

Process Description 1 Niklas Pelz

Process Description (making a copy with my photocopier at home):

The first step is to check if the power cable of the photocopier is connected to the electrical socket right next to it. If not, you have to plug it in. After checking the connection, press the power button located on the far left of the copier front-side, once it is turned on the display lights up. Located to the right of the display are buttons to navigate through the displayed menu. You need to navigate to the "Kopie" section with the left, or right button and confirm your selection with the "OK" button in between. Now you need to open the lid on top of the copier and place your piece of paper onto the glass, the to be copied content facing the glass. After that close the lid and gently pull out the paper dispenser at the bottom of the copier. Once the lid is closed you can change the settings in the menu according to your preferences. If you want to make more than one copy you need to press the "+" button located next to navigation buttons, or if you want to reduce the amount press the "-" button right next to it. Pressing the left and right button allows you to choose between making a coloured, or black and white copy. Finally after making all the needed adjustments press the button on the far right of the copier front-side, representing a rhombus. Your copies will now be made and there is no technical way to cancel the process, except if you remove the power cable from the electrical socket (not recommended!)