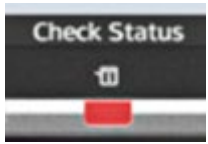




# Copy

## Operation Guide on Multifunction Printer (MFP)



### 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



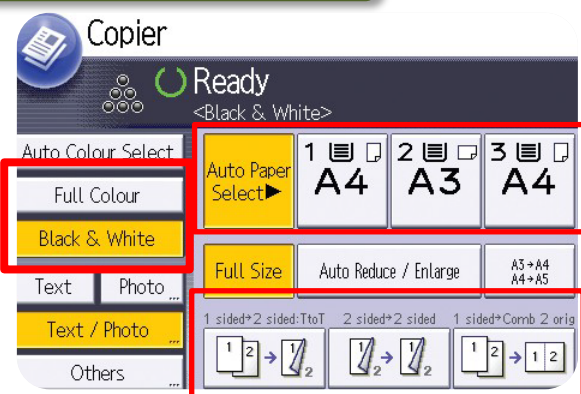
- Insert your Octopus Card into the reader

## STEP 2



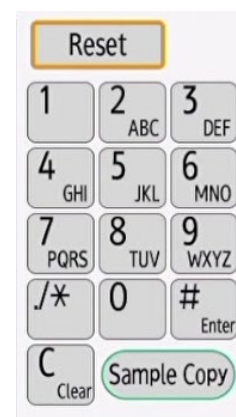
- Press [**Copy**] on the screen/panel
- Put your documents on the top left corner of the MFP

## STEP 3



- Select your paper size
- Select "**Full Colour**"/ "**Black & White**"
- 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

