



Kyocera Copy (Quick User Guide)

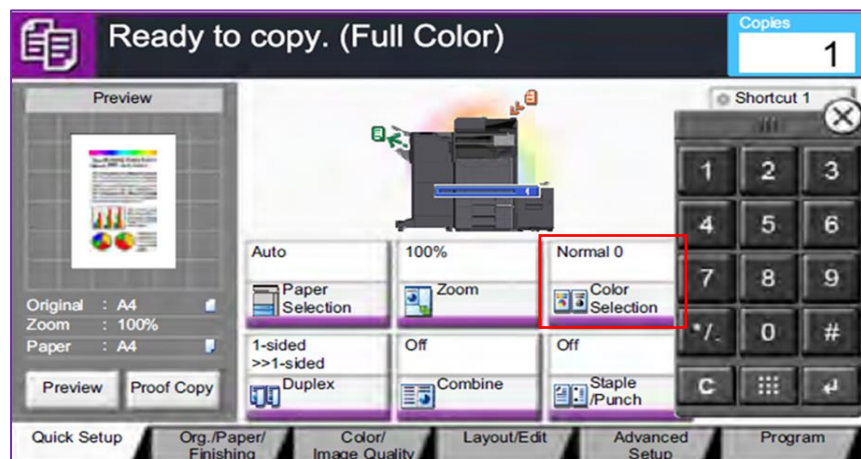
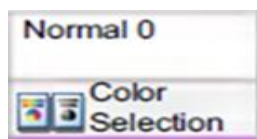
Author: Lisa-Anne Whitehouse
Date: 11/09/2020
Version: V.1

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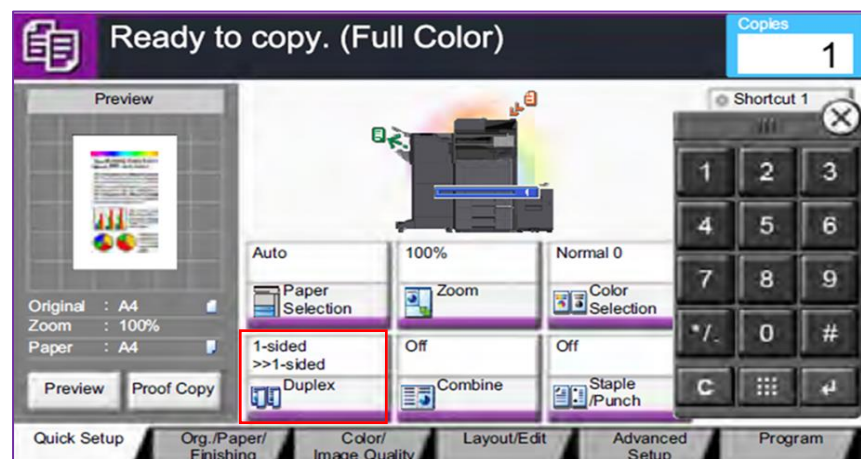
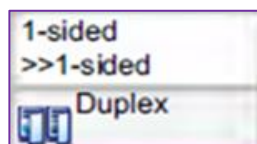
Select COPY on the front screen.



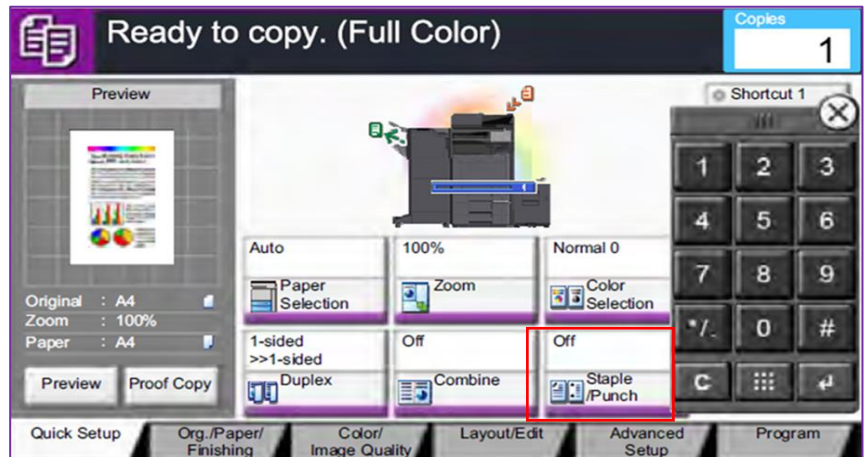
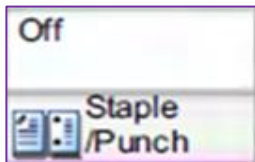
To change colour, select the colour setting from **Black & White** to **Auto Colour**.



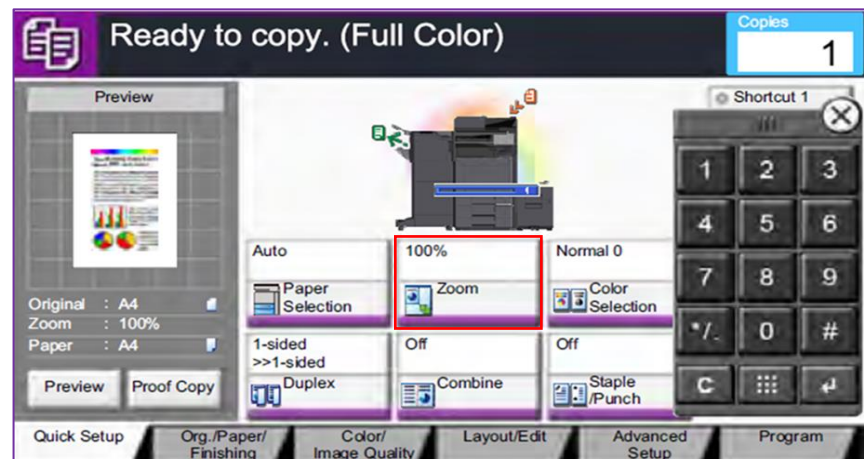
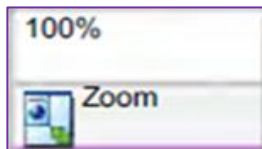
To select 1 to 2-sided copy, select **Duplex** for 1-sided to 2-sided setting.



To **Staple**, select the staple option, you can select the position of your staple output.



Select **Zoom** to enlarge your document from A4 to A3 or A3 to A4, you can also custom your own paper size.



Select **Combine** to combine your original documents into 1 sheet of output paper. 4 in 1 combines 4 documents in to 1 sheet of paper.

