

# Photocopier Copy Screen

## Yellow Keys

Highlighted keys indicate the settings selected for the next copy

## Paper Trays

Select the paper size for your finished copy to print onto

## Pre-set Reduce

For copying both open pages of a standard sized book onto a single A4 sheet

## Quantity

Shows the number of copies that will print when the Start Key is pressed

## Percentage

Indicates the size of copy to be printed in ratio to the original

## Duplex

Displays another screen with more double-sided and combination options

## Reduce / Enlarge

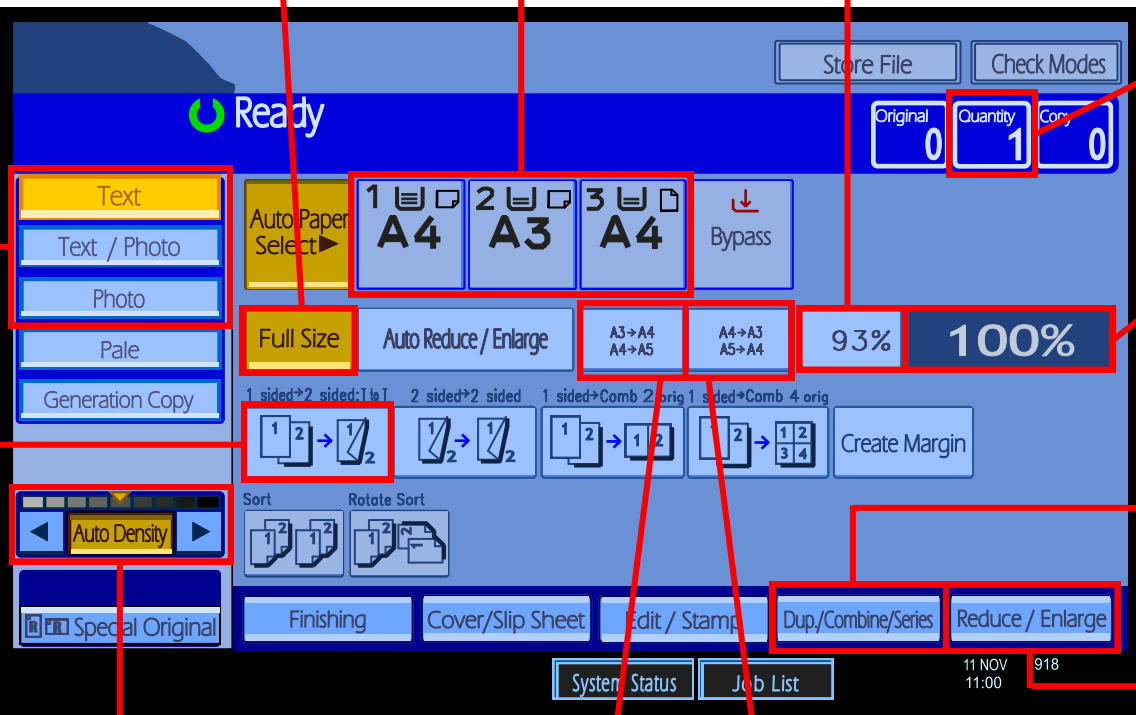
Displays another screen  
Use the arrow buttons to set your own percentages  
Plus other sizing options

## Image Type

Optimise the quality of your copies by selecting from:  
Text (All writing)  
Text/Photo (Text & Images)  
Photo (All images)

## Double Sided

Prints two single copies as one double-sided page  
NB: this is the paper-saving option but costs the same as two single copies



## Auto Density

Use the arrow keys to make lighter or darker copies

## Auto Reduce

Reduces copies in standard sizes

## Auto Enlarge

Enlarges copies in standard sizes

# Photocopier Control Panel

## Copy Key

Displays the Copy Screen (as shown) to begin your copying tasks

## Copy Screen

Contains all the keys for controlling the way the finished copies look

## Clear Key

Clears all current settings when starting a fresh task

## Number Keys

For entering the number of copies required

## Standby Key

This button should only ever be used if the screen does not light when the lid is lifted

## Simplify Key

Keys and letters appear in a larger size  
Certain keys are not available in this view

## Print Key

Displays the Print Screen  
Open the Print Screen to Log Off

## Stop Key

Stops the job in progress  
Clears numbers entered with the number keys

## Start Key

Starts copying when the green light is illuminated

