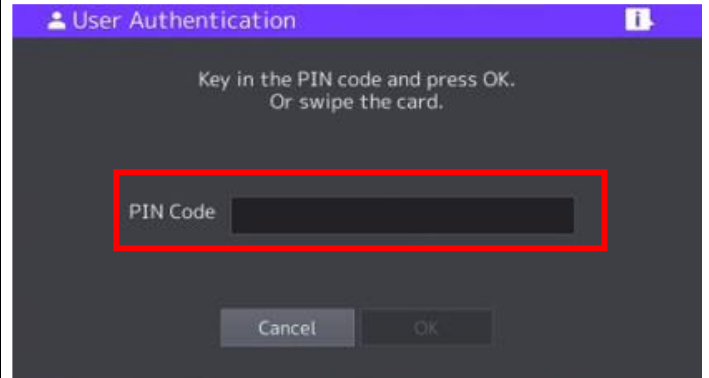
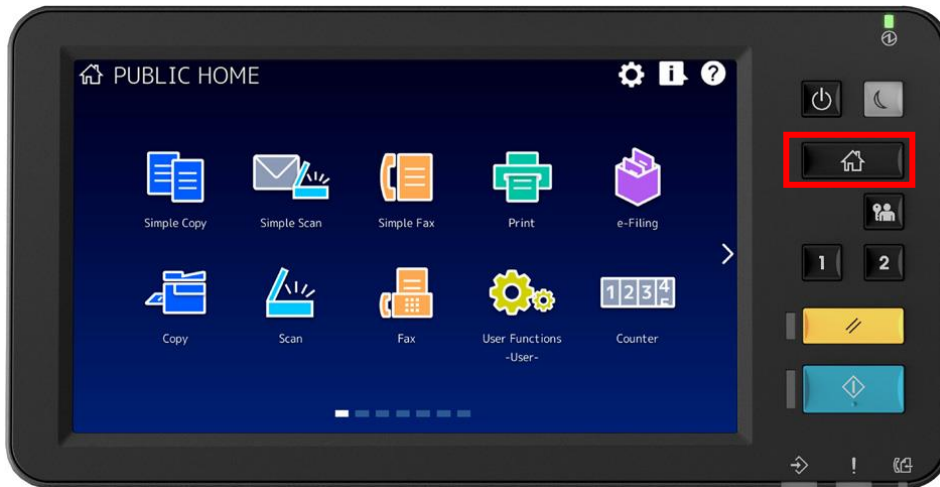


# How Copy with Toshiba e-Follow

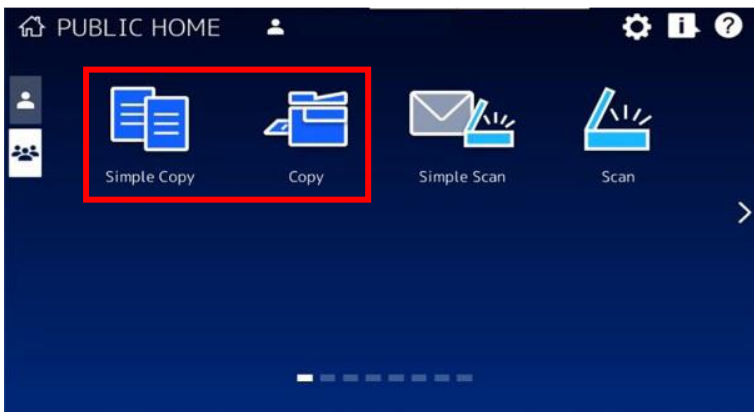
1. Swipe your ID card over the card reader sensor to log in. Alternatively, enter your unique pin or your full email and password.



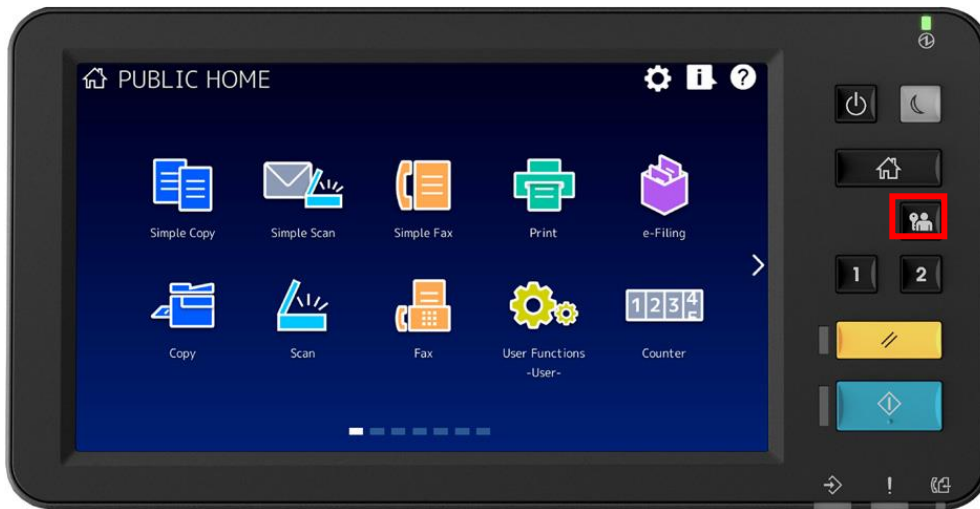
2. Once logged into the printer, press the [Home] button on the control panel.



3. Select [Simple Copy] or [Copy] on the screen.

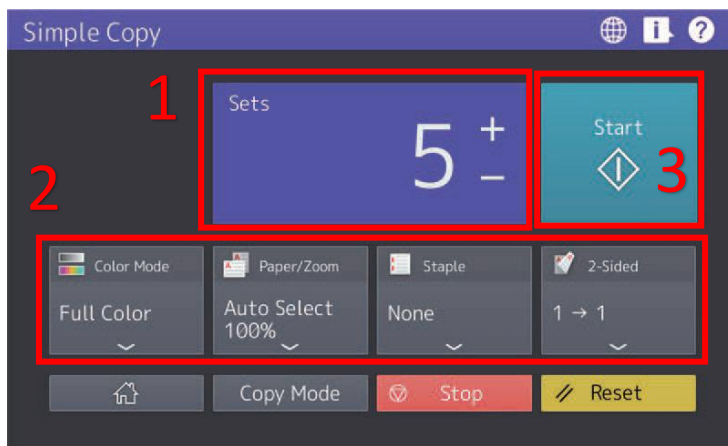


4. Follow the steps below for Simple Copy or Copy. Once you have finished copying, please make sure you log out of the device by pressing the log out/access button on the control panel. This will reset the device for the next user.

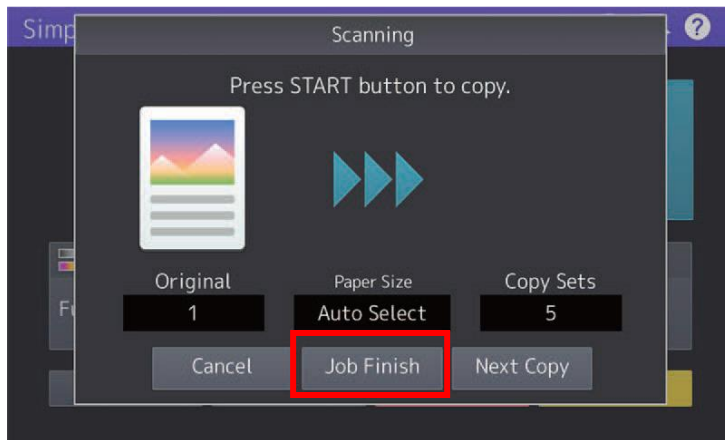


### Simple Copy

1. Place the originals on the device. Specify the number of copies/sets (1) and colour mode/other settings as required (2), then press **[Start]** (3).

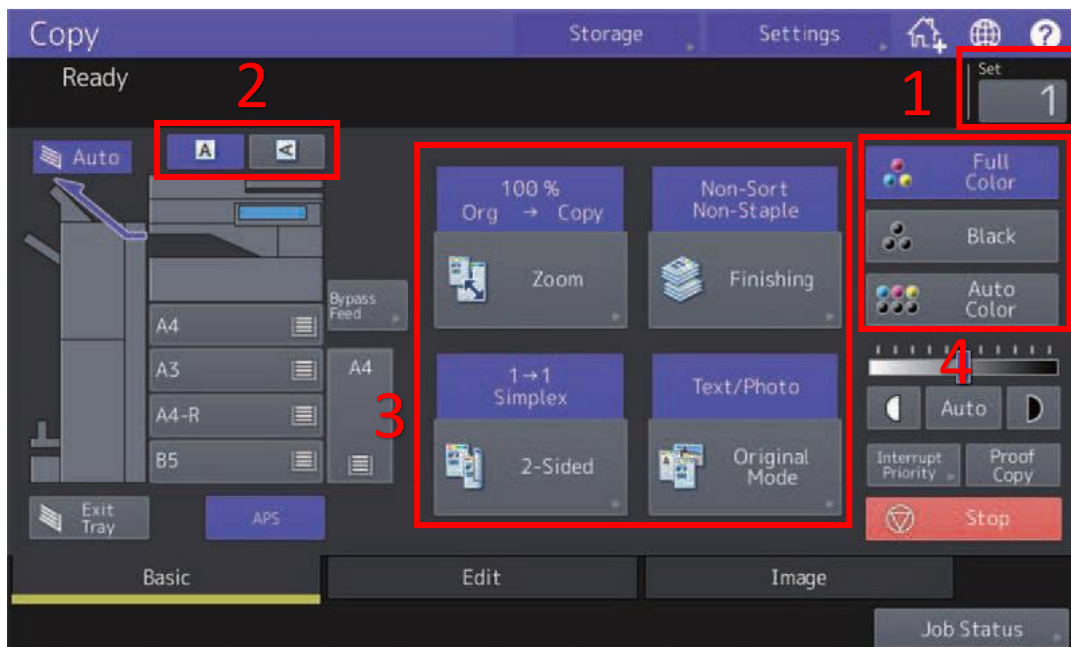


2. If you have placed the original document on the glass, press [**Job Finish**] to finish copying.



## Copy

1. Specify the number of copies (1), orientation (2), mode (3) and colour (4) as necessary. Press the [**START**] button to start copying.



For any further information or support, please log a ticket on the [ITS Helpdesk](#).