

How to Make an Enlarged Copy on the Copier

For Students who are Visually Impaired

Step 1: Obtain 11x17 paper.



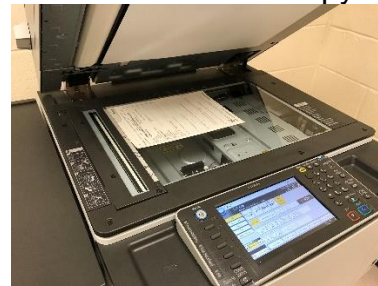
Step 2: Open the side to manually load.



Step 3: Place paper on tray.



Step 4: Place original paper horizontally and face down on the copy bed.



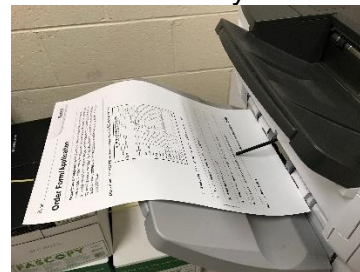
Step 5:

1. Select the **“Reduce/Enlarge”**
2. Select **“bypass”** for paper size
3. Enter **135%** (you can select “number keys” to manually enter or use up/down arrows)

Step 6: Press “OK”



Step 7: Check to ensure the page copied correctly.



* Remember to reset the copier when you have finished.

