Photocopying a document

You can usually choose A3 or A4 paper sizes, as well as enlarging or reducing the original. Many copiers will take acetates but you must check the suitability of these with local print champions first, as some stock can damage the photocopier.

You must comply with copyright law

To copy a document, login to the MFD using your UCard or the touch screen

Once you are at the main menu select Copy.

Choose the appropriate parameters for the print i.e black and white or colour, page size etc.

To change the number of copies use the keypad beside the touch screen.

Log out

To log out of the device either place your UCard on the card reader or select the Logout button. If you do not do this then you will remain logged in for a period of time enabling your documents to be accessed.