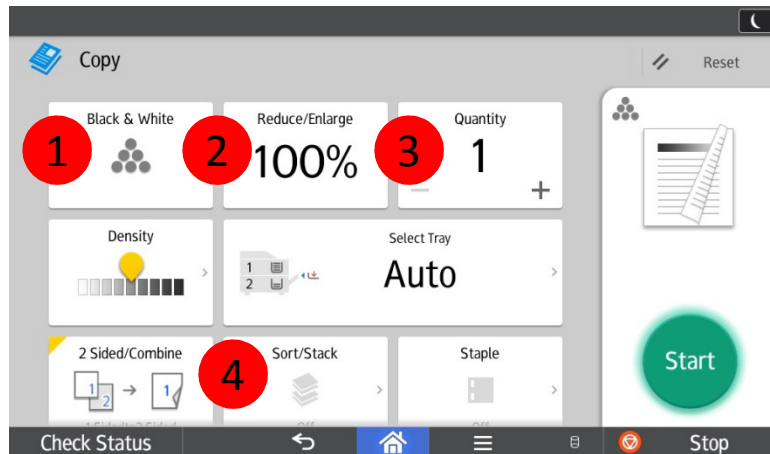
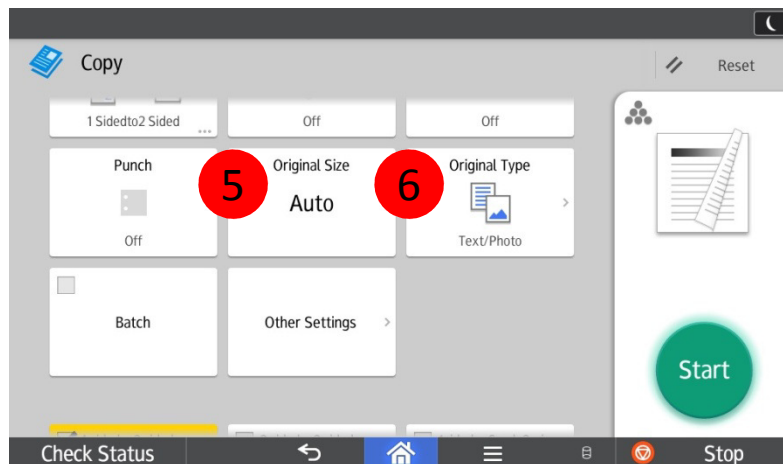


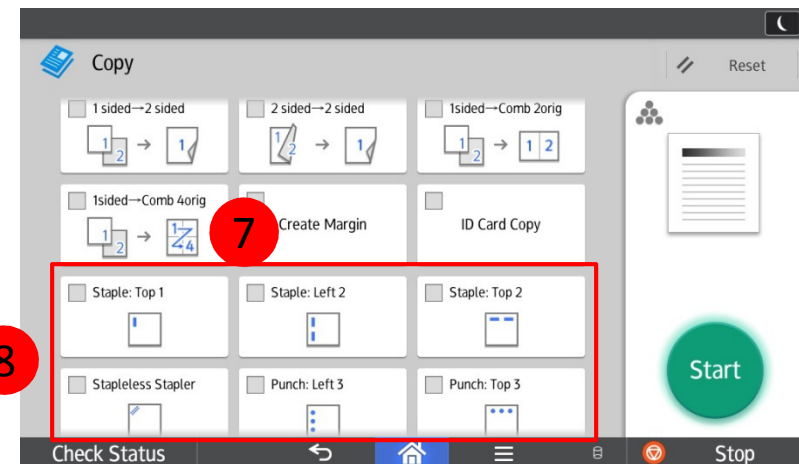
COLOUR QUICK COPY REFERENCE GUIDE



1. Change between Black & White, Full Color, and Auto Color Select.
2. Reduce or Enlarge settings.
3. Change number of copies.
4. Turn on Sort to collate documents.



5. Set Original Size of document or set for Mixed Sizes.
6. Set the type of document to be copied, or choose Generation Copy, Light or Map for image repair.



7. Press to shift wide image on document to allow for hole punching without losing important parts of document.
8. Finishing options (if applicable) including Stapling and Hole Punching.