



# Using the Toshiba Digital Copier

## Standard A4 copies 1

- 1 Place original face down with long edge to left side
- 2 If more than '1' copy is required Select number of copies
- 3 Press green button
- 4 Collect copies and pay cashier

## Lightening and Darkening Copies 2

- 1 Press Light/Dark button on left of panel
- 2 Scroll down to highlight "Manual"
- 3 Press "Set"
- 4 Using Left/Right arrow buttons select setting required
- 5 Press "Set"
- 6 Select number of copies required
- 7 Press green button
- 8 Collect copies and pay cashier

## Enlarging copies from A4 to A3 3

- 1 Place original face down with long edge to topside of machine
- 2 Press "paper supply" button on left of machine
- 3 Scroll down with arrow button to highlight "A3"
- 4 Press "Set"
- 5 Press "Reduce/Enlarge" button
- 6 Scroll down to highlight "A4>A3"
- 7 Press "Set"
- 8 Select number of copies required
- 9 Press green button
- 10 Collect copies and pay cashier

## Enlarging and Reducing in Increments

- 1 Place original face down with long edge to left side
- 2 Press Zoom up/Zoom down on circular panel
- 3 To increase copy size press up arrow to select setting required
- 4 To decrease copy size press down arrow to select required setting
- 5 Press "Set"
- 6 Select number of copies required
- 7 Press green start button
- 8 Collect copies and pay cashier

## Reducing copy size from A3 to A4

- 1 Place original face down (this will only fit one way)
- 2 Select number of copies required
- 3 Press "Zoom" button on left side of panel
- 4 Scroll down to highlight "AMS"
- 5 Press "Set"
- 6 Press green start button
- 7 The machine panel will now display "select original size"
- 8 Scroll down to "A3"
- 9 Press "Set"
- 10 Collect copies and pay cashier

Thank you and please remember, all copies must be paid for and A3 copies are twice the posted price.

## 1 Place original this way for A4-A4 Copies



## 2 Dark and Light Adjustment



## 3 Place Original to Enlarge From A4 to A3



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