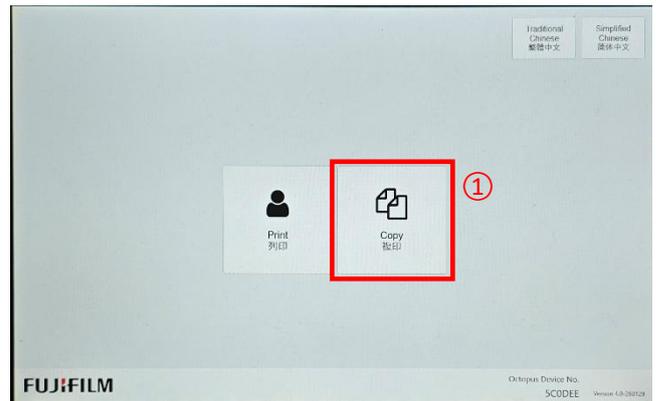# Quick Guide to FUJIFILM MFP Copying

1. On FUJIFILM printer SmartPay terminal

① Press **Copy** button for copying service.
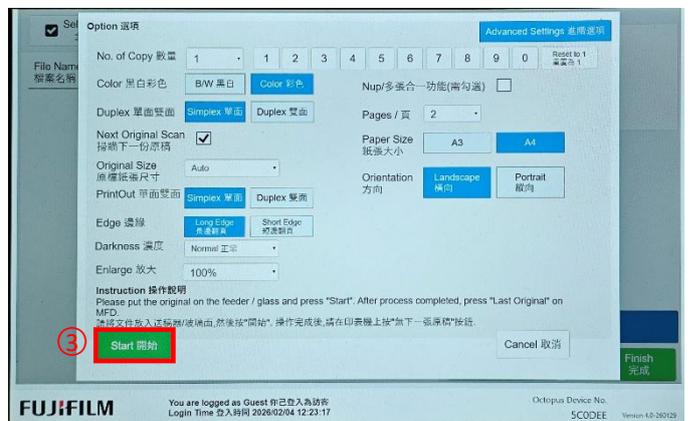

2. Copying

② Change copy features on the pop-up feature list **if needed**. For example:

    [No. of Copy]

    [Color] – B/W / Color copy
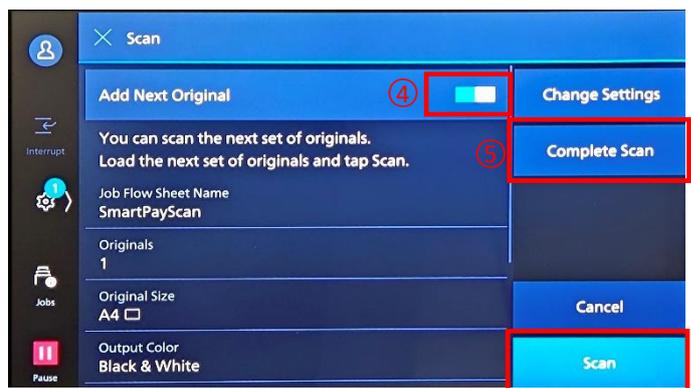
    [Duplex] – Simplex/ Duplex

③ Press **Start 開始** to start copying.
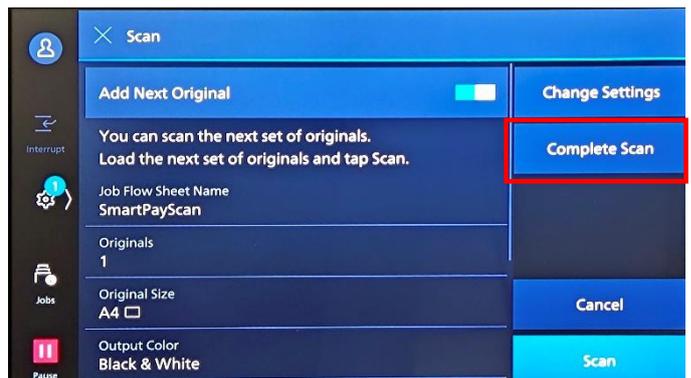

**If using on the scanner glass **

④ Select **Add Next Original** on MPF screen to load the next originals and tap **Scan**

⑤ When finished, press **Complete Scan** to finish scanning.

If using the feeder

Press **Complete Scan** to complete the process.

⑥ Back on the SmartPay terminal, select the scanned copy file(s) that you just created. ⑦ Press [1. $ Pay 付款] to start printing.	
⑧ Choose payment method	

3. Payment

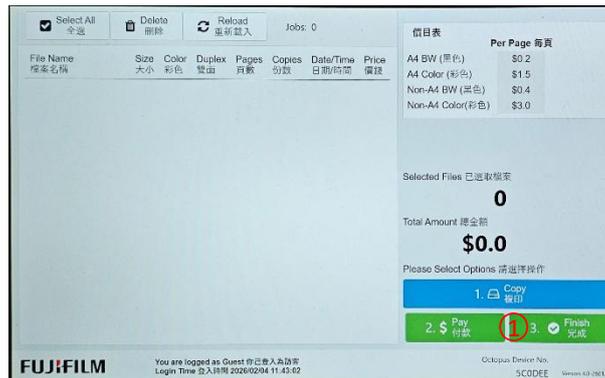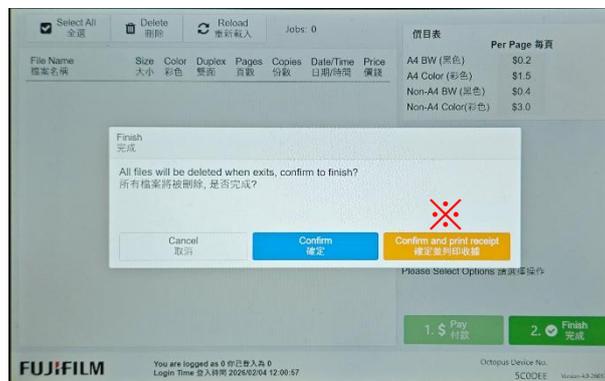| Octopus	AlipayHK / WeChat Pay
① Press **Octopus** 	① Press **AlipayHK / WeChat Pay**
② Tap your Octopus Card. 	② Open AlipayHK / WeChat app to scan the QR code appears on the terminal and pay.

4. Finish and logout (& optional receipt printing)

① Press [2. ✓ Finish 完成]

※ If receipt is need, check the Confirm and print receipt checkbox.

② Collect receipt from the output tray if you have selected the Print Receipt option.