Photocopying

Touch in to light the screen or press

**Touch In**
Birkbeck students & staff can Touch In
Put your card to the reader

**Log In**
Touch Alternate Login then type your User Name [Done]
Then type your Password [Done]

The Print & Copy Screen now opens

**Touch the Copy Button**
The Copy Screen now opens

Choose your Settings
See over for options

Copy
Press the green Start Button to make your copy

Log Out
Log Out to end your session

No User Name or Password?
Ask for yours at the Help Desk
You will need them to add credit
Add credit before you Log In
ALL users can Log In manually
Use the Alternate Login

Options include:
Copying Both Pages
Single/Double Sided
Reduce/Enlarge
Lighten/Darken
Colour/Black & White

To Log Out
Touch your User Name (top right)
The confirm screen opens
Touch Logout to confirm
Your session will now close

OR

Log In

Alternate Login
Copying Both Pages
To copy both pages of an open book choose the following settings:

**Paper Supply**
Touch the Copy Tab
Select any of the A4 trays
This prevents Auto Detect printing to A3

**Landscape Originals**
Touch the Layout Adjustment Tab
Touch the Original Orientation Button
Select Landscape Originals for L-R across glass
(Use Portrait if the book lies top-bottom)

**Auto Detect**
Touch the Layout Adjustment Tab
Touch the Original Size Button
Select Auto Detect*

**Set the Copy Size**
Touch the Copy Tab
Use the + and - keys to set the copy size
You should not need to go below 80%

**Copying in Colour**
From Copy Tab go to Output Color
Select More... then Color

**Double-Sided Printouts**
From Copy Tab select 1-2 Sided
Press Start then repeat for other side.
A two-sided page then prints out.