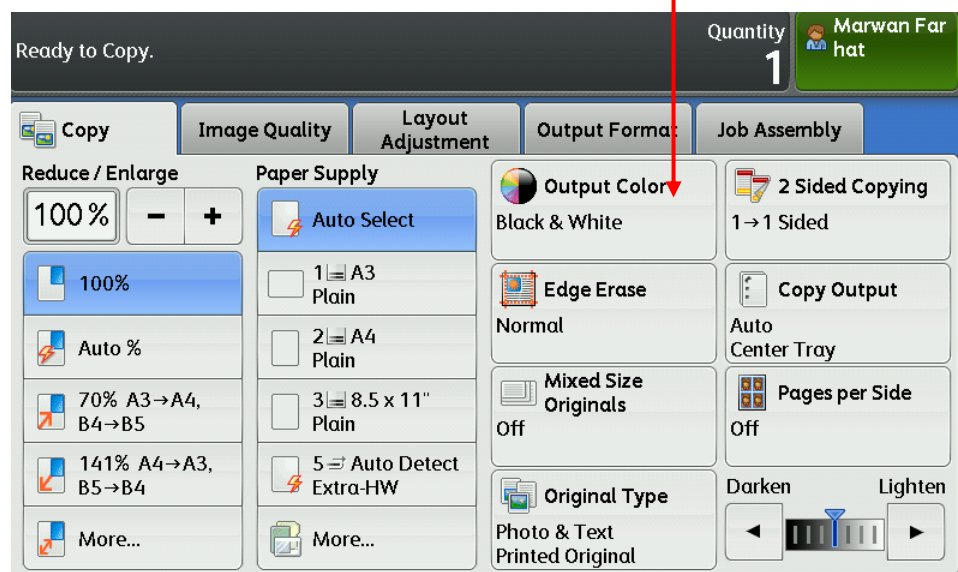
Follow these steps to copy a single sided document:

Step	Action
1	Place document in Document Feeder writing facing up. Note: Remove all staples before copying.
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions
4	Press Copy
5	Press the Output Color option and select color.
6	Type number of copies required using keypad.
7	Press the green Start button.
8	Press the Log In/Out button when finished.

Screen

Step 5

Output Color option



How to copy a double sided document

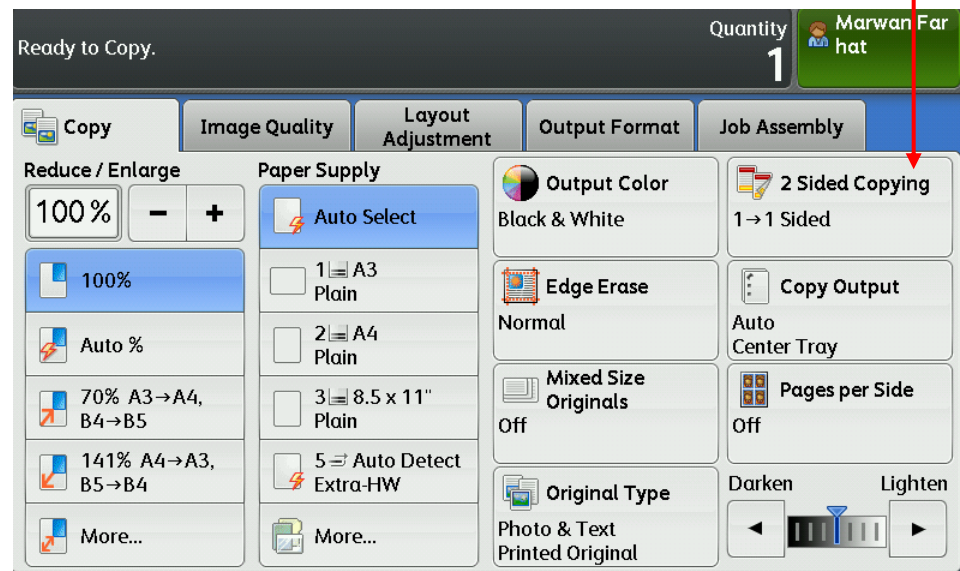
Follow these steps to copy a double sided document:

Step	Action
1	Place document in Document Feeder writing facing up. Note: Remove all staples before copying.
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions
4	Press Copy
5	Press 2 Sided Copying option on screen. a) Press 2 to 2 sided option for double sided copying. b) Press Save .
6	Type number of copies required using the keypad.
7	Press the green Start button.
8	Press the Log In/Out button when finished.

Screen

Step 5

2 Sided Copying option



How to copy from a book or journal

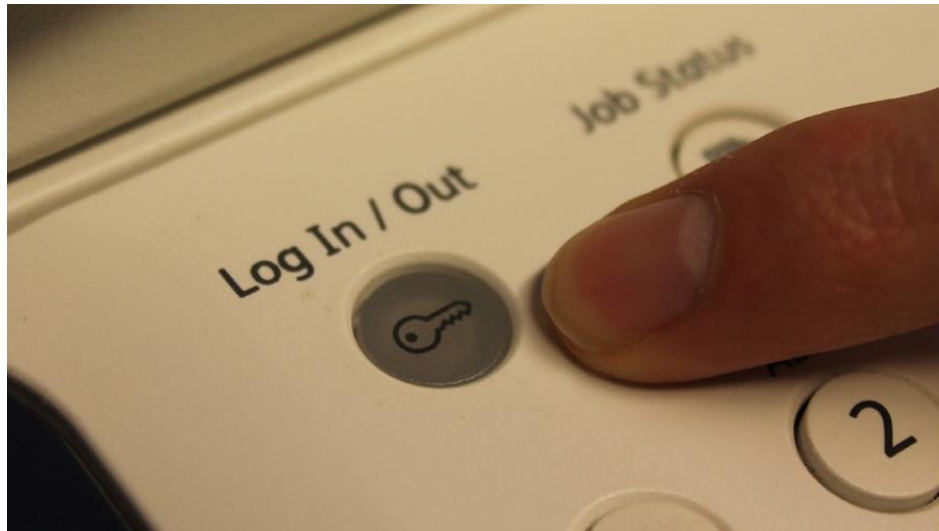
Follow these steps to copy pages from a book:

Step	Action
1	Place book/journal face down and in the top left hand corner of the document glass .
2	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
3	Press Use Copier Functions
4	Press Copy
5	Press the green Start button. IF the Paper Size screen appears: a) Press the A4 button for printing on to A4 paper or A3 button for printing on to A3 paper. b) Press the green Start button again.
6	Repeat Steps 5 to 6 for any further pages.
7	Press the Log In/Out button when finished.

Screen

Step 7

Log In/Out button



How to use the manual feed:

Follow these steps to use manual feed:

Step	Action
1	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
2	Press Use Copier Functions
3	Press Copy
4	Place document writing facing down on document glass OR Place document writing facing up in document feeder .
5	Place alternative paper in manual feed tray at the side of copier.
6	Press More under Paper Supply option and then press manual feed .
7	Press the green Start button.
8	Press the Log In/Out button when finished.

Screen

Step 6 Paper Supply

