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.

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

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.

1. Hold ID card up to MFD to login
2. Place original on the feed tray (face up) or flatbed (face down)
3. Tap the Copy button on the touch screen
   Tap No. of Sets and key in no. of copies
4. Press blue Start button
   Press Log Out
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