

Making a Copy

The initial screen allows you to choose from the available options on the Xerox copier.

- To make a copy, position the document on the glass, or place the document in the document feeder that is located on the top of the machine.



*** If the department is using accounting codes, the copier will prompt for a **User ID**. This is the accounting code assigned to the department.

- Enter the code.
- Press **Done**.



The following screen allows you to make changes to the **Paper Supply** (size), **1 or 2 Sided Copying** as well the **Copy Output**.

- Press **Start** to proceed.



*** Please note that if you entered a **User ID** you are still signed into the machine.

- Press the **Log In / Out** button to finish using the account.

