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