Introduction

This guide covers simple A4 copying and more advanced copying, e.g. colour, double-sided, onto your own paper or acetate or to an email. It assumes that you are already familiar with the basics of i-Print and have credit on your printing account.

An introductory guide to printing and photocopying is available in The Library or on Library Online.

http://libraryonline.leedsmet.ac.uk/pages/help/guides_and_tutorials/printing_and_photocopying

First step

To photocopy, swipe your Campus Card on any printer and press Copy on the touch screen. The display will show the credit balance on your account. Each job will be deducted from this balance, please see the posters or Library Online for prices.

When finished, remember to press the home icon (top left of the display) then Sign Out.

If you don't sign out someone else could start photocopying using your credits.

You must ensure that any photocopying you do conforms to copyright legislation. Please refer to the Copyright Guidelines located near the printers.

Standard copying (A4 black and white single-sided)

1) Place the original on the glass plate, flush to the top left corner.
2) Use the number pad to change the number of copies, if required.
3) Press the green Start button to copy.
Colour copying

By default, the colour copiers will photocopy in black and white and charge accordingly.

To create colour copies, go to a colour copier, swipe your card and press Copy. Press Color/Black, choose Color and then OK.

The touch screen will clearly indicate that you are in colour copying mode.

Larger copying (A3 black and white single-sided)

1) Place the original on the glass plate, flush to the top left corner. If the display does not indicate A3 > A3, move the original slightly until it does.
2) Use the number pad to change the number of copies, if required.
3) Press the green Start button to copy.

Double-sided (A4 black and white double-sided)

1) Place the original on the glass plate, flush to the top left corner.
2) On the printer’s display, press Sides.
3) Select 2-sided original, 2-sided output, then press OK.
4) Use the number pad to change the number of copies, if required.
5) Press the green Start button to scan the first side.
6) When prompted, turn the original over then press the green Start button again. The copies will now be produced.

Multi-page documents (single-sided pages, using the feeder)

1) Remove staples and paperclips from the document.
2) Place document in the slot, text side up. The green light should light up (see picture).
3) Use the number pad to change the number of copies, if required.
4) Press the green Start button to copy.
Multi-page documents (double-sided pages, using the feeder)

1) Remove staples and paperclips from the document.
2) Place document in the slot. The green light should light up (see picture, above).
3) On the display, press Sides then select 2-sided original, 2-sided output, then press OK.
4) Use the number pad to change the number of copies, if required.
5) Press the green Start button to copy.

Using your own paper or acetate (A4 size black and white)

Before starting, please make sure that the material you are going to photocopy onto is suitable for use with Laser Printers. Most paper and card will be suitable, but transparent sheets and more specialist materials are often for use in inkjet printers only. If you are unsure, please ask at the Library Help and Information Point.

1) Place the original on the glass plate, flush to the top left corner.
2) Use the number pad to change the number of copies, if required.
4) Press Manual Feed, then set the size and type of the paper you will be using. The default is A4 & plain, you may need to change this to Transparency (for acetate) or Cardstock. When ready press OK twice to return to the main screen.
5) Press the green Start button. The screen will show you how to load your own paper into the side of the machine (note: on the black and white copiers, it will print on the top side of the sheet; on the colour copiers, it will print on the side underneath the sheet). As soon as you insert the paper as requested the job will print.

Forced A4 copying

When you place something on the glass plate, the copier will automatically decide what to scan and what size paper to use. Occasionally you may need to override this, most commonly to force the copier to make an A4 copy.

1) Place the original on the glass plate, with the section to be copied within the A4 guidelines. The display may show A3 > A3 indicating that you need to override the automatic settings.
2) Use the number pad to change the number of copies, if required.
3) Press the down arrow below More Options.
4) Press Original Size. Use the down arrow to scroll the page slightly, choose A4 210x297mm, then press OK.
5) Press the green Start button to copy.
Shrinking to A4 automatically

If you are photocopying something larger than A4, such as a double-page from a book or a journal, you can save money (and paper) by resizing it to A4. Once set up as below, anything you copy in this session will automatically be shrunk to A4 landscape.

1) On the touch screen, press Content Orientation (you may need to scroll the screen slightly depending on the printer you are using). Select Landscape, then OK.
2) Press Paper Selection, choose any A4, Plain, then OK.
3) Place the original on the glass plate, flush to the top left corner.
4) Use the number pad to change the number of copies, if required.
5) Press the green Start button to copy.

Scanning to email

To save money and paper you can also scan a document into a digital format, typically an Adobe PDF document or JPEG image. The file is automatically sent to your student email account as an attachment. Please note there is a nominal charge per scan for this service (see pricing information).

There are many options and settings available when scanning to email, such as specifying a filename, changing the scan resolution or output quality. This document covers the two most common tasks using the default settings.

Scanning to email: a single image or page as a jpeg image

This is a good option if you need to email a photograph or single page form or certificate to someone, and you can then simply forward the email as required.

1) Swipe your Campus Card on any printer (colour or black & white) and press E-mail.
2) Place the image on the glass plate, flush to the top left corner.
3) On the touch screen, press the down arrow next to More Options.
4) Press Document File Type and select JPEG, then press OK.
5) Press the green Start button to scan the image.
6) When asked would you like to remain signed in? select No.

Scanning to email: multiple pages to an Adobe PDF document

This is a good option if you would like an electronic copy of a journal article (please refer to the Copyright Guidelines near the printers).

1) Swipe your Campus Card on any printer (colour or black & white) and press E-mail.
2) Place the first page on the glass plate, flush to the top left corner.
3) On the touch screen, press the down arrow next to More Options twice.
4) Press Job Build. Select Job Build On and press OK.
5) Press the green **Start** button to scan the first page.

6) Place the next page on the glass plate, flush to the top left corner. Press the green **Start** button. Repeat until all pages have been scanned.

- Finally press **Finished** on the touch screen. When asked **would you like to remain signed in?** select **No**.

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**Further help**

Library staff are always happy to help with any queries you may have.

- **Phone Us (0113) 812 1000** - you can also get 24/7 IT support on this number.

- **Email Us or Chat with Us** - via the Need Help? page on Library Online http://libraryonline.leedsmet.ac.uk.

- **Visit Us** - come to the Help and Information Points for Library account and borrower enquiries, IT support and help with research or finding information.

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**Feedback**

Does this document tell you what you want to know? Please tell us what you think by filling in a What’s Your View? card available from each Library or Library Online. Please include details of the document title.