Copying (Zooming from A5 to A4)

1. Swipe student card

2. Press “COPY” on the home screen

3. Place document

4. On functions tab, select “ZOOM”
   Next, select “MORE”
   Set to 131% zoom
   Select “OK”

5. Select the paper selection
   Select “A4”

6. Press “START”
   Copying begins

7. Press the HOME button, then the logout button