Quick Guide: Photocopying

About photocopying

The campus Multi-Function Devices (MFDs) and printers print, copy and scan in both mono and colour.

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
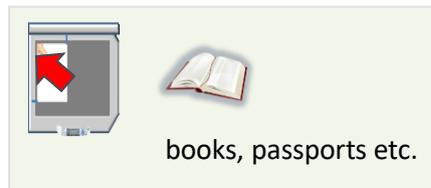- Sort or group copies (123 123…, 111 222…)

All MFDs are capable of printing A3. Please see here for your nearest Printer Device Locations.

Feed Tray or Flatbed

Use the **Feed Tray** on top of the devices to copy sheets of paper.
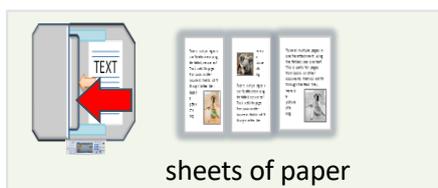
Use the **Flatbed** under the lid of the device to copy items such as books, passports etc

sheets of paper

books, passports etc.

How to photocopy

1. Log in – hold your staff/student ID card over the card reader.

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

3. Tap **Device Functions**, then **copy** on the touch screen.

4. Tap **copies** at the top right to **select the number of desired copies**.

5. Press **Copy** at the bottom right to start copying.

6. Press **Log Out**.

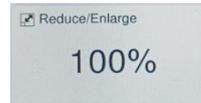By **default**, the above steps will copy 1 side of paper with the following settings:

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

You can change these settings at step 3, via the Copy screen.
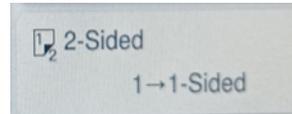
What if you want to…

- **Reduce or enlarge copies?**
  Tap **Reduce/Enlarge** on the main copy screen
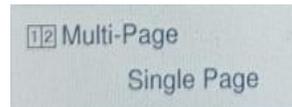
- **Copy double-sided sheets?**
  Tap **2 Sided** on the main copy screen

- **Combine pages into 1?**
  Tap **Multi-Page** on the main screen, select 2 or 4up

- **Cancel a copy**
  Tap the **orange cancel button**, then **cancel copy**

Help

Additional options such as page numbering, adding date stamp and removing shadows and punch holes can be found within the **Advanced Menu**.

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.