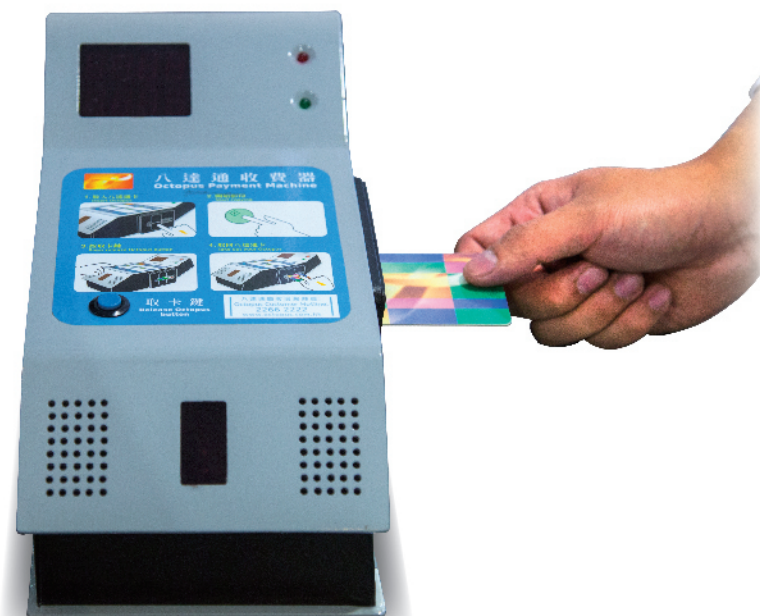


Step 1

Insert the Octopus card in the reader as below.
依照下圖示，插入“八達通”卡。



Step 2

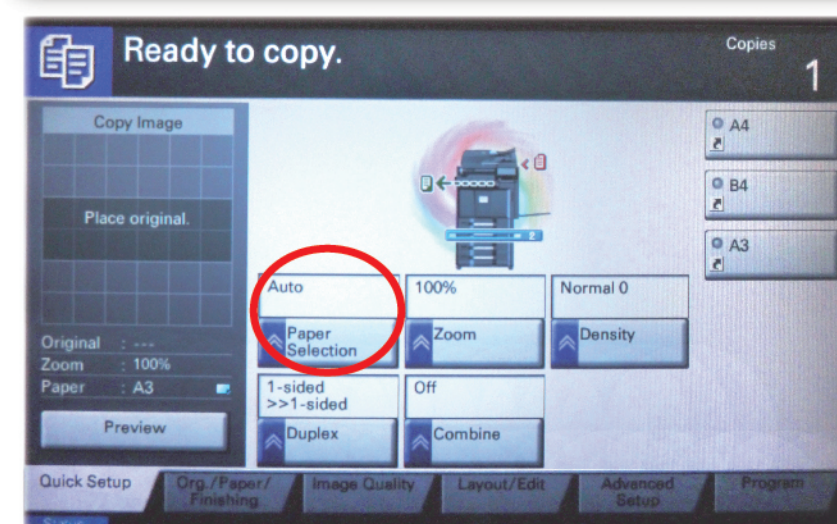
Put the original on top of document processor or the glass.
將原稿放置在送稿機或原稿台上。



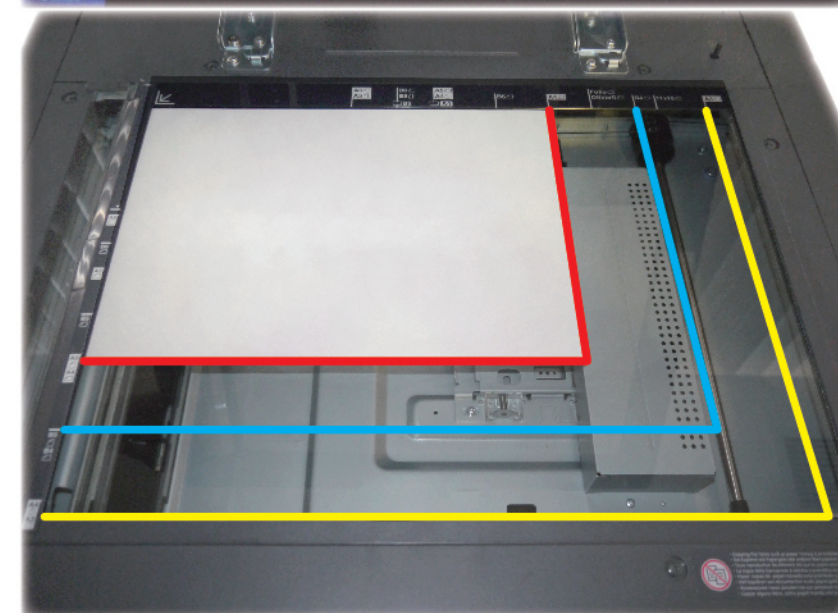
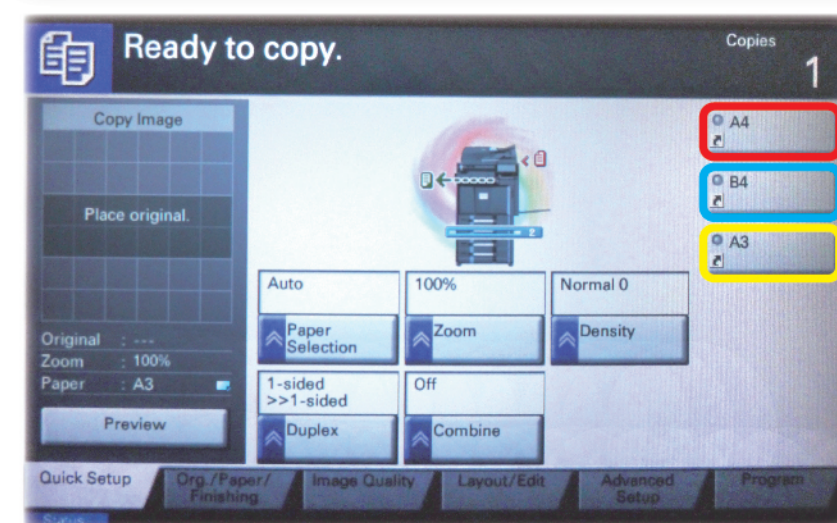
Step 3

Please check if selecting the “auto paper selection” is required. Otherwise, the machine will recognize the paper size be the same as the originals.

請檢查有否選擇觸控面板的紙張選擇下的 [自動] 模式。如沒有，機器會自動選擇與原稿尺寸符合的紙張。



If you want to change the paper size, you can select red, blue and yellow zone for “A4”, “B4”, “A3” respectively.
如欲更改影印尺寸，閣下可於下圖的紅色、藍色和黃色區域，選擇“A4”、“B4”、“A3”紙張大小。



COPY FUNCTION 影印操作



Step 4

Press the blue button “Start” to go ahead.
按啟動鍵開始影印。



Step 5

Pick up the completed output from the inner tray.
從出紙盤中取走影印文件。



Step 6

Press the blue button and take away the Octopus Card.
按下藍色鍵並取回“八達通”卡。

