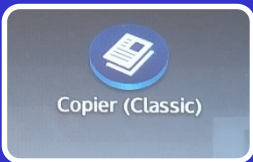


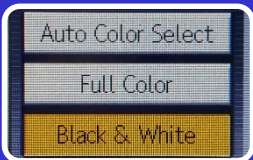
Copier (Ricoh) – Quick Guide



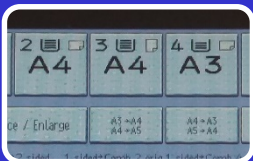
1. Insert your Octopus card



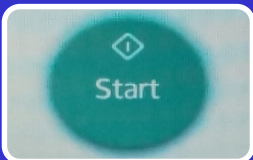
2. Touch [Copier] on the panel



3. Select either colour or B/W copy function



4. Select the paper size, only A4 and A3 available



5. Touch [Start] to continue on the panel



6. Press [Eject] to release your Octopus card



7. Get your copy output underneath

Remarks:

- B/W copy charge: \$0.2 per A4 page/ \$0.4 per A3 page
- Colour copy charge: \$1.5 per A4 page/ \$3 per A3 page
- Copy size scale: A3 to A4 zoom 70%/ A4 to A3 141%

