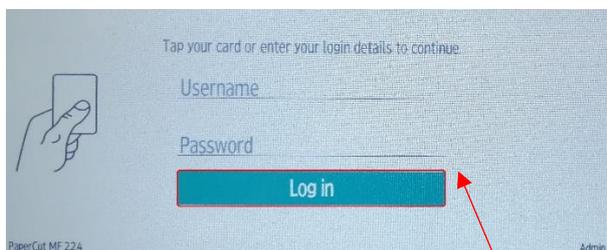


## Photocopying guide for A4-sized devices

Photocopying facilities are available in the library and the centrally-managed PC suites. Some 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 A4 sized documents.

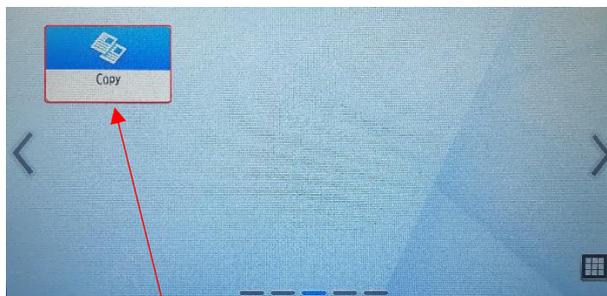
You can copy either by laying your item face-down on the glass or face-up on the feeder tray at the top of the device.



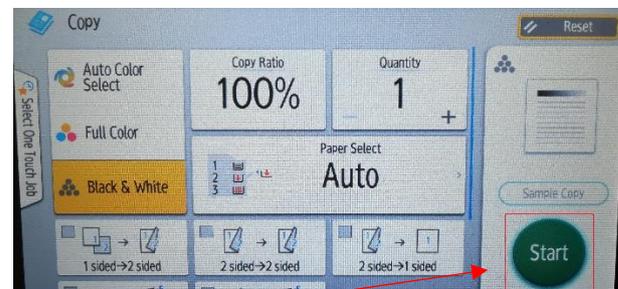
1. Scan your card to log in, or enter your details manually on the screen, then click on Log in.



2. Select Device functions.

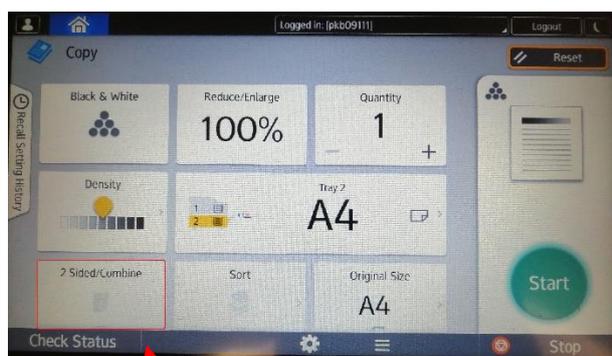


3. Select Copy.

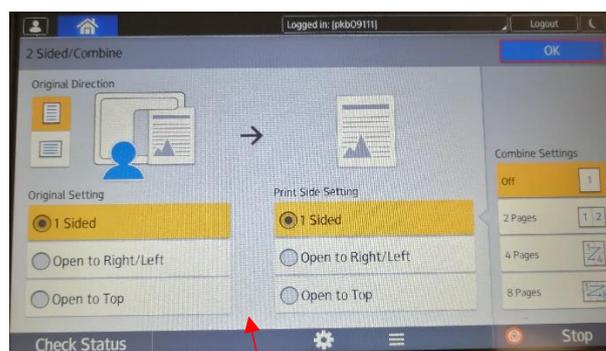


4. Select Start. The device will default to black-and-white one-sided.

## Photocopying double-sided

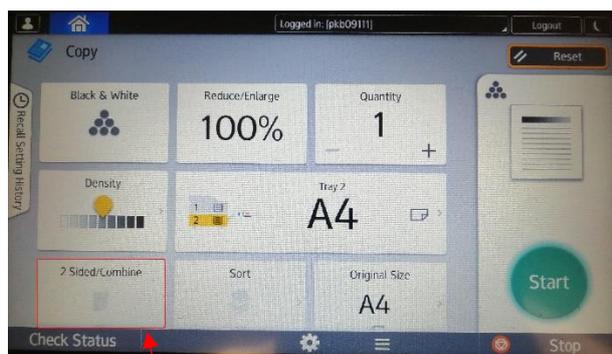


1. Select 2 Sided/Combine.

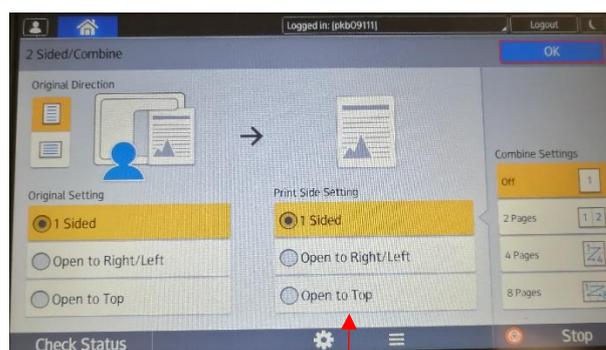


2. There is an option to photocopy by flipping the document along its long or short side. Make your selection for the Original Setting and the Print Side Setting. Click on OK.

## Photocopying one-sided to double-sided



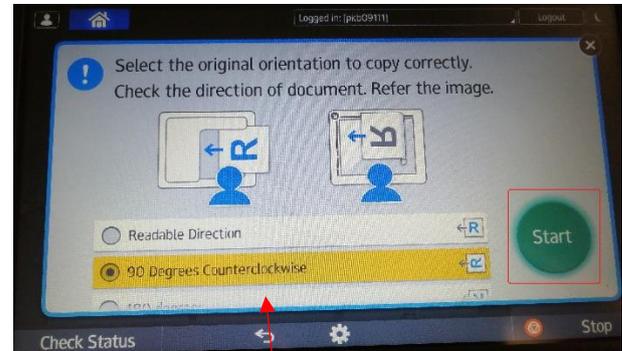
1. Select 2 Sided/Combine.



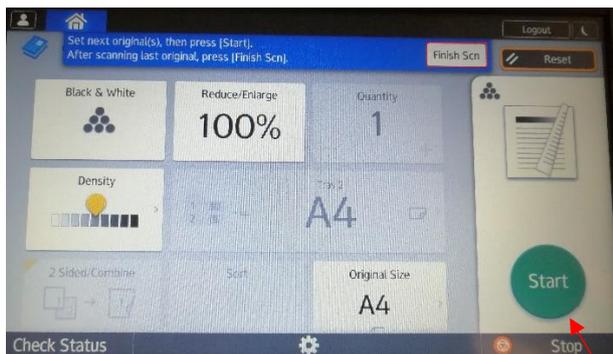
2. There is an option to photocopy by flipping the document along its long or short side. Make your selection for the Print Side Setting. Click on OK.



3. Place the first document in to copy, then select Start.

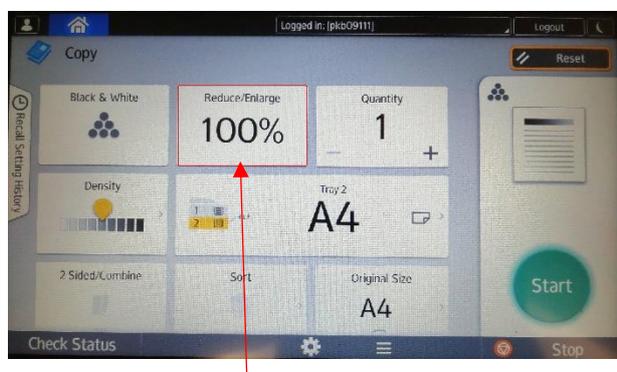


4. Select the correct document orientation, then select Start.

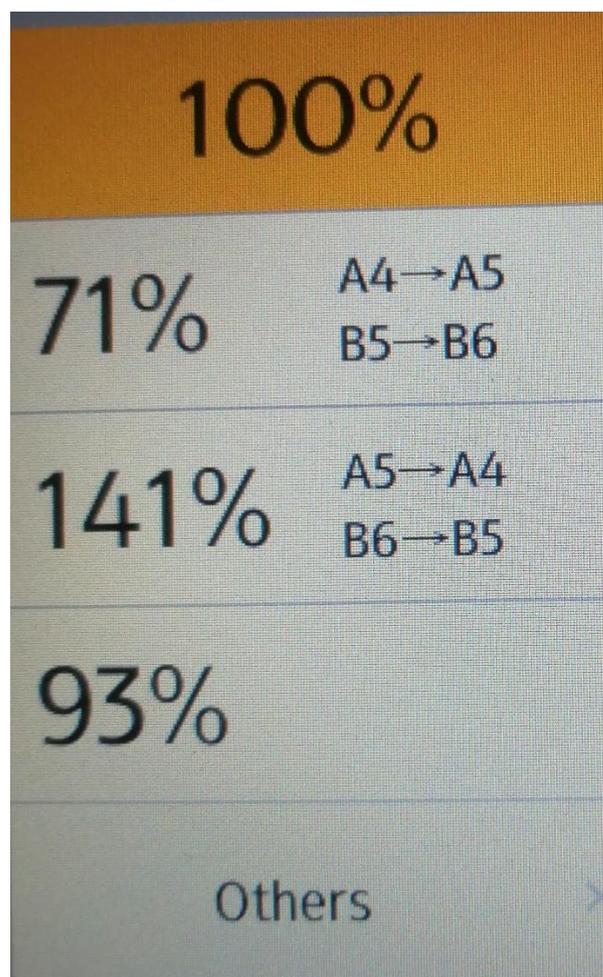


5. Place the second document in to copy, then select Start. Select Finish Scn.

## Enlarging a photocopy

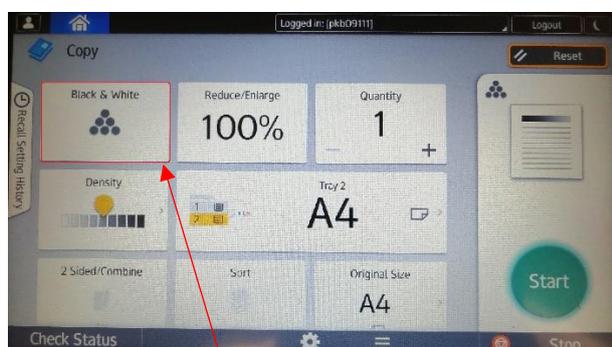


1. Select Reduce/Enlarge.

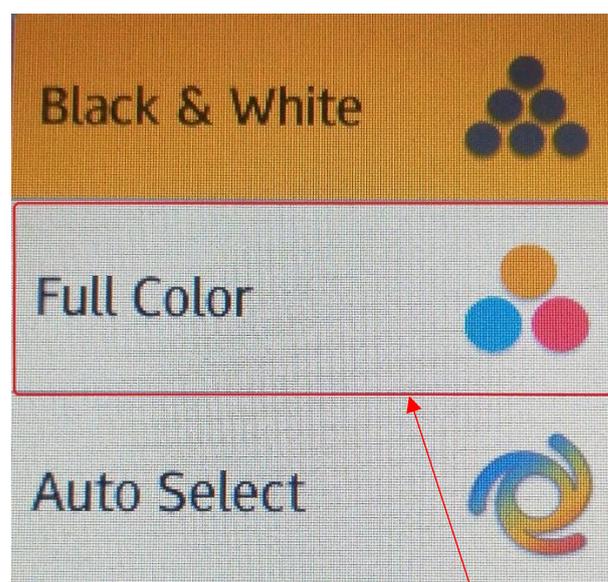


2. In the drop-down menu, select the size you want.

## Selecting colour photocopying



1. Select Black & White.



2. In the drop-down menu, select Full Color.

Was this information helpful?

### CONTACT US

**Email:** [help@strath.ac.uk](mailto:help@strath.ac.uk) **Call:** 0141 548 4444

the place of useful learning

[www.strath.ac.uk](http://www.strath.ac.uk)

University of Strathclyde Glasgow G1 1XQ

The University of Strathclyde is a charitable body,  
registered in Scotland, with registration number SC015263

YOUR  
INFORMATION  
SERVICES  
YOUR  
RESOURCES...