

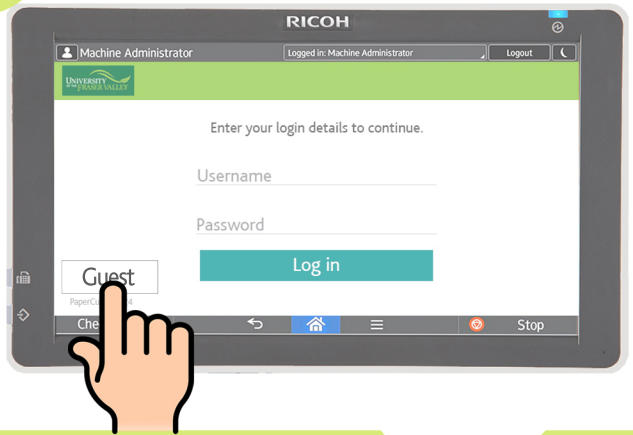
# How to copy

1



Touch the screen to wake copier.

2



Click **Guest**.

4



Press **Start** button.

(Change settings if desired, machine defaults to 2 Sided copying)

3



- Choose **Copy**.
- Place document on copier.  
(Face up in the document feeder,  
Face down on the glass)