Copy
Operation Guide on
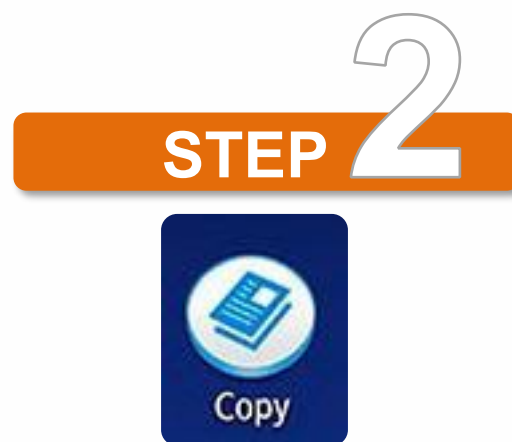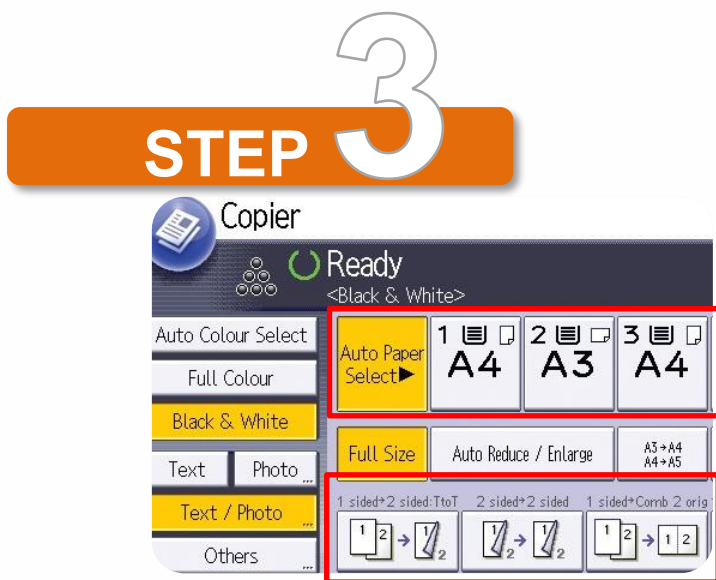## Multifunction Printer (MFP)

Check Status

Note:
If the Check Status indicator of the machine is in **RED**, please clear the error or seek assistance from staff before inserting the Octopus Card.

STEP 1

- Insert your Octopus Card into the reader

STEP 2

- Press **[Copy]** on the screen/panel
- Put your documents on the top left corner of the MFP

STEP 3

- Select your paper size
- Select **"1 to 2 sided"**/ **"2 to 2 sided"**

STEP 4

- Input the number of copies
- Press **[Start]** to continue

STEP 5

- Collect printout from the output tray
- Remember to press **[Eject]** button to release your Octopus Card