Black & White Copier

July 2019
Making Copies

Place material to be copied on top of the glass in the upper left-hand corner.

Insert coins, bills or card.

Enter the number of copies needed and press start.
Making Copies

Under the copy tab, press the right arrow found in the lower right-hand corner to make copies darker. To lighten, press the left arrow.
Making Copies with the Key

1. Insert key and turn to the right.
2. Make copies.
3. Turn key back to the left (upright position).
4. Remove key and return to drawer.
Adding Paper

1. Pull open the paper drawer.
2. Fan the paper and insert.
3. Do not fill above the maximum fill line.
4. To adjust to another paper size, slide the rear and side guides appropriately.
5. Close the paper drawer.
6. Hit confirm on the display screen.
Fixing Jams

Always follow the instructions shown on the display panel. Ask a supervisor if you need further help.