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%