

Make a copy with the Sharp copiers

To start, put in your 5 digit code and press "OK" on the screen

Verify the tab "COPY" is selected; if it is not, press it now

Load your original document(s) FACE UP into the feeder on top of the machine

To select the number of copies, use the number pad to input the number. The display in the upper right corner will display the number of copies.

****Make note: The display default is 0 – this will make 1 copy of your original documents***

Press the START button (large round button to the right of the console) to begin your copy job

Once done, press the * button to log out (it is labeled as LOGOUT as well)

****For color copiers, there will be a black and white START button as well as color – select the choice depending on your needs.***

****For special modes (stapling, two-sided copying, etc.) please see Reechelle Carter in the Mail Center (ext. 1509).***