

# Using the Xerox Photocopier

When not in use the printer goes to low power setting and the button at top right glows **GREEN**. Press this button to turn on display.

PRESS 'Home' button (top left) and then select 'Copy' on screen



You will see the above copy options screen

Insert your originals in document feeder (**face up**) or lift feeder and put on glass (**face down**).

The default options are for 1 copy of document with automatic selection of black and white or colour, depending on whether the original has any colour content, at full size (100%).

All these options can be changed from the touchscreen. Click the Yellow 'AC' button if you want to clear settings back to default and start again.

1. Use the alphanumeric keypad on the control panel to enter the number of copies. The number of copies appears in the upper right corner of the touch screen.

**Note:** To correct the number of copies entered using the alphanumeric keypad, press the C button, then re-enter the number.

2. Change the copy settings as needed. For details, see Copier manual for full details

3. Press the green Start button.

## Notes:

- To pause or cancel a copy job, press the red Stop button on the control panel.
- To interrupt a copy job, press the Interrupt button on the control panel.
- On the touch screen, touch Resume Scanning to continue the job, or Cancel Scanning to cancel the job completely.