Copy Operation Guide on Copier

**STEP 1**
- Press [Power] to start up copier
- Put your copying documents on the left top corner of the Copier

**STEP 2**
- Insert your Octopus Card into the reader

**STEP 3**
- Input the number of the copies

**STEP 4**
- Press [Start] to copy

**STEP 5**
- Remember to press [Release Octopus] button to release your Octopus Card

**Copying Charges**

<table>
<thead>
<tr>
<th>Style</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Sided</td>
<td>$0.3</td>
</tr>
<tr>
<td>Double-Sided</td>
<td>$0.6</td>
</tr>
</tbody>
</table>