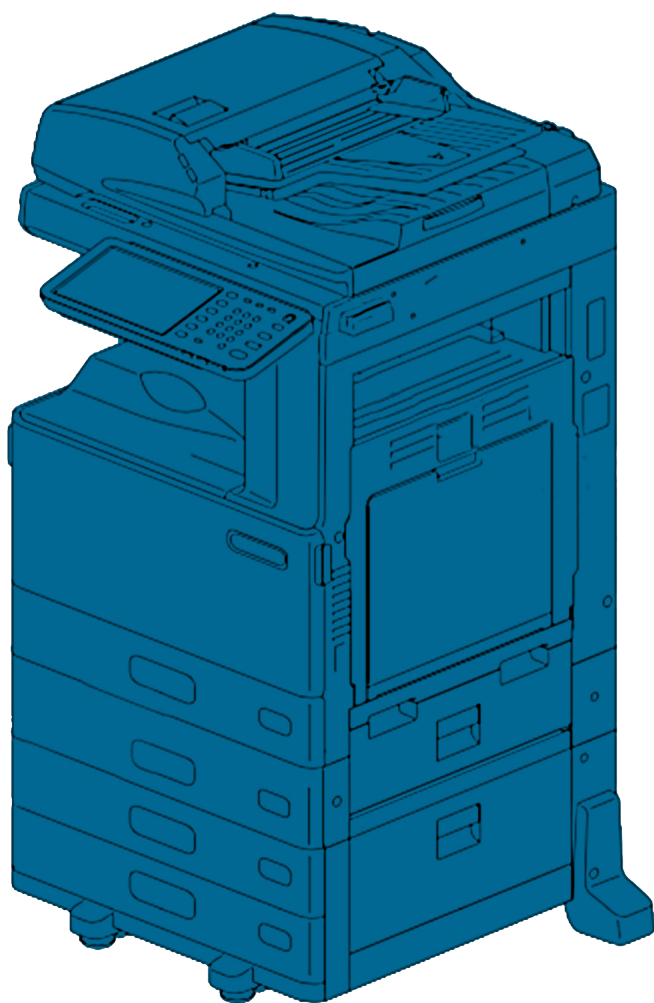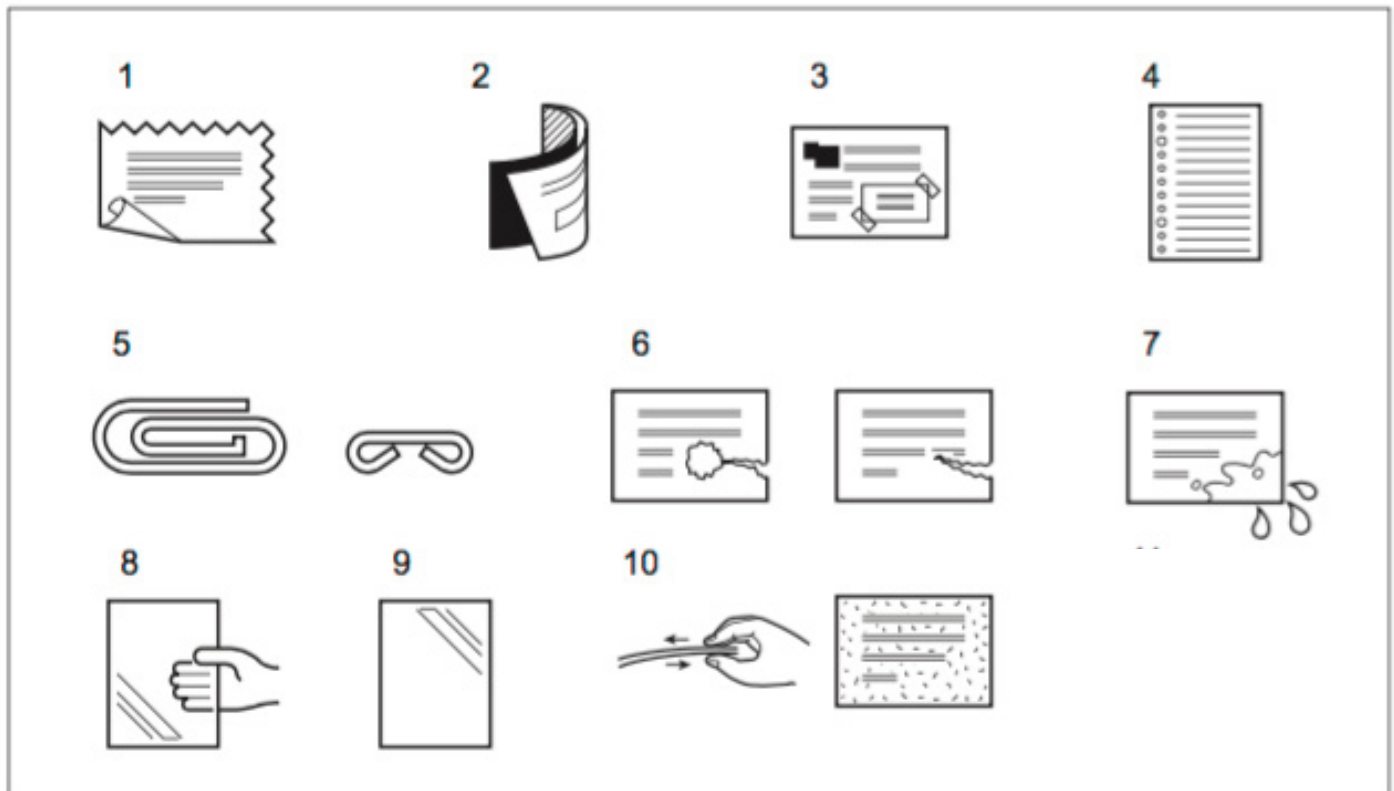# NCAD DUBLIN
## On Campus Print

## Copying

# Copying
# Precautions

There a number of materials that should not be passed through the MFPs automatic document feed or placed on the scanner glass. **For the automatic document feed do not use the following:**



1. Badly wrinkled, folded or curled originals

2. Originals with carbon paper

3. Taped, pasted or cut-out originals

4. Originals with multiple perforations such as loose leaf paper

5. Clipped or stapled originals. Remove staples first.

6. Originals with holes or tears

7. Damp originals

8. OHP films or tracing paper

9. Coated paper (with wax, etc.)

10. Take extra care when using originals which resist sliding with the fingers, or surface-treated originals  These might be pulled in together rather than one at a time.

# Copying
# Precautions

**Do not place any of the following on the scanner:**

Damp documents.
Ensure inks, paints, etc are fully dry before placing on the scanner.

Chalk, charcoal, pastel drawings etc, should be sealed and fully dry before being placed on the scanner.
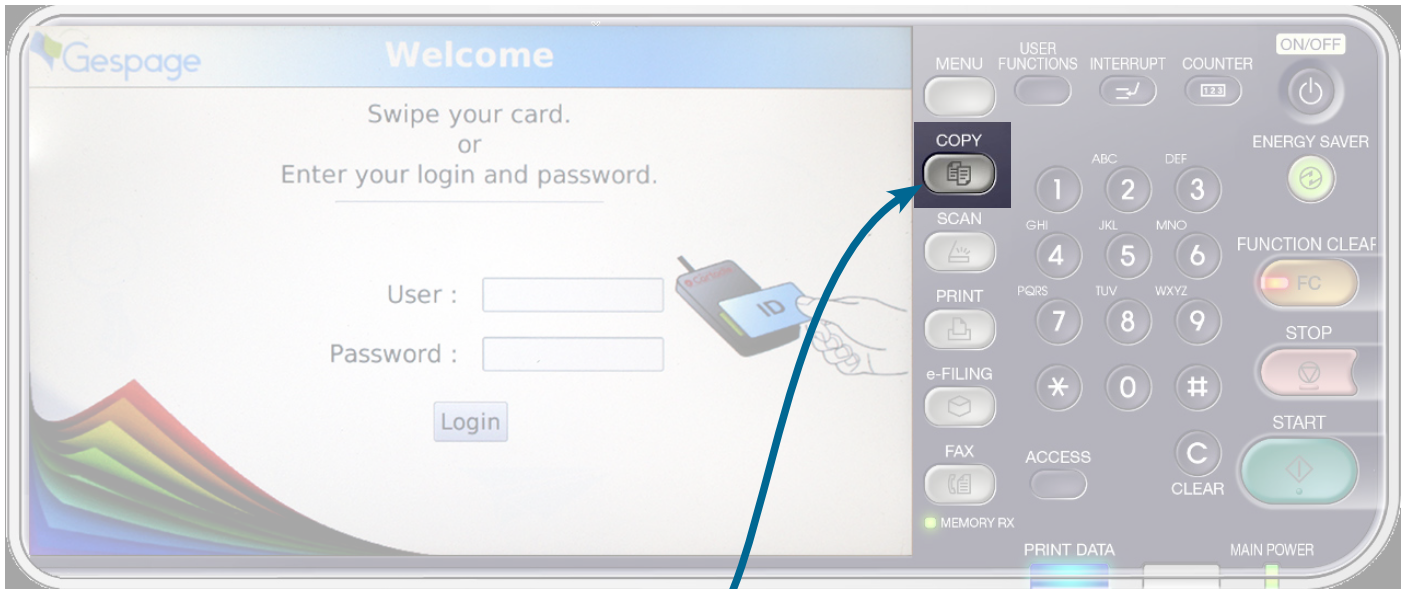
Objects heavier than 4 kg (9 lb.)

Any hard objects. For example metal objects, They may scratch the glass of the scanner.

# Copying

# Copying printed A4 Documents

Log into the MFP by swiping your card. (See separate 'logging into MFP' document for details)



Once logged in push the 'Copy' button.



You will see the above menu.

## Copying printed A4 Documents

Remove any staples or paper clips from your document and smooth out any folds. Place the sheets into the automatic document feeder as shown below:
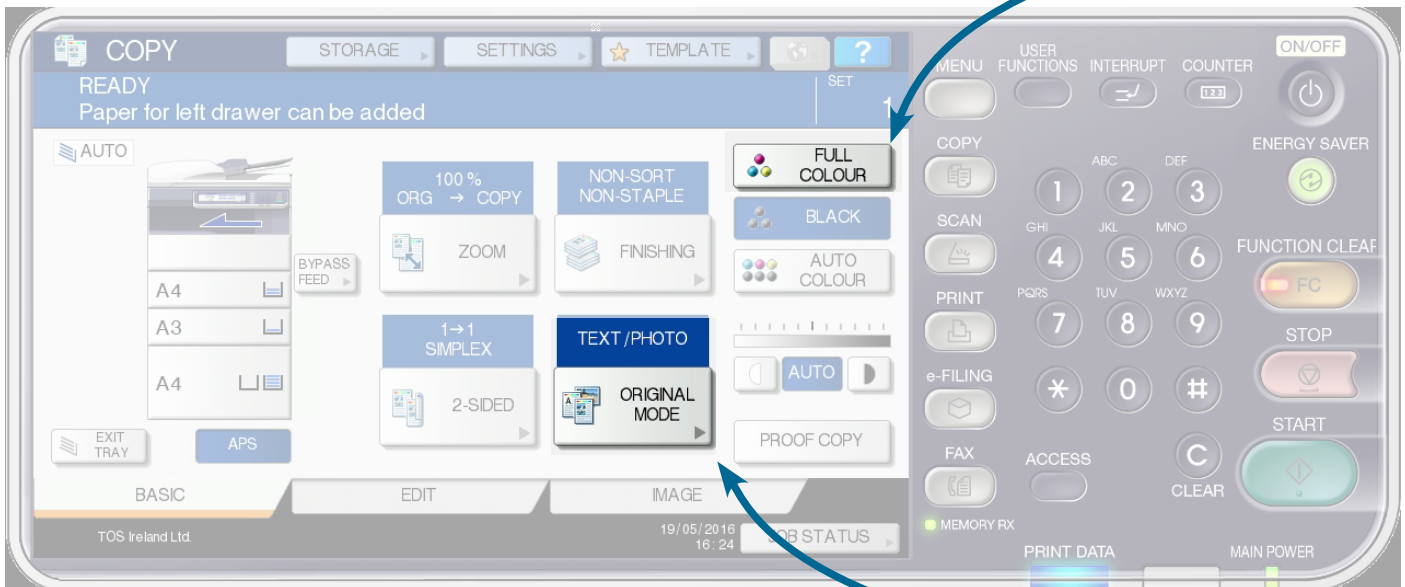


The blue indicator light will come on to show the MFP has detected the sheets.

The MFP defaults to black & white. For text this will be fine. If you are copying images or a mix of text and image you might want to switch to 'FULL COLOUR'



The MFP includes a number of templates to apply the best settings for the type of original document you can access these by tapping the 'Original Mode' button
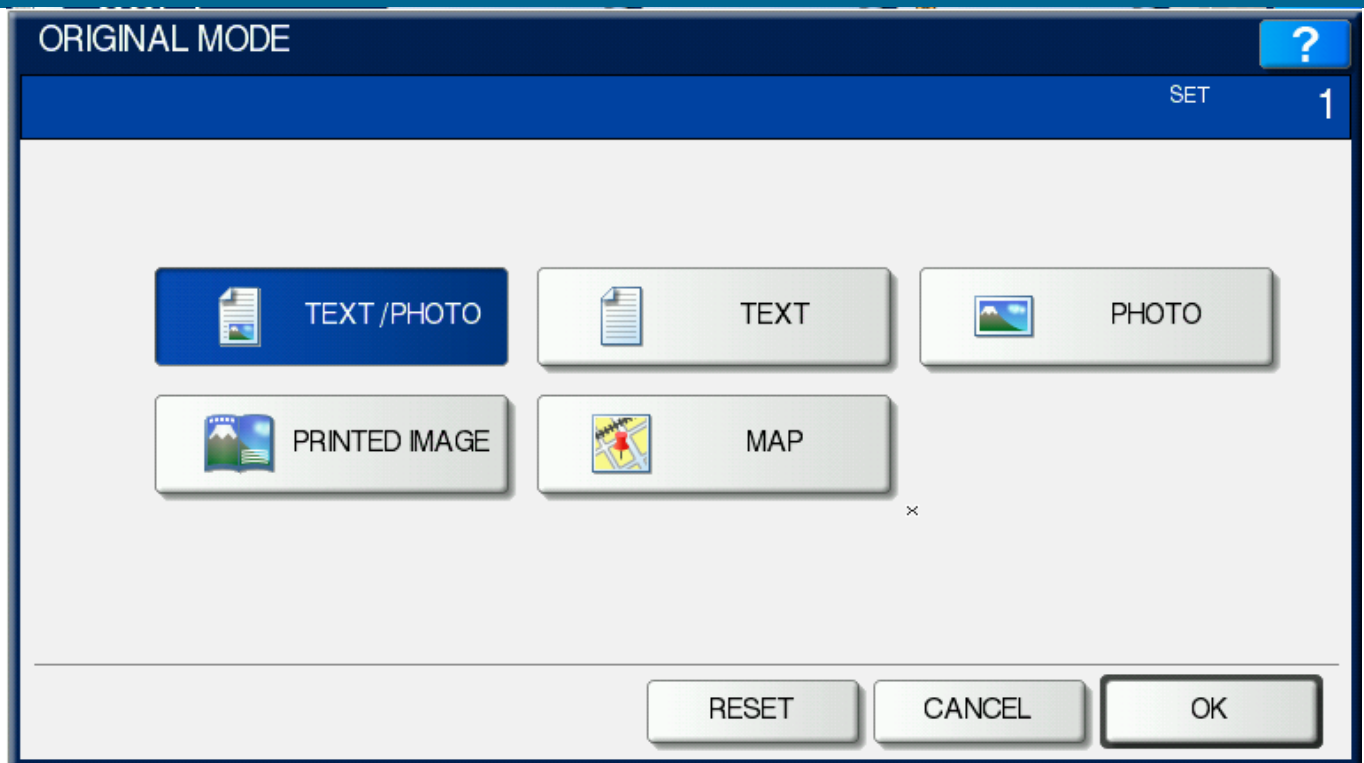
As shown in the image on the next page, You get a number of options:
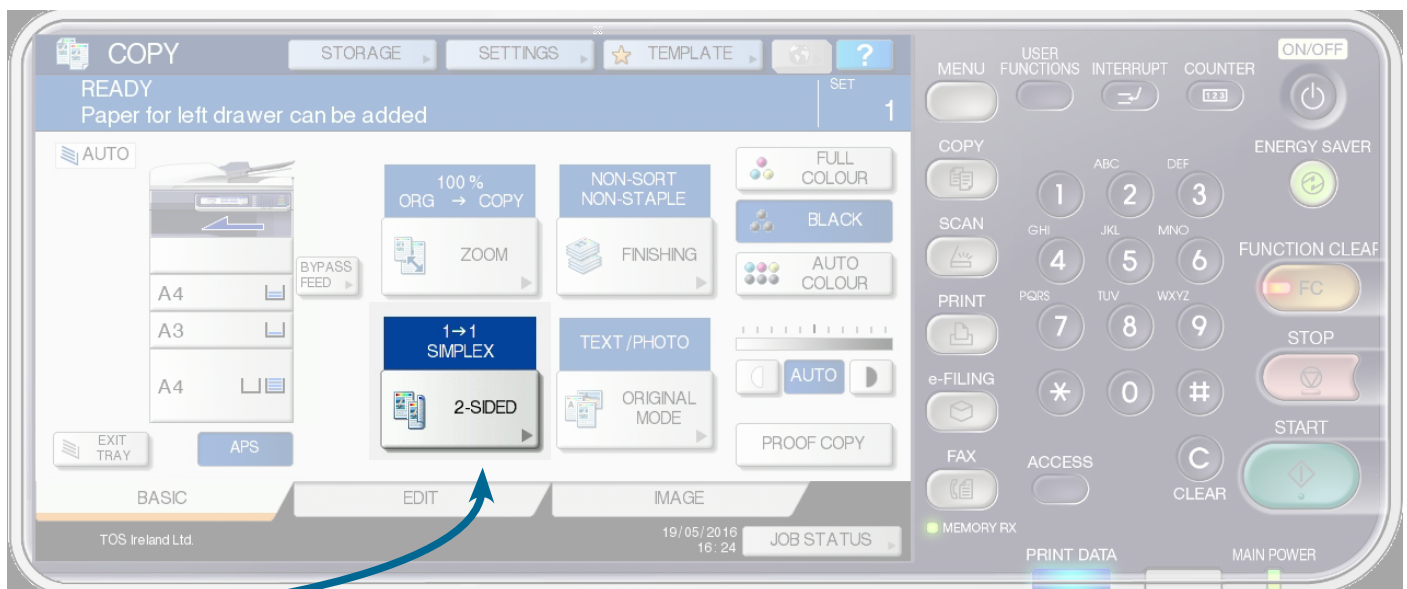
**Text/photo**: Mixed images and text.

•Text: Plain text document

•Photo: Just an image

•Printed image: For magazine images that use photogravure.

•Map: Originals with fine illustrations or text
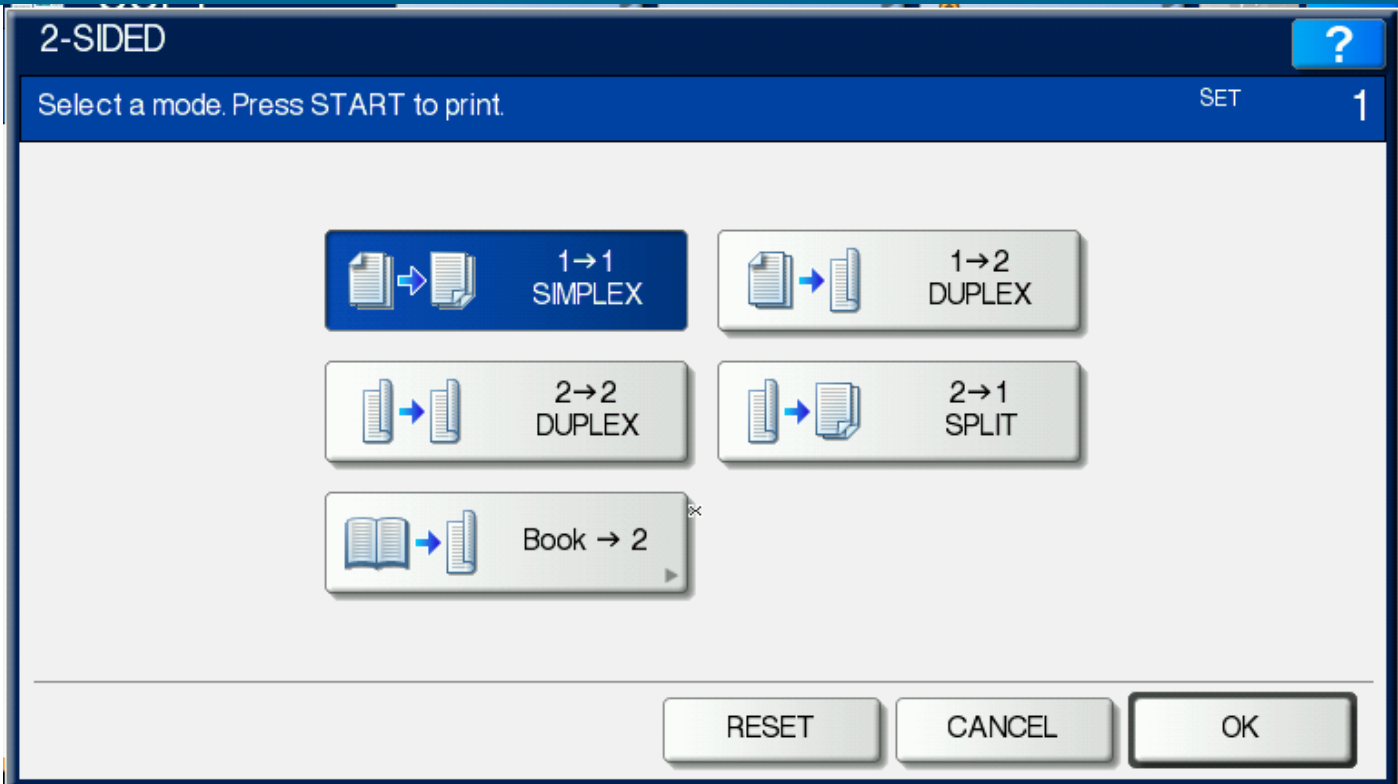
# Copying

## Copying printed A4 Documents



Tap the option that best descibes your document then tap 'OK'



By default the MFP will do two sided copying. To change these options tap the '2-sided' button.

# Copying

## Copying printed A4 Documents



These options may seem complicated but are quite simple really.

- 1->1 Simplex:      you start with sheets printed on one side only and are returned copies printed on one side only.

- 1->2 Duplex:      you start with sheets printed on one side only and are returned copies printed on both sides (Page 2 on the back of page 1 and so on)

- 2->2 Duplex      you start with sheets printed on both sides and are returned copies printed on both sides

- 2->1 Split      you start with sheets printed on both sides and are returned copies printed on one side only.

- ( Book-> 2 involves the use of the scanner and will be covered separately )
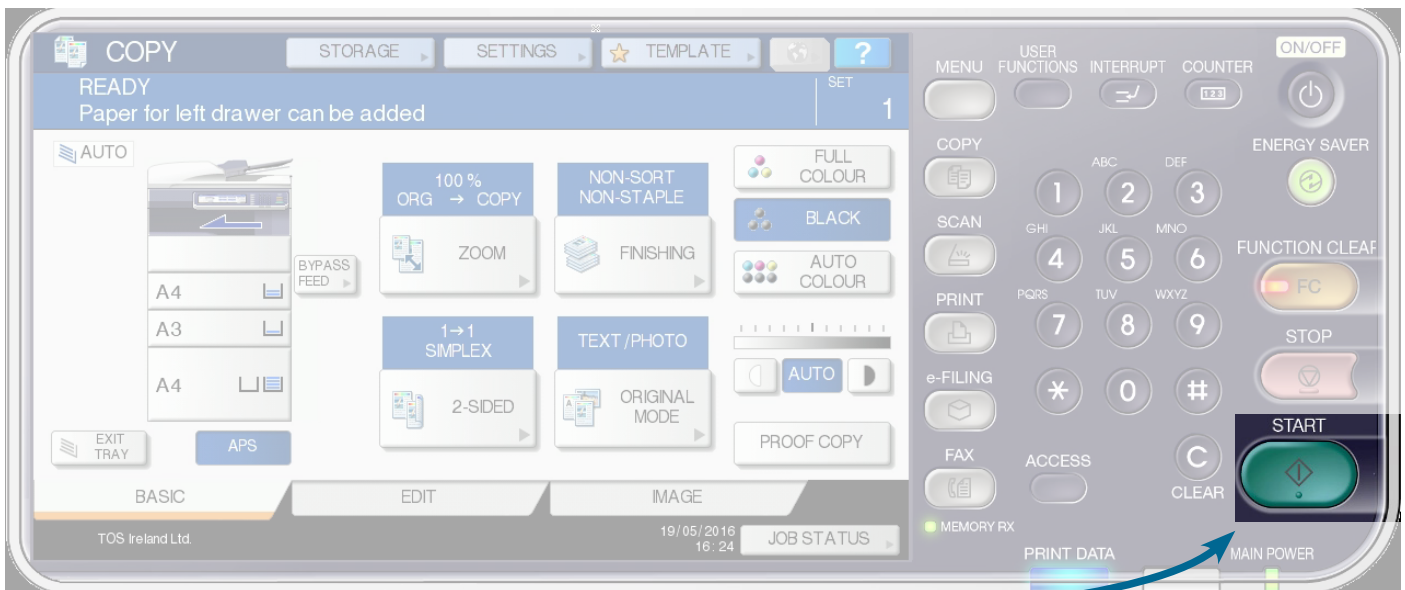
# Copying

## Copying printed A4 Documents

You can set the number of copies using the numberpad.

The number of copies is indicated here.



If you enter the wrong number you can push the 'clear' button and re-enter the desired amount.



Push the 'START' button to begin copying.

# Copying

## Copying printed A4 Documents



When finished remove your prints from the left side of the MFP. Do not forget your originals and to log out of the MFP.
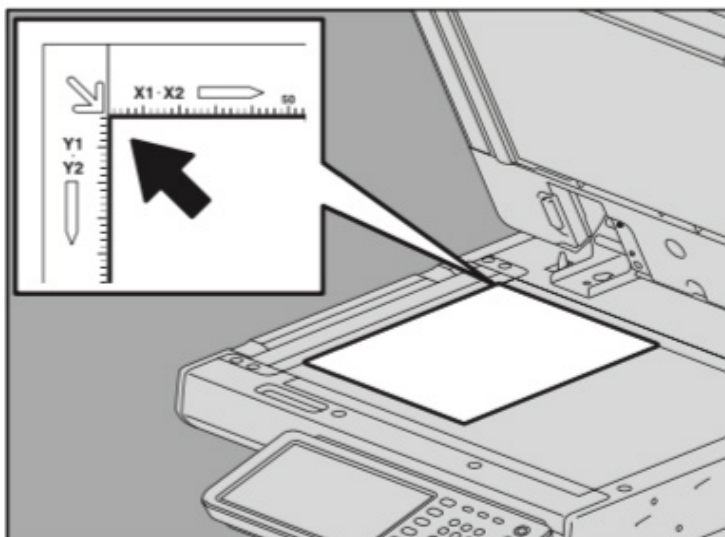
# Copying

## Copying Non A4 documents/Images

When copying non A4 documents or A4 documents that have been folded and cannot be correctly flattened the scanner should be used.

The scanner is just below the automatic document feed.

Remove any sheets that are in the automatic document feed. When it is empty and the blue indicator light is off the MFP will automatically use the scanner when copying.



When using the scanner you will get one sided prints. Duplexing has no effect.



Place your sheet face down with the corner against the top left corner of the scanner and close the scanner top.
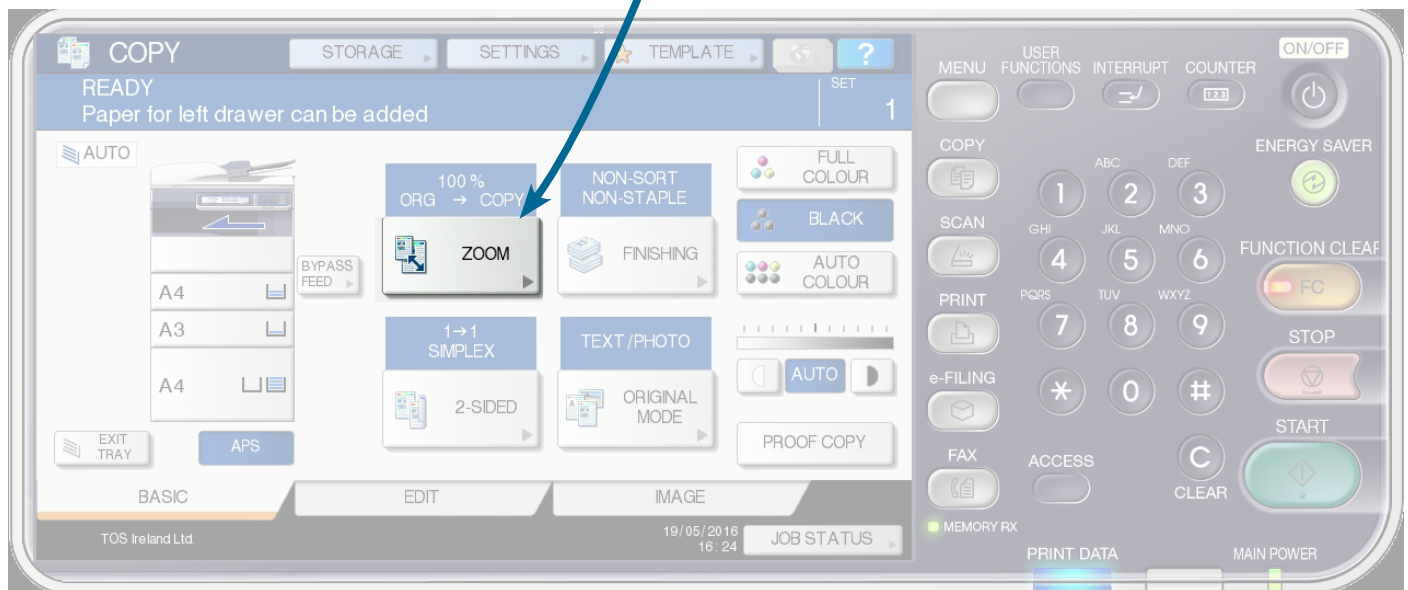
# Copying

## Copying Non A4 documents/Images

Most options when copying from the scanner are the same as when using the automatic document feed.

The scanner will automatically detect the size of your document and pick A3 if you have placed a document which is larger than A4.
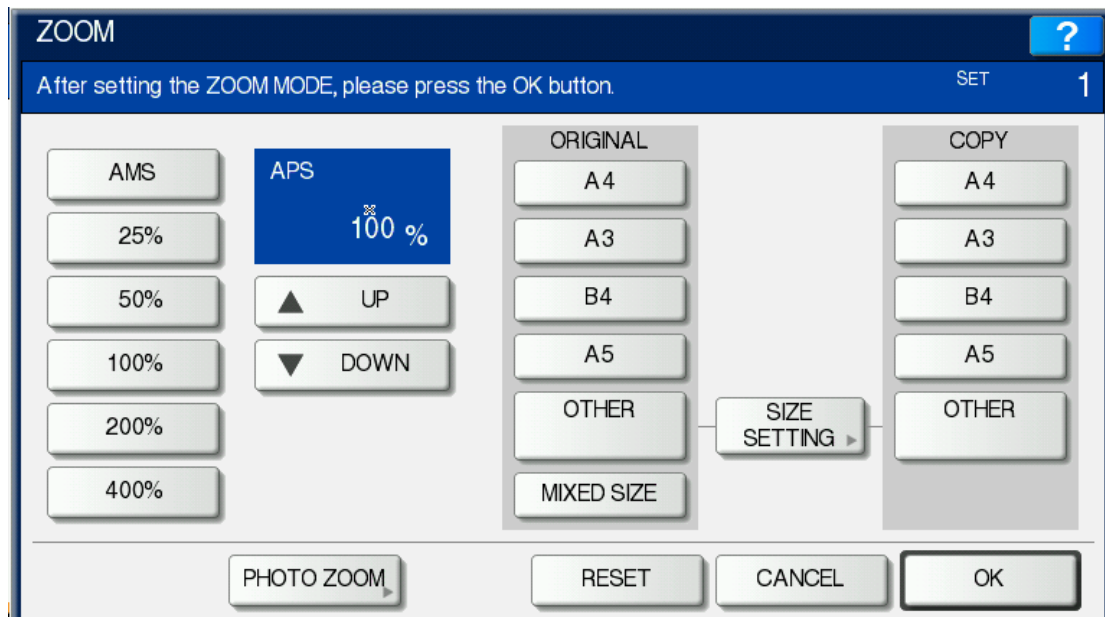
By default the scanner will produce a 1 to 1 copy. That is, if your original is A4 you will get an A4, If your original is A3 you will get an A3.

You can change this by tapping on the 'ZOOM' button.

# Copying

## Copying Non A4 documents/Images



Here you have some options to overide the scanners automatic sizing:

**'AMS'** (Automatic Magnification Settings) will make the original fit to the new page. (Smaller than A4 will be scaled to fit A4)

**'APS'** (Automatic Paper Selection) will pick between using A4 and A3 paper depending on the size of the original you place in the scanner.

You can overide AMS and APS by tapping on the options under 'ORIGINAL' and 'COPY'. For example you could tap 'A4' under original and 'A3' under 'COPY' to blow an A4 document up to A3.

Tap 'OK' when you are happy with you selection.

# Copying

## Copying Non A4 documents/Images

Set your colour options and number of copies in the same way as shown under 'Copying printed A4 Documents'.



Push the 'START' button to begin copying. When the MFP is finished collect your copies from the left side of the MFP.
Remember to take your original, It is very easy to forget when it is covered in the scanner.  Finally, remeber to log out of the MFP