Scanning and photocopying

All printers have scan-to-email and photocopying functionality and are located throughout the University campus.

View instructions for scanning to email

When you scan on a campus printer, the scanned image will be sent to your university email address as an attachment.

To login to printer

1. Go to the printer you want to use.

2. On the printer, place your University card against the card reader zone.

3. Wait while you are logged in — the Account Confirmation screen shows. To continue, press OK.
To scan a document

1. Load the original document into the printer — you can use the top tray for multiple pages, or the glass for a single page or multiple pages of a book.

![Scanning multiple pages of a book](image)

Scanning multiple pages of a book

Place your item on the glass. Follow steps 2 and 3 below. On the Ready to Scan screen you can select **Two sided** then **PDF**, then select page setting to **multi page**. Press the **Start button** for each page you wish to scan. When you have scanned all the pages you need to, press **Finish** on the screen.

2. On the touch screen, press **Scan/Email**.

3. To email the scanned document to yourself, in the E-mail **Address Book**, select **Me**.
4. To email the document, press the **blue Start button**.

5. To log out when you have finished, press the **Log Out**.

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**To login to printer**

1. Go to the printer you want to print your documents from.

2. On the printer, place your University card against the card reader zone.
3. Wait until you are logged in — the **Account Confirmation** screen shows. To continue, press **OK**.

![Account Confirmation Screen](image)

**To copy a document**

1. Load the original document into the printer — you can use the top tray for multiple pages, or the glass for a single page.

![Copy Instructions](image)

2. On the touch screen, press **Copy**:
3. The copy options screen displays.

4. If you are happy with the default setting, press the blue Start button below the touch screen to begin copying the document.

5. To finish your print session, press Log Out next to the touchscreen.

Copy options

Original Type Settings

1. Choose the Original type option on the touch screen display.
2. Choose the optimum format of the original document from: Text/Photo Printed; Text/Photo PhotoPaper; Photo Printed; Photo PhotoPaper; Dot Matrix Original; Map; or Copied Paper.

3. Press Close when you have chosen your option.

**Zoom Options**

1. Choose the **Zoom** option on the touch screen display.

2. Enlarge or reduce the size of the original image.

3. Select and enter a zoom ratio by tapping + and - **buttons**.

4. Click **OK** to accept the changes.
**Duplex/Combine Options**

1. Choose the **Duplex/Combine** option on the touch screen display.

2. Select how you want the original document to be copied: **1 sided to 1 sided**, **1 sided to 2 sided**, **2 sided to 1 sided**, or **2 sided to 2 sided**.

3. Click **OK** to accept the changes.

**Combine Options**

1. Select the number of original pages to be copied onto a single page.

2. Choose from: **2 pages into 1 page**, **4 pages into 1 page**, or **8 pages into 1 page**.

3. Select the combined page layout to be either **Horizontal** or **Vertical**.

4. Click **OK** to accept the changes.