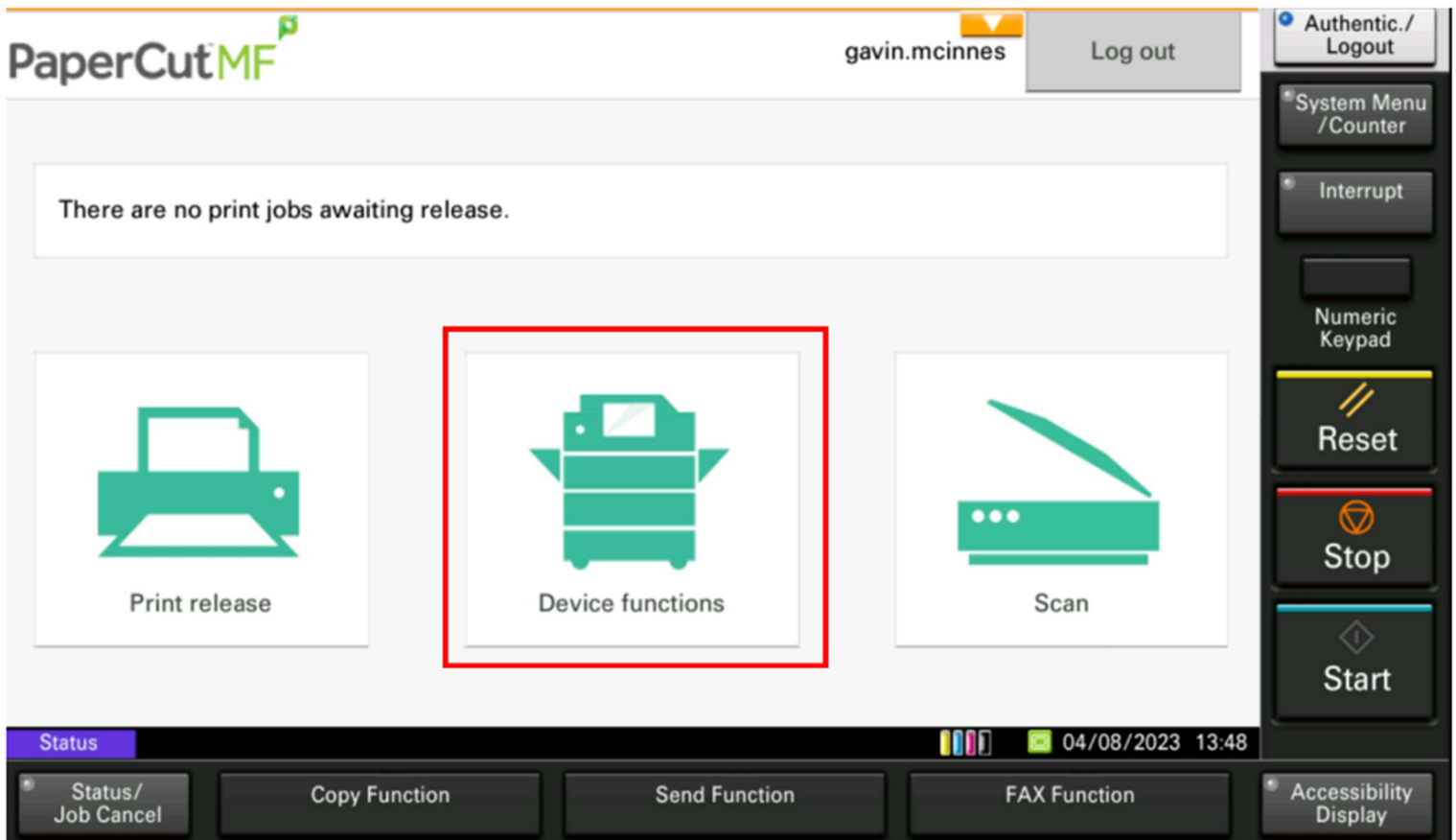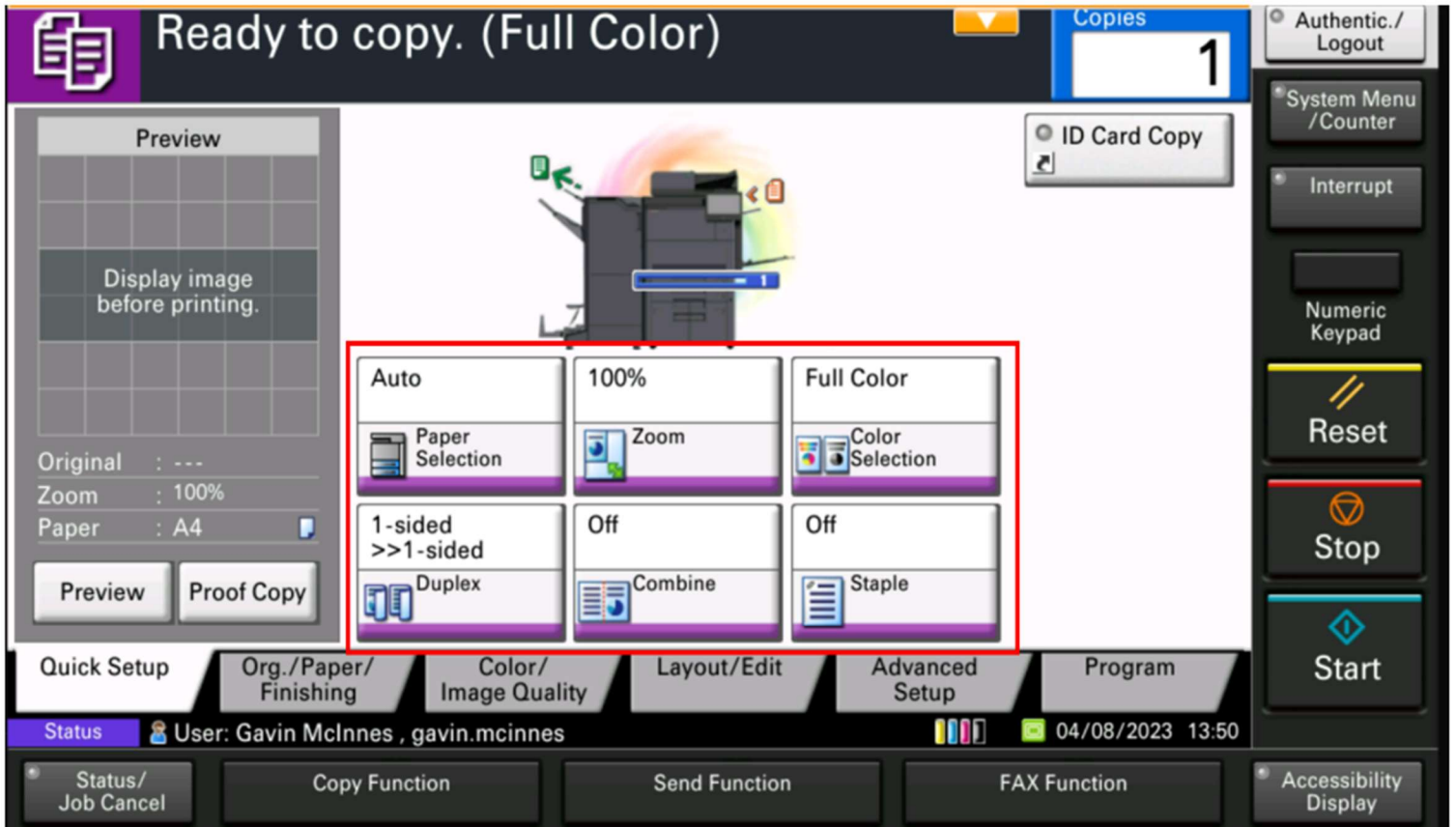To access the copying function, login to the device by your preferred method.
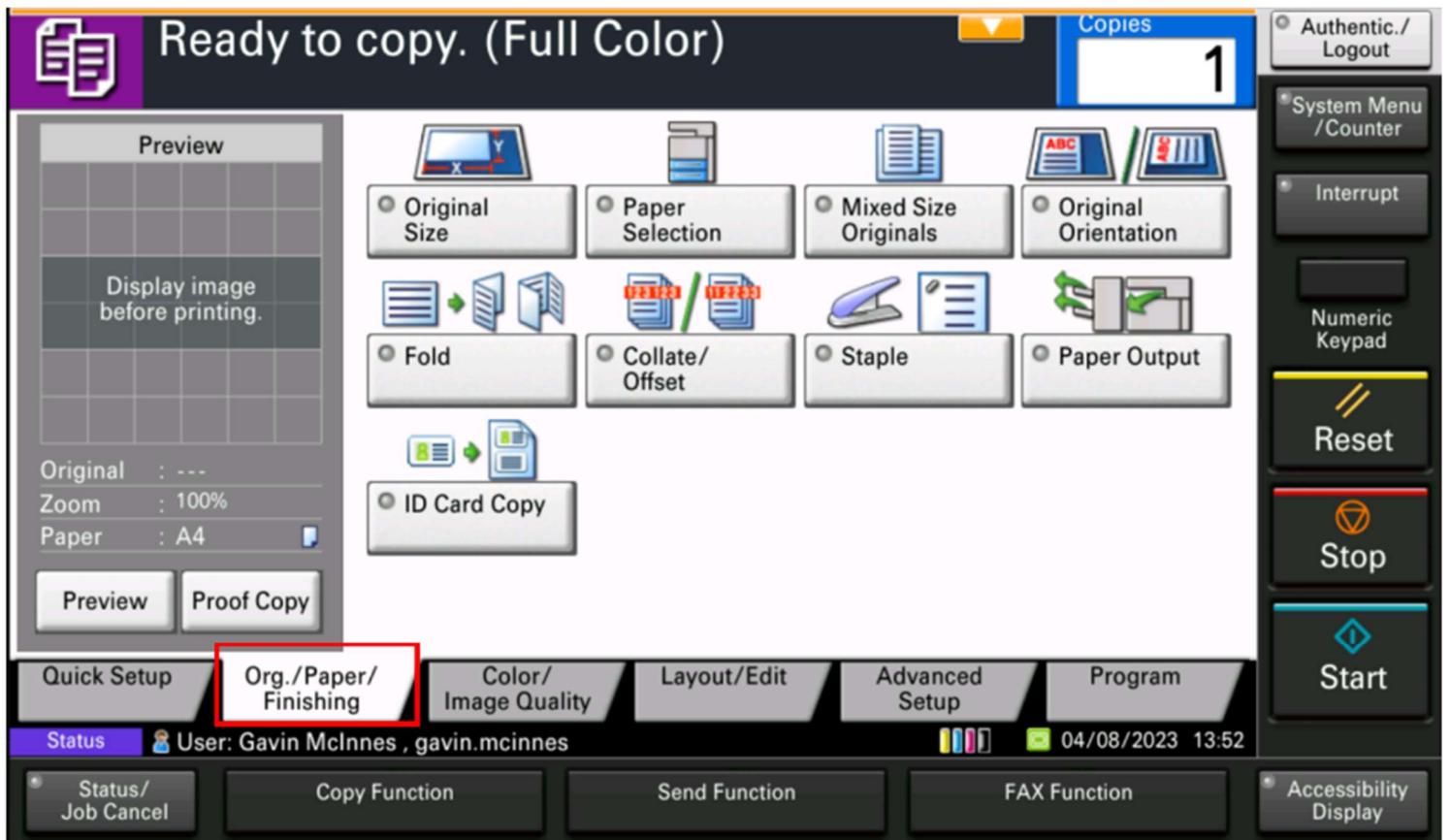
I. From the functions screen, touch the 'Device Functions' button.

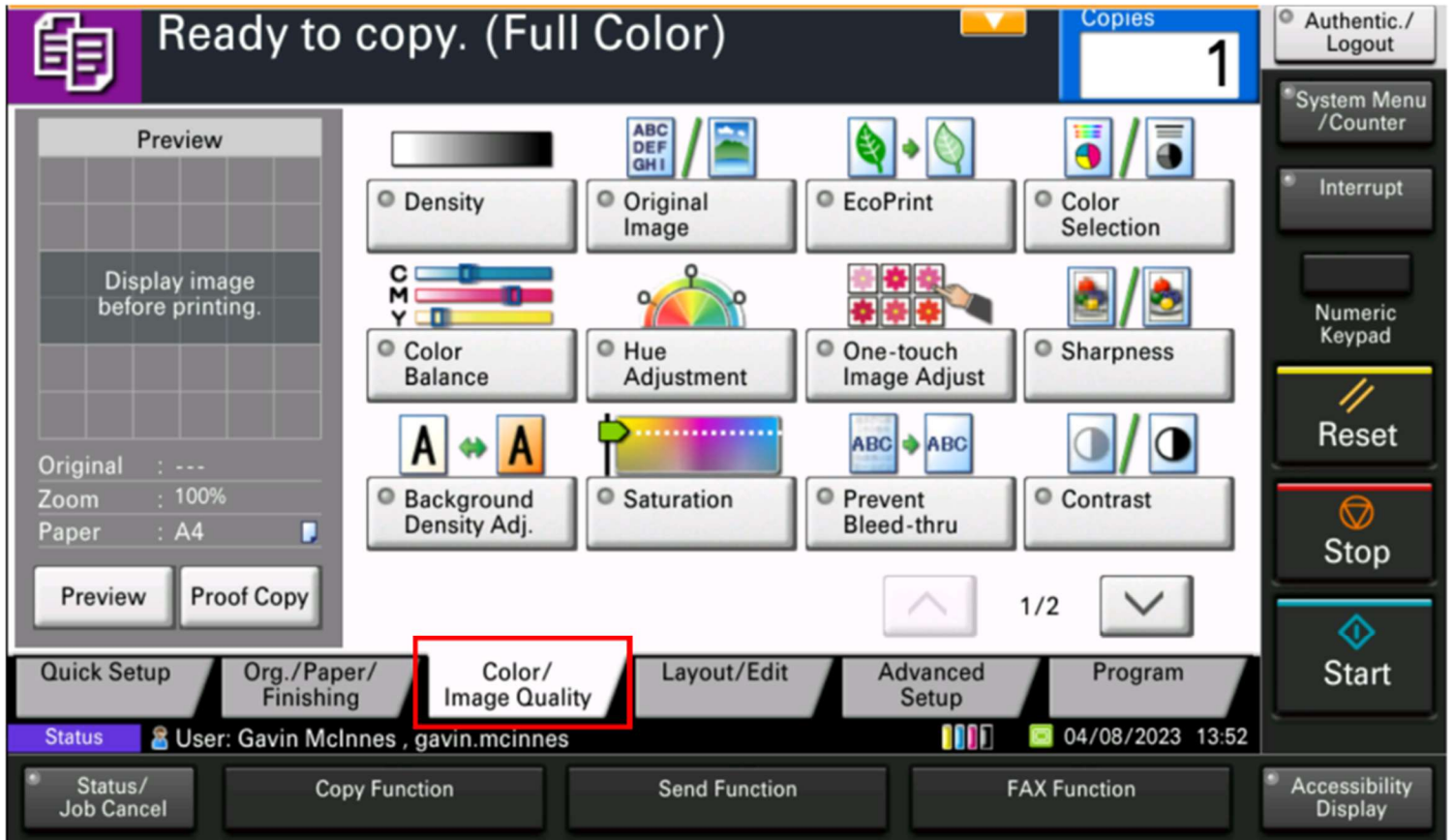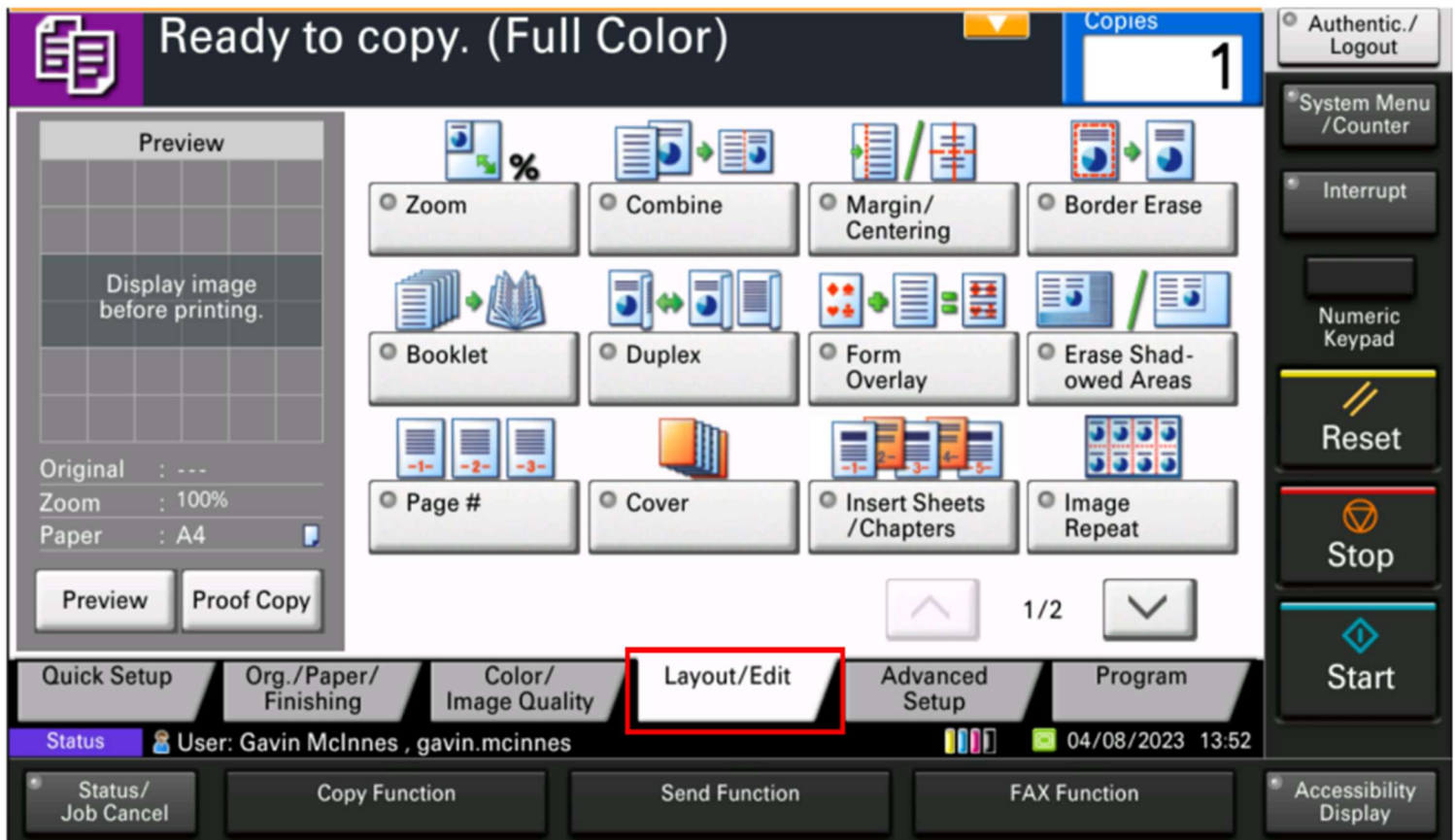II. You can now use the standard copying functions.

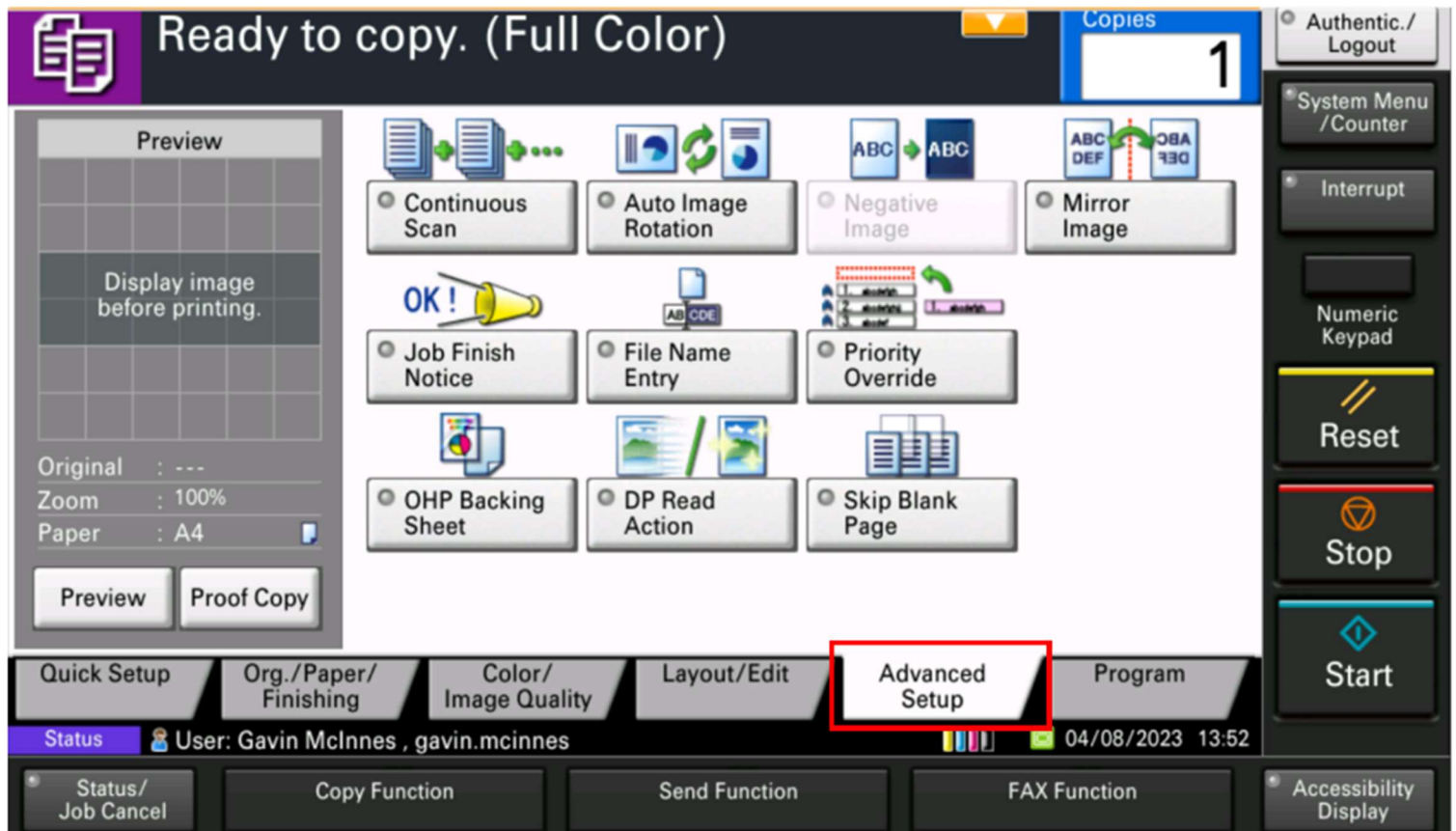III. Original, Paper and finishing options.

IV.   Adjust the colour and copy quality.

V.   Adjust the layout and edit the document.

VI.   Perform advanced actions.

VII.   Once all settings have been set, load originals and touch start to begin copying

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