Making copies

Five steps for a copy at this machine.

1. Enter your code, if it asks: _____
2. Feeder: originals face up. Glass: face down.
3. Pick copies, two-sided and staple.
4. Press Start. Take originals and copies.
5. Stuck? Ask _____.

Over _____ copies? Send them to the copy room.

Free to copy, change and share.

Copier instructions sign

TEMPLATE

BEFORE YOU PUT IT UP

- [ ] Make one copy yourself, following the sign word for word, and change any step that does not match this copier.
- [ ] Use the words on this copier's own buttons, such as Start, Copy, 2-Sided or Duplex, so nobody has to translate.
- [ ] Fill in the code line with where staff find their code, never the code itself, and the person to ask with a name and a room.
- [ ] Use the same limit for large jobs that your copy room rules use, so staff are not told two different numbers.
- [ ] Put it at eye level beside the copier, never over the screen or the feeder, and put one on every shared copier.

THE SETTINGS, IN PLAIN WORDS

Two-sided copies. Look for 2-Sided, Duplex or 1 to 2. 1 to 2 copies single-sided originals onto both sides of each sheet; 2 to 2 copies two-sided originals as they are. Portrait pages read like a book when the sheet flips on the long edge.

Many copies. Type the number on the keypad before pressing Start. Sort or Collate gives whole sets in page order; Group gives all the first pages, then all the second pages.

Staple or punch. These only appear on a copier with a finisher. Choose them before Start, and load the originals the right way up so the staple lands where you expect.

Smaller or bigger. Reduce and Enlarge, or Zoom, change the size of the copy; choose the paper size first, then the zoom that fits it.

Scan instead of copy. Where the copier is set up for it, Scan or Send saves or emails the pages instead of printing them.

A jam or a message. Follow the pictures on the screen and open only the doors it shows. Never touch parts inside marked hot, and tell the copy room if the same jam comes back.

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