Quick Guide: Photocopying using MFDs
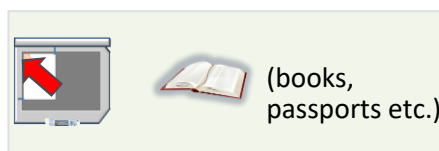
About photocopying using Multi Function Devices (MFDs)

Copy files using:

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

 (sheets of paper)

The Flatbed under the lid of the MFD

 (books, passports etc.)

- 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 group copies (123 123…, 111 222…)

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

 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.

 Not all MFDs/printers can print 2-sided and/or in colour. See IT Services Printing, Copying and Scanning for locations and functionality.

How to photocopy using MFD

1. Log in to MFD – hold your staff/student ID card within a few inches of the card reader (usually located near the top right of the MFD, or login with your username and password.

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

3. Tap the **Copy** button on the touch screen.

4. Tap **No. of Sets** and key in no. of copies.

5. Press blue **Start** button to start copying.

6. Press **Log Out**.

By **default**, the above steps 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.

Screen options vary at different MFDs, depending on device capabilities.

What if you want to…

- **Copy in colour?**

  If colour is available at your MFD, use *Auto Color* for mixed colour/BW originals

- **Reduce or enlarge copies?**

  Tap *Paper* and select paper tray (e.g. *A3…*) or press **Zoom** and select a *preset scale option* e.g. *A4 → A3*

- **Copy double-sided sheets?**

  Tap *Duplex/Combine* and choose *1 sided → 2 sided* or *2 sided → 2 sided* depending upon your original(s)

- **Combine pages into 1?**

  Tap *Duplex/Combine* Choose *2in1, 4in1* or *8in1* to copy 2 or 4 or 8

Finisher options

Some MFDs can collate and staple copies. Some will also rotate each pile, for easier separation. If you're not sure if your MFD can Sort, Group or Staple, press the **Copy** button and check if the **Finishing** option is shown on the touch screen.

- **Sorting** into piles containing a single copy of each sheet, 123 123 123…

- **Grouping** so that each pile contains multiple copies of the same sheet, 111 222 333…

MFD Help

Other button functions include:

- **Check Setting:** Review the settings you have chosen before pressing Start.

- **Application:** Select further settings e.g. to create a booklet.

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

- **Clear/Stop:** Stop copying

- **Quick Copy:** Set all options (colour, size, finishing) in one window.

- **Preview:** Test settings with just one copy. Useful when using new options for the first time.

- **Interrupt:** Pause copying. Press again to resume.

Further information and help

You'll find further guides on printing, copying and scanning – including Print charges and paying for printing – on our Toolkit Printing resource.

If you encounter any problems, please contact the IT Service Desk: myit.abdn.ac.uk.

Undergraduate and Taught Postgraduate students with problems using their ID cards should contact the Infohub at infohub@abdn.ac.uk.