

## How to Photocopy

The City Centre branch and Poirier branch both have printing stations where you can photocopy, scan or fax documents.

### Printing is available in:

- letter size (8.5" x 11")
- legal size (8.5" x 14")
- single-sided
- double-sided

### Cost:

- 20¢ per black and white side
- 25¢ per colour side

## Copying a Document

### For One Page:

1. Lift the machine lid.
2. Place document (**face down**) on the scanner glass
  - for letter size (8.5" x 11"), place vertically in the top left-hand corner.
  - for legal size (8.5" x 14"), place horizontally in the top left-hand corner.
3. Indicate the number copies you want on the copier console.
4. Insert the correct amount of money, in coins or bills up to \$20. Insert bills through the bill feeder lower down on the coin box. The copier console will display the amount of money inserted.
5. Press the blue **'Start'** button.
6. Collect copies when print job is completed.
7. If applicable, collect change by pressing the change release button on the coin box.

### For Multiple Pages or Double-Sided Documents:

1. Leave machine lid closed.
2. Place all pages (**face up**) in the document feeder
  - remove any staples or paper clips.
  - adjust the feeder to accommodate the paper size.

## Enlarging or Reducing Copied Images

1. Select an enlargement or reduction ratio to make the copy bigger or smaller than the original (eg, 25%, 100%, 200%).
2. Place document (**face down**) on the scanner glass:
  - place letter size (8.5" x 11") pages vertically in the top left-hand corner.
  - place legal size (8.5" x 14") pages horizontally in the top left-hand corner.
3. Enter the number of copies.
4. Press '**Options**' > '**Enlarge/Reduce**'.
5. Swipe up or down or press '**or**' to display the available options, and then press the option you want.
6. Use a preset ratio or enter a custom ratio:
  - If you select '**Enlarge**' or '**Reduce**', press the enlargement or reduction ratio you want to use.
  - If you select '**Custom (25 - 400%)**', press '**backspace**' to erase the displayed percentage, and then enter an enlargement or reduction ratio from 25% to 400%.
7. Press '**Ok**'.
8. If you selected '**100%**' or '**Auto**', go to the next step. (On '**Auto**', the machine calculates the reduction ratio that best fits the size of paper. '**Auto**' is only available when using the document feeder.)
9. When finished, press '**Ok**'.
10. Press '**Start**'.

## Making a 2-Sided Copy

- To use the automatic 2-sided copy feature, load your document into the document feeder.
- To manually make 2-sided copies, place your document on the scanner glass. The copier will prompt you to turn the document over when it is ready to copy the second side.

## Card shots (Copying an ID Card)

1. Place your identification card **face down** near the upper left corner of the scanner glass.
2. Choose '**Copy**'.
3. Press '**Application**'.
4. Scroll right until you see '**Card Shot**'.
5. Select '**Card Shot**'.
6. Tap '**On**'.
7. Press '**Start**'.
8. After the machine has scanned the first side, turn the identification card over.
9. Press '**Start**'.
10. Press '**Finish**'.
11. Press '**Start**' again to print.