

HOW TO USE THE LARGE COPIER

- ONLY USE PAPER OR TRANSPARENCIES THAT WE SUPPLY.
- MAKE SURE THE RIGHT SIZE PAPER IS IN THE DESIGNATED DRAWER
- DO NOT OVER LOAD – IT CAN CAUSE A JAM!!
- TO COLLATE & STAPLE JUST PRESS THE MIDDLE KEY THAT SAYS “STAPLE.”
- WHEN LOADING 8 ½ X 11 IN TOP DRAWER, LOAD RIGHT HAND SIDE FIRST, PUSH THAT PART OF THE DRAWER IN TO THE COPIER THEN LOAD THE LEFT HAND SIDE.
- YOU MAY LEAVE YOUR COPYING TO BE DONE BY FILLING OUT A REQUEST FORM THAT IS IN THE WORK BOX UNDER THE MAIL BOXES. THEN LEAVE IT THERE WITH THE ORIGINALS.
- WHEN FINISHED COPYING PRESS THE YELLOW BUTTON AND ORANGE BUTTON SIMULTANEOUSLY TO BRING UP THE LOG ON SCREEN.

HOW TO USE THE SMALL COPIER

- IF COPYING MORE THAN 25 PAGES USE THE LARGE COPIER
- ONLY USE PAPER OR TRANSPARENCIES THAT WE SUPPLY
- MAKE SURE THAT RIGHT SIZE PAPER IS IN THE DESIGNATED DRAWER
- DO NOT OVERLOAD – IT CAN CAUSE IT TO JAM!!
- AFTER YOU PUT IN YOUR CODE THERE ARE 3 CHOICES THAT APPEAR ON THE RIGHT HAND SIDE OF THE SCREEN:
 1. SORT / FINISHED - THIS WILL COLLATE + STAPLE
 2. 2 SIDED / SEPARATION - COPY SINGLE SHEETS BACK TO BACK, IF ALREADY BACK TO BACK PRESS 2-2
 3. SORT/FINSHISHED – WILL JUST COLLATE
- WHEN FINISHED PRESS “MANAGEMENT”

THANK YOU

LUCILLE – DUPLICATING ROOM