

How to Photocopy

1. Go to the printer and log in by scanning your student card or touch the Username box.



3. Enter your password, which is your birthday DDMMYYYY, and select Enter.



5. When you have logged in, you can select Use **Copier Functions.**



7. Select Copy. Then adjust your copy settings.

2. Enter your student number and select Enter.



Select Log in.



6. You will see your printing credit balance.





8. Use the keypad to select the number of copies, and then press the green Start button. PT033801001 1 Quantity eady to Copy. Iniginal Size: A4 C . 1 Image Quality Layout Adjustme Job Assembly Output Format Copy Reduce / Enlarg Output Color Paper Supply 2 Sided Copying 6 11 100% -Auto Select 🌏 Auto Detect + 1→1 Sided Interrup] 1.≣|A4 Plain 100% Color Copy Output 9 Auto Center Tray - Lower Black & White 🛃 Auto % 2___ Plain Pages per Side * 0 # 3 SRA3 Dual Color Red / Black 70% A3→A4 84→B5 Single Color Red Speed Dia Dial Pause 5 🗈 Auto Detect Darken Lighter C Start -B More. More..

GBCA Library How to Photocopy

Page 1 of 1

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