How to use the Photocopier

You can use any printer on campus to photocopy. Photocopying uses the printing credit on your student card.

The photocopier allows you to make single and double-sided copies.

Logging In

1) To log into the photocopier touch your ID card on the card reader pad.

2) Whenever using a new or replacement card you will need to register your card. To do this select Yes when you get the Unknown card message. Then select Username and then Password to enter your details. After doing this once, touching your card on the pad will log you in directly.

Once you have entered your username and password press OK to login.
3) If you have any print jobs waiting to be released these will be displayed. Press **Use Copier** to enter the photocopy menu.

4) **Select Copy**
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Using the Photocopier

1) Insert documents face up into the automatic document feeder on top of the printer. If you need to use the flatbed function then lift up the lid and insert documents face down.

2) Enter the **number of copies** required using the keypad next to the screen.

3) If you would like to photocopy in colour press **Select Color**.

4) If you would like a different paper size to the original document press **Select Paper**.

5) If you want to photocopy 2-Sided press **2-Sided**.
6) Choose which type of 2-Sided copying you want, then press OK.

7) Your selected option will now be highlighted on the screen.

8) Press the green button on the keypad when you are ready to photocopy.

9) Press Close once your job has been completed and then do not forget to log out when you have finished using the photocopier.
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For further information and support contact:
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Produced by LLR 27/07/2018