# Photocopying guide for A3-size devices

Photocopying facilities are available in the library and the centrally-managed PC suites using the multi-functional devices. Some devices can scan, copy and print up to A3 sized documents. Some can scan, copy and print up to A4 sized documents. These instructions are for the devices that can copy up to A3 sized documents.
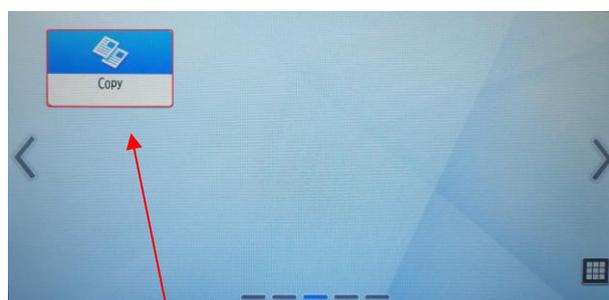
You can copy either by putting your item on the glass or by using the feeder tray at the top of the device.
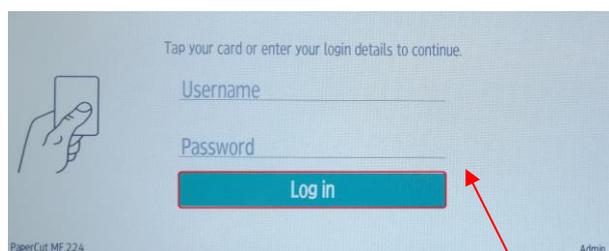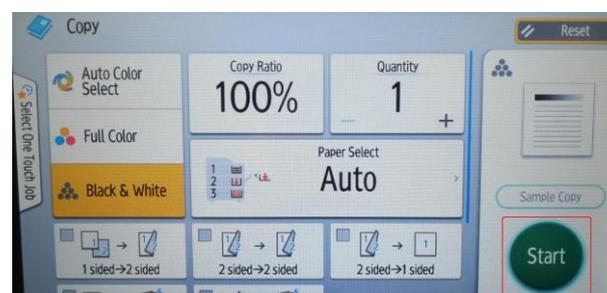

1. Scan your card to log in, or enter your details manually on the screen, then select Log in.
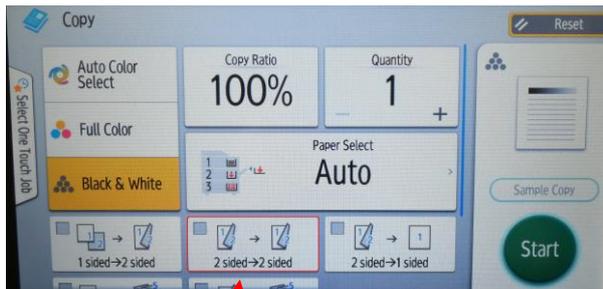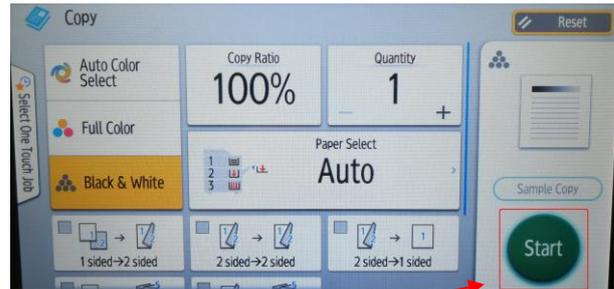

2. Select Device functions.

3. Select Copy.

4. All copies default to black-and-white one-sided. Select Start.

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Photocopying double-sided

When photocopying double-sided, please load your document in the feeder tray at the top of the device.
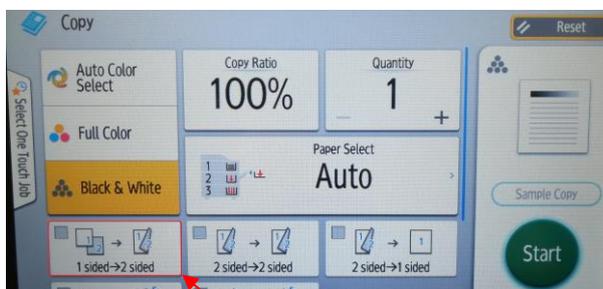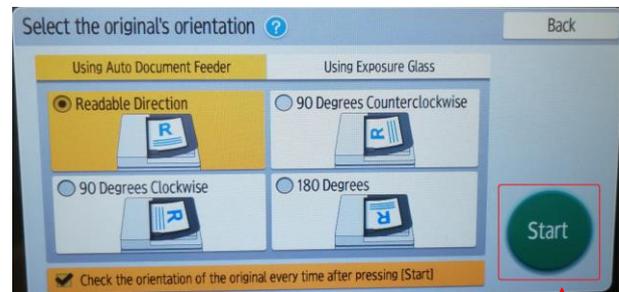

1. Select 2 sided->2 sided.

2. Select Start.

Photocopying one-sided to double-sided

1. Select 1 sided->2 sided, then select Start.

2. Select the option you want, then select Start.

3. Place the second document in to copy, then select Start. Select Finish Scn.

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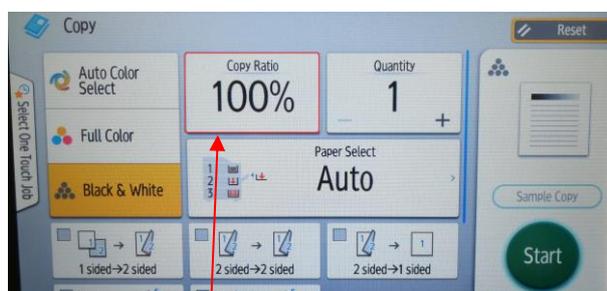**YOUR
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Enlarging a photocopy

1. Select Copy Ratio.
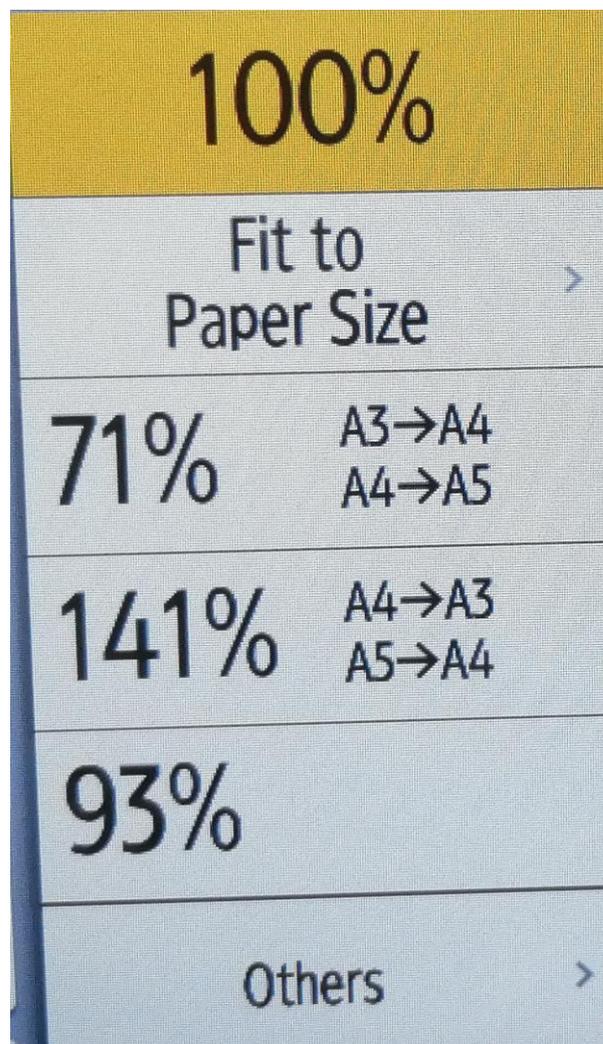
2. In the drop-down menu, select the size you want.

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Selecting colour copying
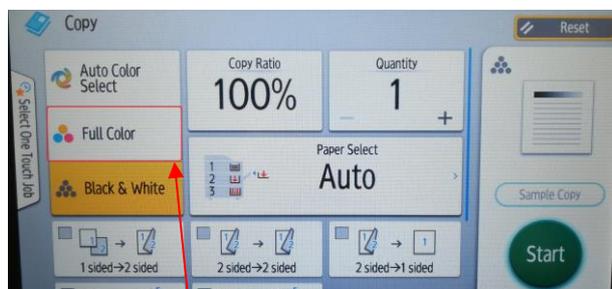
1. Select Full Color.
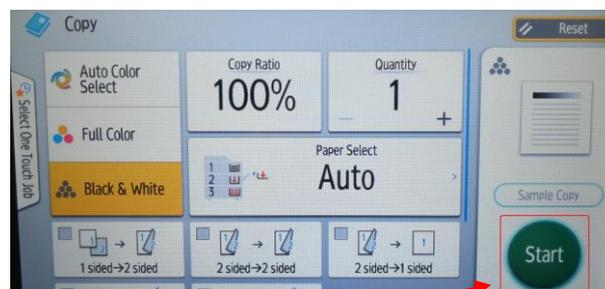
2. Select Start.

Was this information helpful?

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