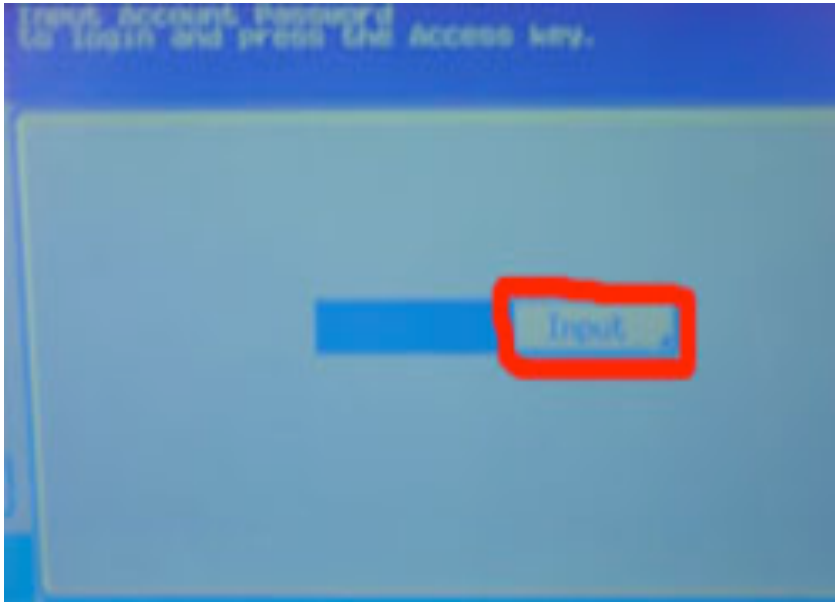


Logging In/Out the Copier



TO LOG IN:

- ▶ Press the **Input button** on the touch panel.
- ▶ Enter your access number/code using the touch panel OR using the key pad on the right.
 - **Your code is the last 6 digits of your employee/student ID # (This # can be found on your all campus card)**
 - ▶ When finished entering your access code, press the OK button on the Touch Panel.

- ▶ Press the **Access button** to gain access to the copier

TO LOG OUT:

- ▶ Press the **Access button** on the Key Pad to log out.

MAKING TWO (2) SIDED COPIES:

- ▶ Select **Simplex / Duplex** on the touch panel.
- ▶ **1-1** will make single sided copies (default of copier).
- ▶ **1-2** will take **single-sided originals** and give **double-sided copies** (prints on both front and back of copies). Use this for off-the-glass two sided copies. User flips originals manually.
- ▶ **2-1** will take **two sided originals** and give separate sheets of **single sided copies** (copies will only have print on one side). Unable to do this when lid is up.
- ▶ **2-2** will take **two sided originals** and make **two sided copies**. Unable to do this when lid is up.
- ▶ Then **press OK**

STAPLING:

- ▶ Press **Finishing** to staple your copies.
- ▶ Select **Corner** to have collated sets stapled in upper left corner (make sure top of the page is facing the white arrow in the feeder & is face up).
- ▶ Select **2 Position** to have collated sets stapled with 2 staples on the left hand side.
- ▶ Then **press OK**

If you have any questions please contact Nicole Dahlke, room 2108

