Quick Guide to Photocopying using MFDs
Rianne Williams. Updated February 2014 (Revised May 2015)

About Campus Copying

Copy files using:

The **Feed Tray** on top of the MFD

![Feed Tray](sheets of paper)

The **Flatbed** under the lid of the MFD

![Flatbed](books, passports etc.)

You can:

- Copy from single or double-sided originals
- Copy in black and white or colour
- Reduce or enlarge your original(s)
- Combine sheets and create booklets
- Sort or stack copies (123 123.., 111 222..)

Some MFDs have additional functions such as stapling or editing the colour of your copies.

**Note:** Please remove staples from originals.

MFDs (Multi Function Devices) print, copy and scan. There are MFDs in or near all PC classrooms, clusters and in public areas, and also on each floor of the library.

How to Photocopy Using an MFD

1. Press **Reset**
   - Swipe ID card or touch screen to login

2. Place original on the **feed tray** (face up) or **flatbed** (face down)

3. Press **Copy** button
   - Key in no. of copies

4. Press **Start** button
   - Press **Reset** again, then **Logout**

By default, steps 1-4 above will copy 1 side of paper with the following settings:

- **✓** Black & White
- **✓** Full Size (100% of original)
- **✓** Single-sided

You can change these settings at step 3, via the **Copy** screen (below). See opposite for options.

**Note:** Screen options vary at different MFDs, depending upon capabilities.

More options are available at the bottom of the screen. For example, you can create a booklet:

At step 3, press **Dup/Comb/Series**, then **Book**, then 1 or 2-sided Original and Magazine. Select the paper tray carefully, as when folded the booklet will be half-sized.

**What if you want to...**

- copy in colour?
  - If colour is available at your MFD, use **Full Colour** (or **Auto Colour Select** for mixed colour/BW originals)

- reduce or enlarge copies?
  - Press **Auto-Reduce/Enlarge** and select paper tray (A3...) or press a **preset scale option** e.g. A4 ➔ A3

- copy double-sided sheets?
  - Press 1 sided ➔ 2 sided or 2 sided ➔ 2 sided depending upon your original(s)

- combine pages into 1?
  - Press 1 sided ➔ Comb 2 orig or 1 sided ➔ Comb 4 orig to copy 2 or 4 sheets on 1 page

- staple or collate copies?
  - See overleaf for finishing.
Finisher Options

Some MFDs can collate and staple copies. Some will also rotate each pile, for easier separation.

- **Sorting** into piles containing a single copy of each sheet, 123 123 123...
- **Stacking** so that each pile contains multiple copies of the same sheet, 111 222 333...

**Not sure if your MFD can Sort, Stack or Staple?**

Press the **Copy** button and check if these options are shown on the touch screen.

You can also press **Finishing** from the bottom of the screen to access these options.

MFD Help

There are two main types of MFD. Both are illustrated.

Other copying buttons are illustrated below. These look slightly different according to MFD type.

- **Clear Modes button**
  Reset copying options.

- **Sample Copy button**
  Test settings with just one copy. Useful when using new options for the first time.

- **Clear/Stop button**
  Stop copying.

- **Interrupt button**
  Pause copying whilst you (or another user if they login) complete a higher priority job. Press again to resume.

If you encounter any problems please contact the Service Desk servicedesk@abdn.ac.uk. Students who have problems using their ID cards should contact Registry in the Infohub.

Photocopying Charges

Charges for Undergraduates, Taught Postgraduates and Count Down card users (as of 1st August 2012):

<table>
<thead>
<tr>
<th>Black and White</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4 Single sided</td>
<td>A4 Single sided</td>
</tr>
<tr>
<td>4p/side</td>
<td>10p/side</td>
</tr>
<tr>
<td>A4 Double sided</td>
<td>A4 Double sided</td>
</tr>
<tr>
<td>3p/side</td>
<td>9p/side</td>
</tr>
<tr>
<td>A3 Single sided</td>
<td>A3 Single sided</td>
</tr>
<tr>
<td>7p/side</td>
<td>20p/side</td>
</tr>
<tr>
<td>A3 Double sided</td>
<td>A3 Double sided</td>
</tr>
<tr>
<td>5p/side</td>
<td>18p/side</td>
</tr>
</tbody>
</table>

Payment

**Undergraduates and Taught Postgraduates**

When you top up your budget, the minimum payment you can make is £5 (in multiples of £1).

- **Online**: Access E-Pay PrintManage [https://printmanage.abdn.ac.uk/](https://printmanage.abdn.ac.uk/) from your Student Portal or the desktop in classrooms.

**Note**: You are given an initial budget of £1. If you run out of credit, you will see **Credit too low** when you login to an MFD.

**Warning**: Once paid for, print credits are non-refundable. Students must not top-up more than is needed as remaining amounts will not be refunded.

**Staff and Research Postgraduates**

Your department may pay for your copying costs.

**Temporary Staff and Visitors**

**Count Down** cards are purchased in values of £10. Copying costs are deducted automatically from the card’s total value each time it is used.

**Count Up** cards have no value associated with them. Copying costs are charged to the budget code allocated to the card each time it is used.

Cards are available from the IT Services Office. See the Print, Copy, Scan Charges tab for more information: [www.abdn.ac.uk/staffnet/working-here/it-print.php](http://www.abdn.ac.uk/staffnet/working-here/it-print.php)