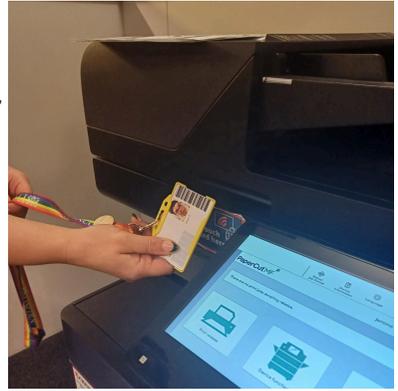


# HOW TO PHOTOCOPY

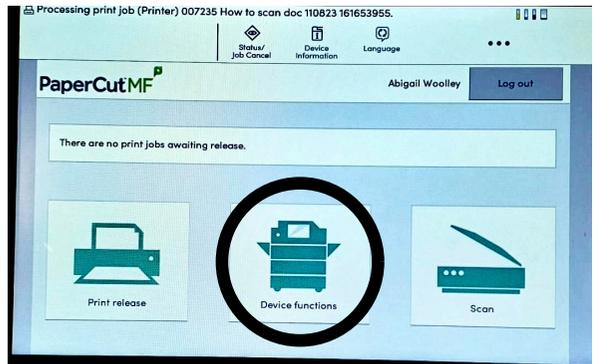
## Standard documents

**1** Scan your card on the printer to log in to your account

*\*Hint\** If it is the first time you have logged on to the printer, you will need to "associate your card". Simply scan your card and then input your student number and password. If you have forgotten your card, you can log in manually.

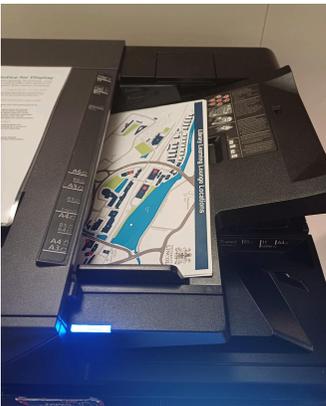


**2** Press "Device Functions" and then press "next" on the next screen



**3** Place your documents in the scanner.

For multiple documents that are not stapled, place face up in the top feeder

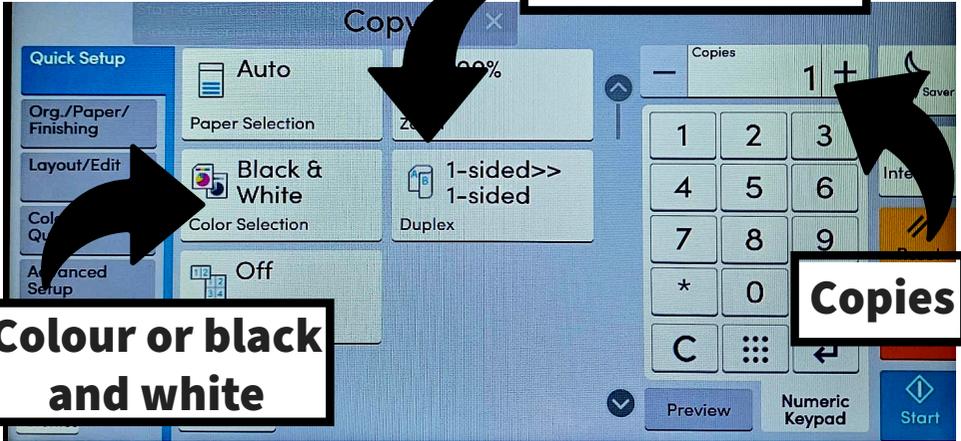


For singled sided documents that are stapled or fragile, place in the scanner, face down in the top left corner and close lid.



## 4 Select your settings

**Single sided or double sided**



**Colour or black and white**

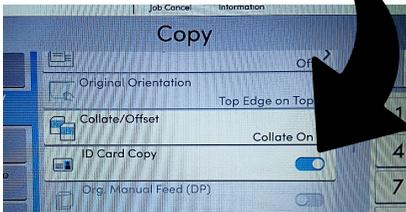
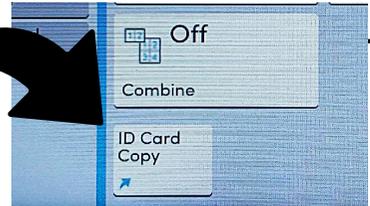
## 5 Press "start" and your document will copy and print.

### *For double sided ID cards*

1. Place ID card in the scanner face down in the top left corner (see picture on previous page) and select "Device Functions" and then "next"

2. Select ID card copy

3. Press here to turn ID card copy on



4. Press "Start"

The printer will then scan the first side of your ID card. When it prompts you to, turn over your ID card and put the lid back down. It will then scan the other side and print

Please see a member of staff if you need assistance  
Go to: [myprint.lincoln.ac.uk](http://myprint.lincoln.ac.uk) to check your balance or top up