

# INSTRUCTIONS FOR THE USE OF PHOTOCOPIER

*Please follow the instructions below:*

1. Insert the **counter** on the right side of the Photocopier

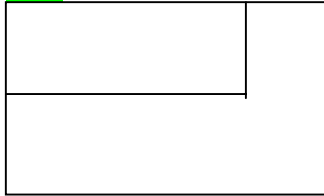
There three available **options** for photocopying on the touch screen

2. Always select **option 2** for **A4** paper size

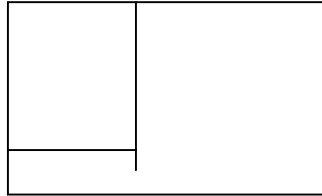
A4 (option 1) Vertical	A4 (option 2) Horizontal	A4 (option 3)	
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3. Place the page you wish to photocopy in **horizontal** position,

**YES**



**NO**



4. Press the **green button** to start photocopying

5. For a specific number of **copies** press the number of your choice

6. To **cancel** press the yellow button ©

## FOR PHOTOCOPYING TWO PAGES IN ONE

1. Insert the **counter** on the right side of the Photocopier

There three available **options** for photocopying on the touch screen

2. Always select **option 2** for **A4** paper size

A4 1 <sup>st</sup>	A4 2 <sup>nd</sup>	A4 3 <sup>rd</sup>	
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3. Place the book in **horizontal** position

4. Select the option **Verk/Veg**

5. Press the **green button** to start photocopying

6. To **cancel** press the yellow button ©

