How to…
Photocopy

1. Login to the photocopier with your Bodleian Libraries username and password (to reset your password go to **https://register.bodleian.ox.ac.uk/**), select **[Device functions]**, then the **[Use device functions]** button and then **[Copy]**.


2. Place the item you wish to copy **face down** on the glass, in the **top left-hand corner**. Close the lid **gently**. (Note: to copy via the document feeder, place face up).

3. To change the number of copies, adjust **[Quantity]** from the display.

4. Black & White is the default setting. To change this, select **[Full Colour]**.

5. If you wish to change any of the settings (e.g. enlarge, copy double-sided etc.) please see additional information in this guide.

6. Press the green **[Start]** button on the bottom-right of the display screen.

7. After collecting your copies, log out of the photocopier using the **[Logout]** option at the top-right corner of the display screen.

How to reduce or enlarge your photocopy

1. Select the **[Copy Ratio]** button and then select one of the pre-set ratios shown here on the right (e.g. **71%, A3 ⇒ A4, A4 ⇒ A5**)

2. To see additional options, select **[Others]**; here you can also manually adjust the % size.

   Note: **82% B4JIS ⇒ A4** is a good option to use if you are copying a book that is larger than A4 and smaller than A3.
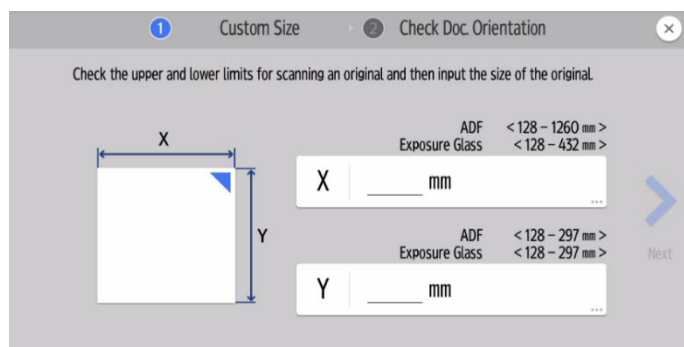

3. You may be prompted to specify the Paper Tray/Size you wish to use (particularly if you have selected B4 size for the item). To do this, go back to the main screen and select **[Paper Select]** and choose the desired drawer e.g. choose A4 (Landscape Orientation) if you wish to copy onto A4 paper and the item you have placed on the glass is in landscape orientation.
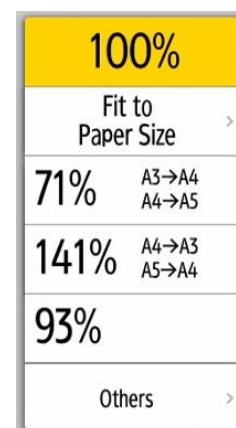
Note: See overleaf for help with copying items that are not A4 or A3 in size.

How to set the exact area to be photocopied, if item is not A4 or A3 sized

1. Scroll down to the bottom of the display screen and select **[Original Setting]** and then select **[Original Size]**.

2. Select the **[Regular Size]** option for a list of pre-set sizes, or the **[Custom Size]** option to type in the exact measurements of the document. **Note:** For the Pre-Set sizes, each one is listed with a portrait or landscape icon, this should be matched to the orientation of the original you have placed on the glass.

Note: You may be prompted to specify the Paper Tray/Size you wish to use. See below for details.

How to photocopy double-sided and other options
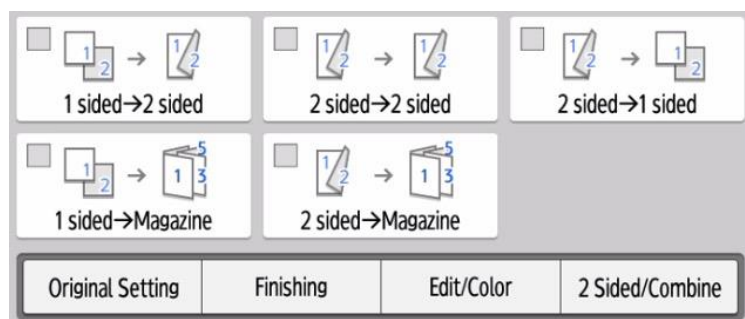
The default setting is to print single-sided.

If you wish to change this, select the appropriate option listed below.

- If you are photocopying a book or a document via the glass pane and would like it to be **double-sided**, you need to select **1 sided ⇒ 2 sided**.
- Choose **2 sided ⇒ 1 sided** if you are copying a double-sided document via the feeder and want the finished copy to be **single-sided**.
- Choose **2 sided ⇒ 2 sided** if you are copying a doubled-sided document via the feeder and want the finished copy to be **double-sided**.

How to select your paper tray/size

The photocopier should automatically select the correct paper size, according to the size of the item you are photocopying. However, you may be prompted to select the correct paper size if reducing/enlarging and you can choose to select it yourself, to ensure it is on the correct sized paper.

Press **[Paper Select]**, and select the tray with the desired paper size and orientation.

Advanced settings

Scroll down to the bottom of the display screen to see further settings that can be adjusted/changed.

Example: If you are photocopying a map or a photo, you can select **[Original Setting]** and then **[Original Type]** and select your desired format, for optimum results.