

# Printing: How to photocopy

## About photocopying

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

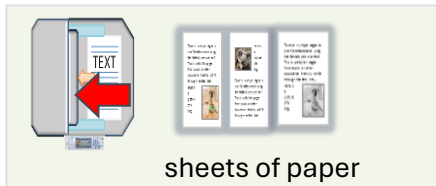
You can:

- 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...)

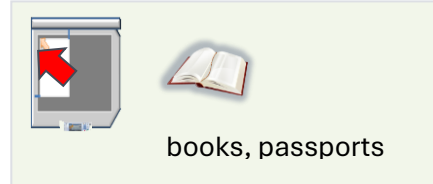
All MFDs are capable of printing A3. Please see [here](#) for your nearest Printer Device Locations.

## 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



## How to photocopy

- Log in – hold your staff/student ID card over the card reader.
- Place original on the **feed tray** (face up) or **flatbed** (face down).
- Tap **Device Functions**, then **copy** on the touch screen.
- Tap **copies** at the top right to **select the number of desired copies**.
- Press **Copy** at the bottom right to start copying.
- Press **Log Out**.

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

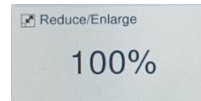
- Black & White
- Full Size (100% of original)
- Single-sided

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

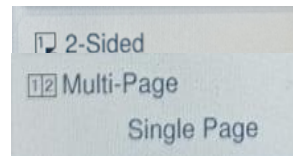


- **Copy double-sided sheets?**

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**

## Additional Options

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](mailto:myit.abdn.ac.uk).

Undergraduate and Taught Postgraduate students with problems using their ID cards should contact the Infohub at [infohub@abdn.ac.uk](mailto:infohub@abdn.ac.uk).