

Quick Guide to Photocopying using MFDs

Campus Copying

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.)

You can:

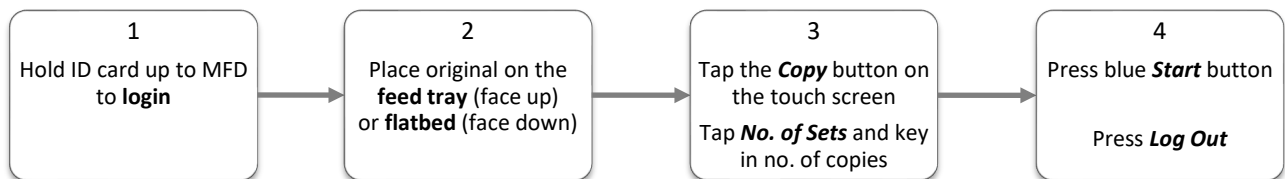
- Copy from single or double-sided originals
- Copy in black and white or colour
- Reduce or enlarge your original(s)
- Combine sheets and create booklets
- Sort or group copies (123 123..., 111 222...)

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.

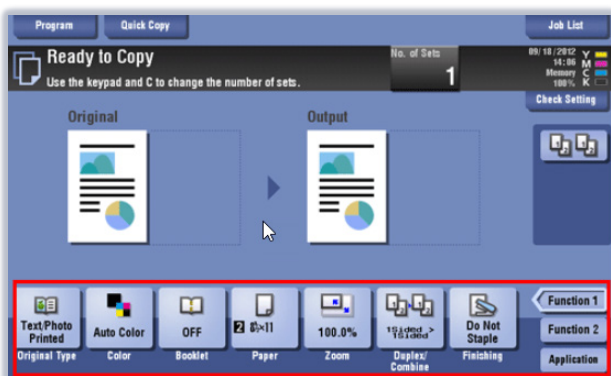
How to Photocopy Using an MFD



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.



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



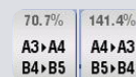
After choosing your settings, press the blue **Start** button on the MFD to start the copying process.



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)

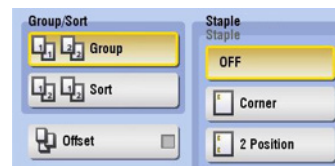


combine pages into 1?
Tap **Duplex/Combine** Choose **2in1**, **4in1** or **8in1** to copy 2 or 4 or 8

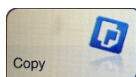
Finisher Options

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

- **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...



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.

MFD Help

Other copying buttons are illustrated below.



Check Setting button

Review the settings you have chosen before pressing **Start**.



Application button

Select further settings e.g. to create a booklet.



Clear Modes button

Reset copying options.



Clear/Stop button

Stop copying



Quick Copy

Set all options (colour, size, finishing) in one window.



Preview button

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



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 (as of January 2018)

Charges for Staff, Research and Taught Postgraduates, Undergraduates, and Count Down card users:

Black and White

A4 single sided 3p per sheet
A4 double sided 5p per sheet
A3 single sided 4p per sheet
A3 double sided 6p per sheet

Colour

A4 single sided 10p per sheet
A4 double sided 19p per sheet
A3 single sided 11p per sheet
A3 double sided 20p per sheet

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/> 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