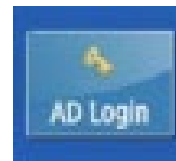


# How to: Photocopy a document

You can make Black and White and letter-sized photocopies.  
Each page costs **10 cents** (20 cents double sided).

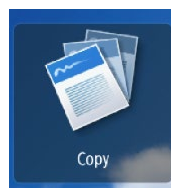
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1. Go to the printer and tap on the 'AD login' button on the bottom right of the touchscreen



2. Use the onscreen touchpad or the keyboard to type in your myBVC email address and password to log in

3. Tap the 'Copy' button



4. Place the document you want to copy in the tray at the top of the copier. Documents should be face up and vertical (just like how you read them).

OR

Place the document face down on the glass. Documents should be vertical and line up with the triangle at the top left corner of the glass.

5. Check and change any of the photocopy options on the screen. When you're ready, press the Green button on the printer to start photocopying.

