Self Help Guide

Photocopying: Copying using the 'Print, Copy, Scan' devices.

'Print, copy, scan' devices are located in the Learning Resources Centres and across the campuses. Please read the copyright notices displayed near these devices.

Students can only photocopy if they have sufficient credit on their print account. For information on how to credit your print account see ask.herts.ac.uk. Student printing prices can also be found at ask.herts.ac.uk.

1. Log on to the device by holding your UH ID card on the reader to the right of the touch screen. If the previous user has not logged out, this will log them out, in which case you will need to remove and replace your card on the reader a second time to log on. You can also log in with your UH username and password if you wish. (Touch the screen if it is blank to wake the device)

2. You will now see, either a list of your print jobs waiting to be released, or the message **There are no print jobs awaiting release**.

   Click on the **Device Functions** button on the touch screen and then **Use device functions**.

3. Select the **Copier** button.

4. You will now see the main copier menu screen (pictured on the next page).

   The devices are set to default to black and white copying, auto detect the paper size, reproduce at actual size (100%), and to print two copied pages back-to-back on a single sheet. If these defaults are not what you require, you will need to change the settings on this page.

   The copier uses **Auto Paper Select** to detect the size and orientation of the original. The default settings will copy A4 to A4 and A3 to A3.

   To copy in colour, select **Full Colour** or **Auto Colour Select.**

   To copy on to only one side of the paper, deselect the default **1 Sided -> 2 Sided** button by selecting it, otherwise you will need to press the **#** key after the copier scans each page.

   If you are copying double-sided pages using the auto sheet feeder, select the **2 Sided -> 2 Sided** button or only one side will be copied from each page in the sheet feeder.

The auto reduce/enlarge function will expand/reduce the original image to fit the size of the paper selected. There are touch screen buttons for enlarging A4 to A3 and reducing A3 to A4.
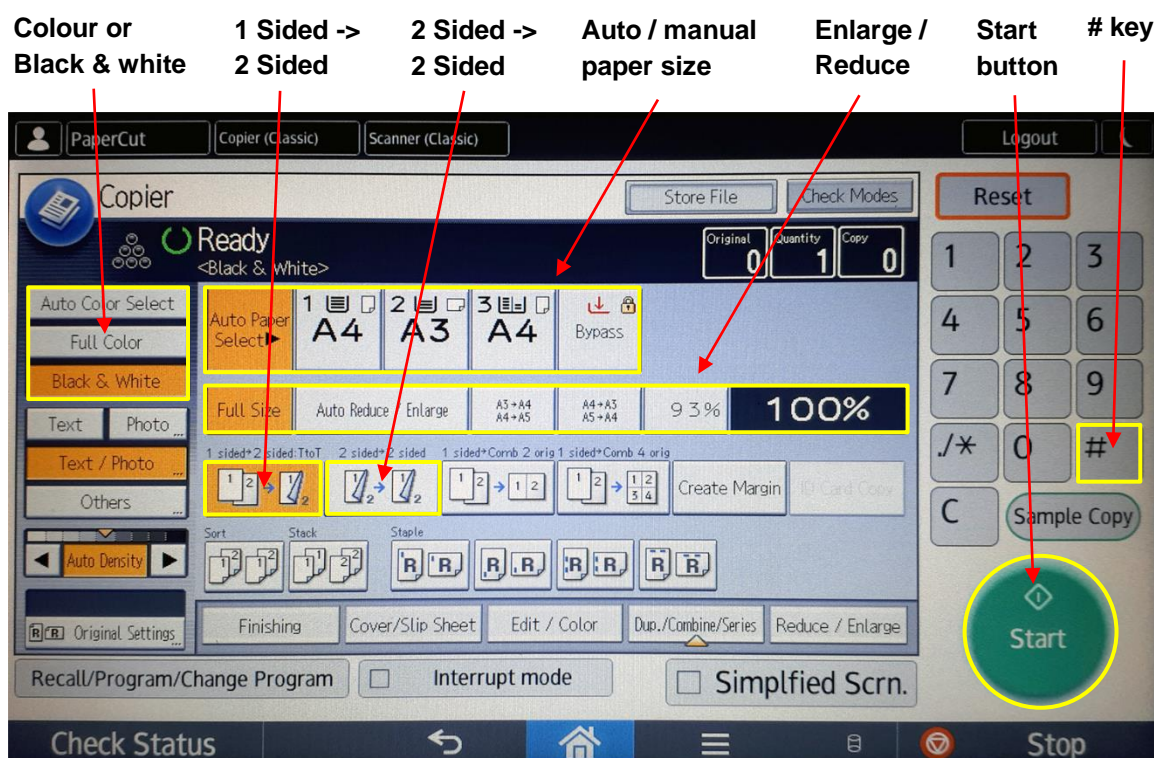
5. You can either copy individual sheets directly from the copy glass under the device lid. Place the page face down aligned top left of the glass with the top of the page furthest away from you.

   Alternatively, you can scan multiple loose pages using the auto sheet feeder on the top of the device. Place the sheets with the first side at the top of the pile, facing upwards.

6. Press the **Start button** to start copying after you have selected the appropriate settings.

7. You must log out of the device after you have finished releasing or cancelling your print jobs.

   Either hold your UH ID card on the card reader or select **Log out** on the touch screen.

   Check that the login screen is now displayed.

Important information

- Your copying session will end after 40 seconds of inactivity.
- You must log off when you leave the device, otherwise someone else can use your print credit. We do not accept responsibility for any unauthorised expenditure from your printing account.