

1. Login to the photocopier and from the display screen, select **Copy**.
2. Lift the lid of the photocopier and place the item you wish to copy **face down** on the glass, in the **top left hand corner**.

Note If you wish to copy via the **document feeder**, place your document **face up**.
3. To change the number of copies, select **number** from the **key pad** to the right of the display screen.
4. If you wish to **change any of the settings** e.g. copy in colour, double sided etc. please see additional information further on in this guide.
5. Begin copying by pressing the **large green button** to the right of the display screen. Repeat until your photocopying is complete.
6. **Collect** your photocopying (from the gap underneath the photocopier display screen) and **Log out** of the photocopier.



How to photocopy double sided & other options

The default setting is single sided (**1 → 1**). If you wish to change this, select the appropriate option from under **2-Sided Copying** on the **Copy** display screen:

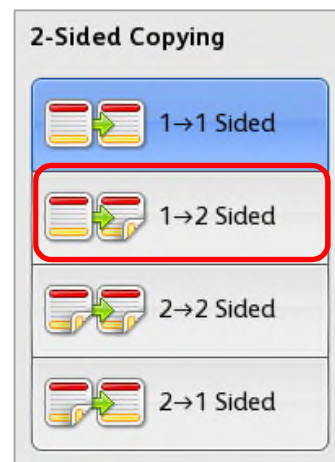
If you are photocopying a book or a document via the **glass pane** and would like it to be **double sided**, you need to select **1 → 2 Sided**, as in the example to your right.

If you are copying via the **document feeder**:

Choose **1 → 2** if you are copying a single sided document and want the finished copy to be double sided.

Choose **2 → 2** sided if you are copying a double sided document and want the finished copy to be double sided.

Choose **2 → 1** if you are copying a double sided document and want the finished copy to be single sided.



How to photocopy in colour

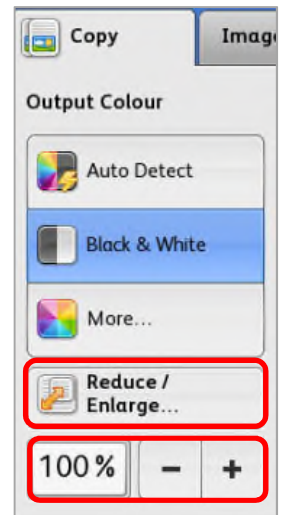
1. The default setting is black & white. If you wish to change this, select **More** from under **Output Colour** on the **Copy** display screen.
2. Select **Colour** and then select **OK**.



How to reduce or enlarge your photocopy

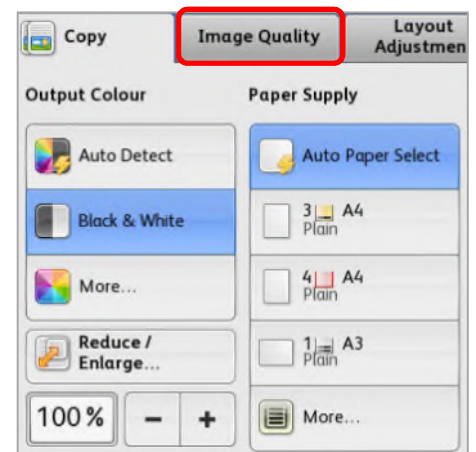
1. Select **Reduce / Enlarge ...** from the **Copy** display screen.
2. Select one of the pre-settings (e.g. **70% A3** → **A4**) **Note** to see additional options select **More**. Alternatively you can manually adjust the % size via the + and – boxes.
3. Select **OK**.

Note if you are copying a book that is not A4 or A3 size, refer to the '**How to Copy & Scan Non-Standard Book Sizes**' guide (or ask staff for assistance). This will ensure that part of the text is not cut off from your finished copy.



How to darken or lighten your photocopy

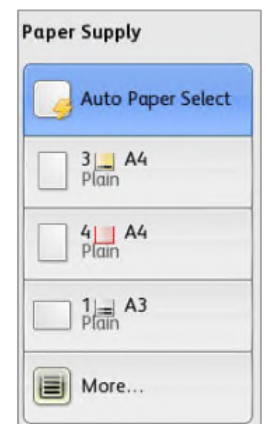
1. Select the **Image Quality** tab on the **Copy** display screen.
2. Select **Image Options**, move the position of the arrow on the bar to **darken or lighten** your photocopy.
3. Select **OK**.



How to select your paper size

The photocopier should automatically select the correct paper size, according to the size of the item you are photocopying. However, you can select it yourself to ensure it is on the correct sized paper.

1. From under **Paper Supply** on the **Copy** display screen, select the size paper (and orientation) required. To view additional options, select **More**.
2. If you have selected a paper size via **More**, select **OK**.



How to set the area to be photocopied

Sometimes it is necessary to set the area to be copied, so that part of the text is not cut off from the finished photocopy. This is important if you are copying books that are not standard A4 or A3 size.

Please refer to the instructions in the '**How to Copy & Scan Non-Standard Book Sizes**' guide or ask staff for assistance.

