COPYING INSTRUCTIONS

You can check your credit balance after logging in under the icon
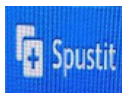
Copying can be found under the icon

- Enter the **number of copies**.
- Select "Jednostranné 1-1" for single-sided copying or "Oboustranné 1-2" for double-sided copying
- To reduce or enlarge the copy, set:
  - "Zmenšení/zvětšení – Auto%" (reduction/enlargement) and "Formát předlohy – Uživ./předvolby" (template format – User/Presets) → enter the width and length in mm → "OK"

  OR

  - "Zmenšení/zvětšení" (reduction/enlargement) – enter the estimated % and close the copier lid → "OK".
- Start copying by clicking on the button
- Click on "Přidat stránku" (add page) to continue copying.
- Click "Hotovo" to finish copying.
- After copying is complete, LOG OUT (by swiping your card or clicking on the user).

SCANNING to email

- After logging in (by placing your card on the left), select the "Email" icon.
- Enter your email address, then press "Enter."
- Set the desired format.
- Scan by clicking the "Odeslat" (send) button.
- When finished, log out (by placing your card or clicking on the user).

SCANNING to USB flash drive

- After logging in (by placing your card on the left), insert the USB drive into the USB port (the flash drive must be formatted in FAT32).
- After loading, select "Snímání na flash disk" (scan to flash drive) from the menu.
- Select the storage location and confirm by pressing "OK".
- Set the desired format (size, color, number of copies, etc.).
- Start scanning by clicking "Snímání" (scan).
- When finished, log out (by swiping your card or clicking on the user).