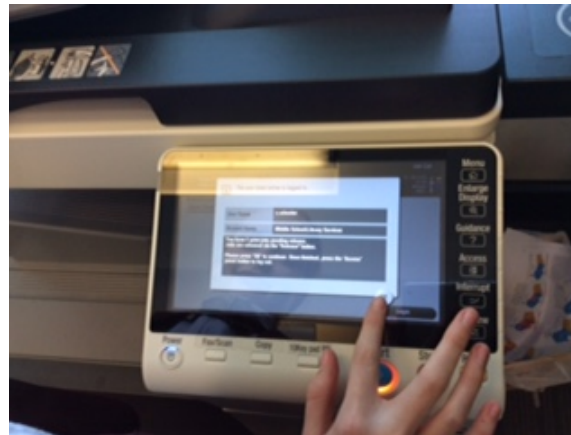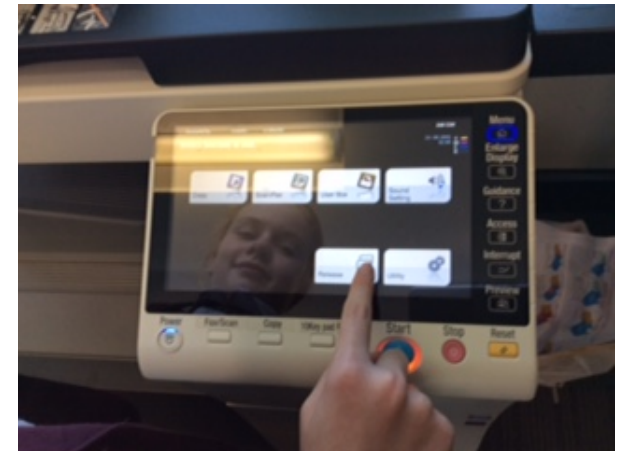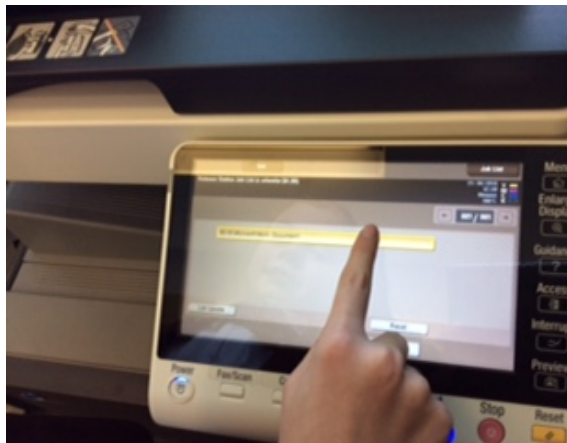| 1. Swipe your ID card.	2. Click 'OK'.	3. Click 'Release'.
If using a teacher's card, you may need to choose an account. Then press 'OK' (you may need to press 'OK' a few times) until you get to this screen ⟶		
4. Click on the document you sent to the printer. (You can print multiple documents by clicking on all documents in the queue.)	5. Press the blue 'Start' button.	6. To log out, press the 'Access' button – it has a picture of a key. If necessary, also click 'log off'.

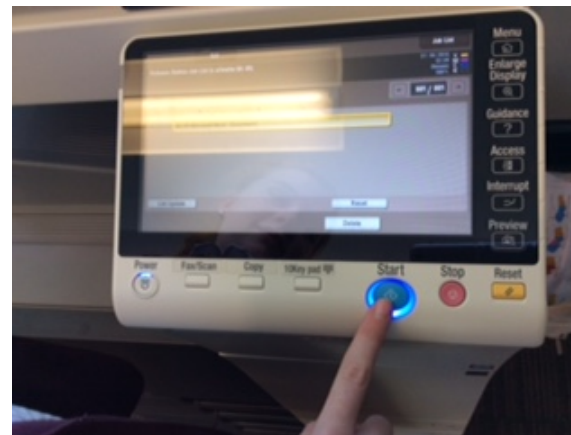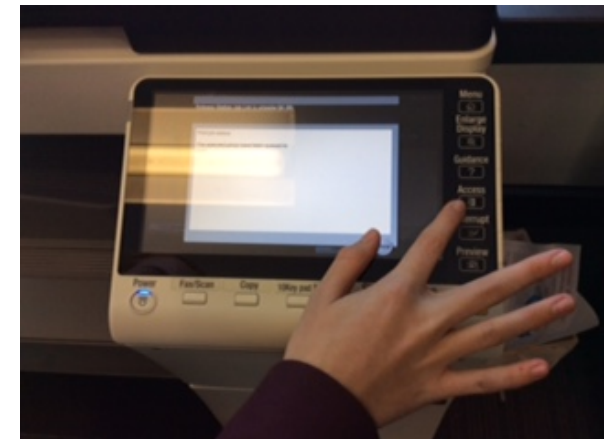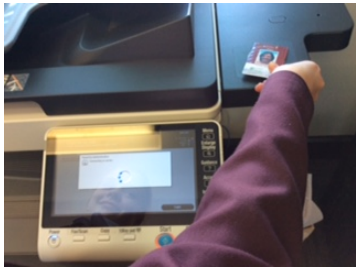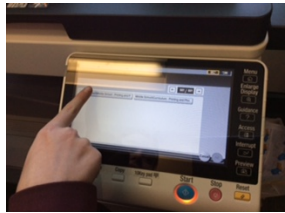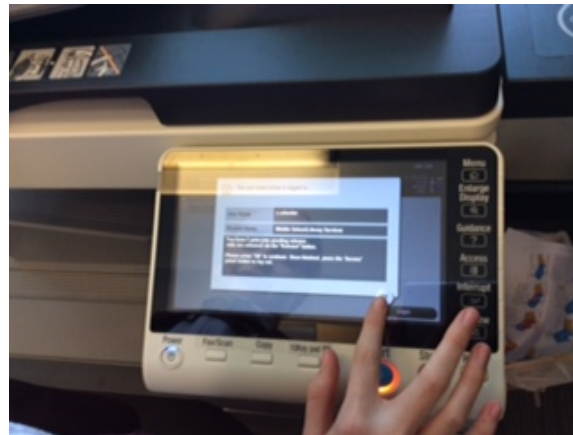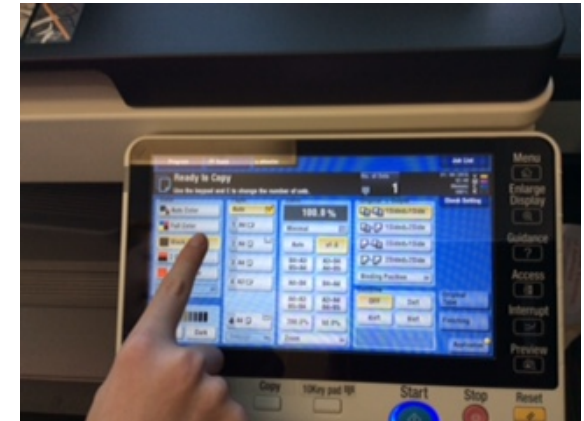| 1. Swipe your ID card.	2. Click 'OK'.	3. Select whether you want 'Colour' or 'Black'
If using a teacher's card, you may need to choose an account. Then press 'OK' (you may need to press 'OK' a few times) until you get to this screen ⟶		
4. Place document FACE DOWN in the top left hand corner of the glass. Close the lid.	5. Press the blue 'Start' button.	6. To log out, press the 'Access' button. If necessary, also click 'log off'.
Enter the number of copies required (skip if you only need 1)		

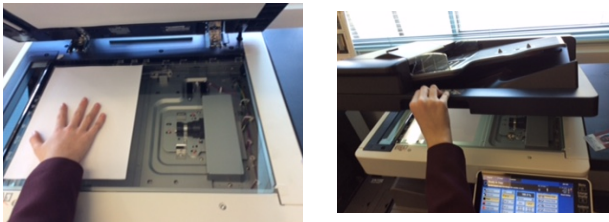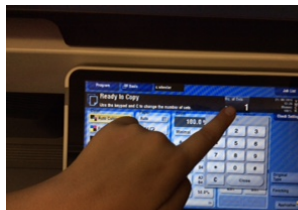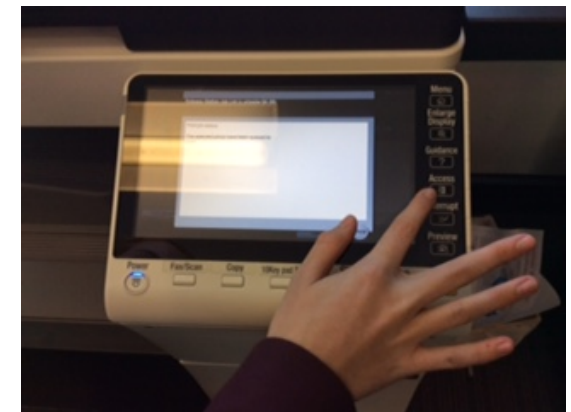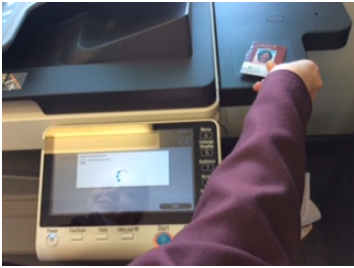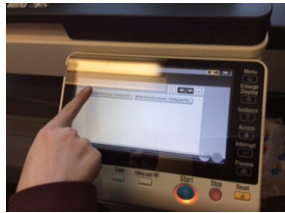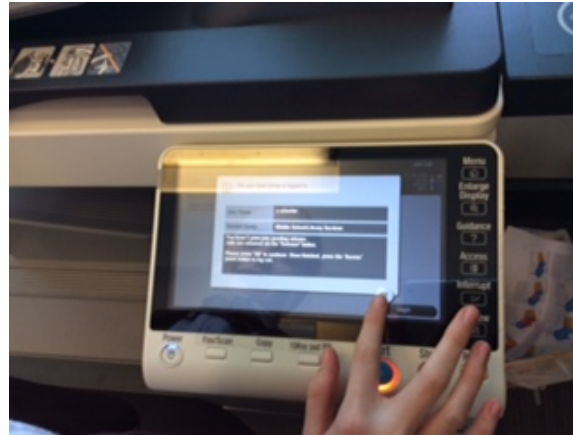| 1. Swipe your ID card.	2. Click 'OK'.	3. Place document FACE DOWN in the top left hand corner of the glass. Close the lid.
If using a teacher's card, you may need to choose an account. Then press 'OK' (you may need to press 'OK' a few times) until you get to this screen ⟶		
4. On the 'Zoom' menu, press 'A4 → A3' Enter the number of copies required (skip if you only need 1)	5. Press the blue 'Start' button.	6. To log out, press the 'Access' button. If necessary, also click 'log off'.

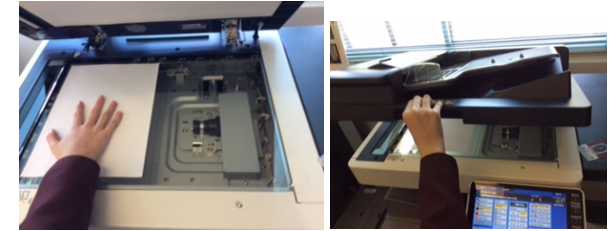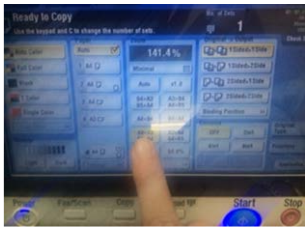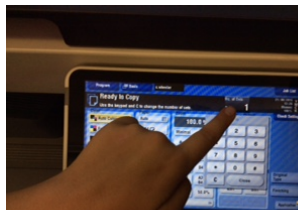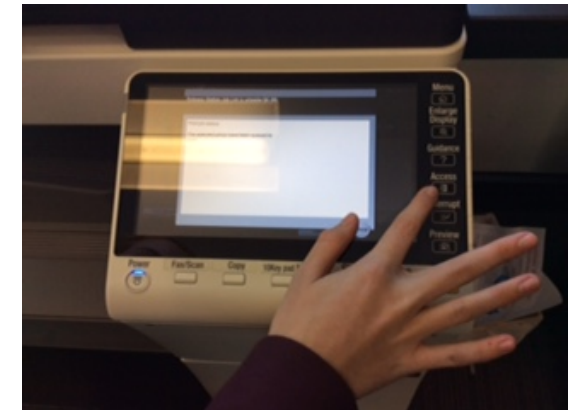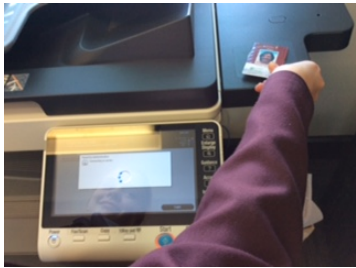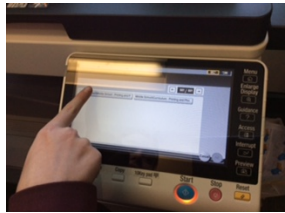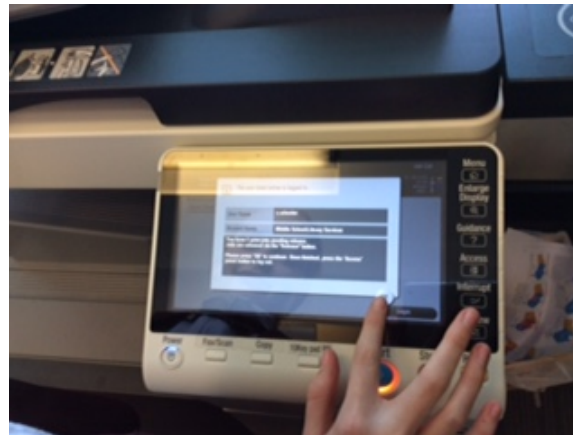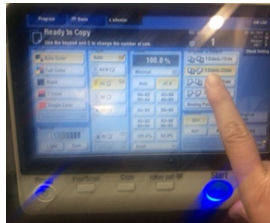| 1. Swipe your ID card. If using a teacher's card, you may need to choose an account. Then press 'OK' (you may need to press 'OK' a few times) until you get to this screen ⟶	2. Click 'OK'.	3. Place the document to be copied in the top-tray feeder. If it is single-sided, place the documents 'printed side-up'.
4. On the Original > Output menu, select the appropriate button (eg if original is single-sided but you want the copies to be double-sided, press '1 sided>2 side', if the original is double-sided and you want the copy to also be double-sided, press '2 sided-2 side' etc) Enter the number of copies Required.	5. Press the blue 'Start' button.	6. To log out, press the 'Access' button. If necessary, also click 'log off'.