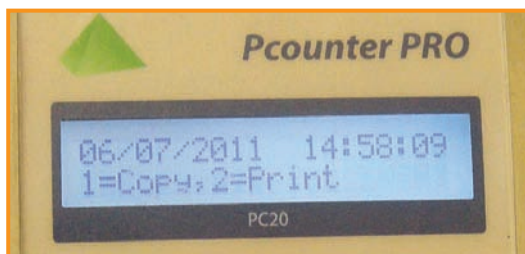


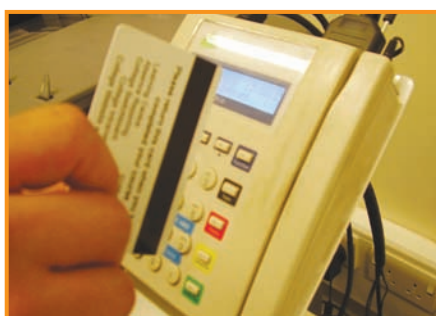
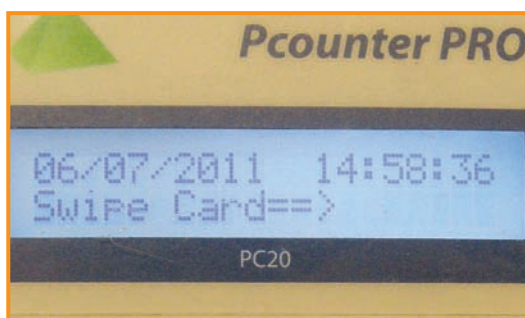
## Learning Centre **Short Guide** to Photocopying a Document



On the Pcounter unit display

**1 = Copy, 2 = Print.**

To photocopy, press **1** and then swipe your card with the black strip facing away from the keypad

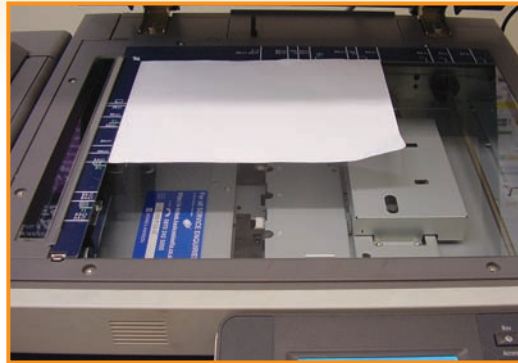


Your name will then be displayed, and the button on the control panel will change to **Green on the Mono** copier or **Blue on the Colour** copier

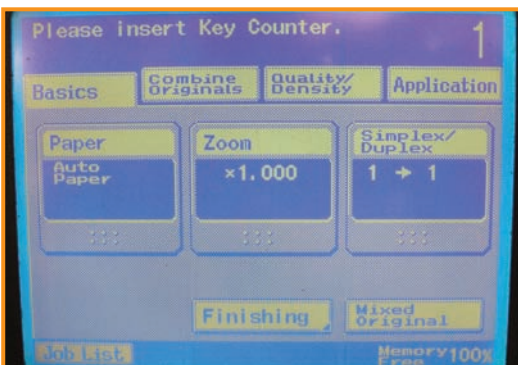


Place your document on the glass close to the arrow in the corner, or place it in the feeder

Choose portrait placement for normal copying. If you wish to enlarge to A3, you need to place your paper landscape.



If using the feeder, ensure papers are free of creases and staples. Place them **face up** in the tray. The copier will normally select the correct size paper automatically.



To change settings, press the correct option on the control panel glass.

**Paper** to change from A4 to A3  
**Zoom** to enlarge or reduce  
**Simplex/Duplex** to copy double-sided



The colour copier has extra colour choice options

Mono printing costs 7p per sheet, colour printing 12p per sheet, whatever the size.

Don't forget to ask one of the staff for help if you need it!

Print this document at <http://induction.yorkcollege.ac.uk>