How do I photocopy the document double-sided?
6. From the menu, select 2 Sided Copying.

7. Choose 2→2 Sided, Head to Head for copying double sided originals to get double sided outputs.
8. To get double sided outputs from 1 sided original, choose 1→2 Sided, Head to Head.
9. Press the Start button (as shown in step no.5) to photocopy.
10. If you choose step no. 2b (Glass), the next screen will instruct you to place next original. Just flip the original document to the other page. Press Start to copy.

How do I photocopy my ID?
11. From the menu, select ID Card Copying.
13. Place ID card according to step no. 2b.
14. Press the Start button and machine will scan front of ID card. Flip the ID card and place on same position. Press Start to complete photocopy job.
We created this guide to help you minimize the learning curve.

**Where to photocopy documents?**

1. Go to any printer in the Library.

2. How to load documents?
   You can load the documents to be photocopied either on the:
   a) Document Feeder
   b) Document Glass

Remove all staples and paper slips before loading the documents (face up) into the document feeder.

How to photocopy documents?

Once the document is loaded into the machine, you may login to photocopy the document

**Login Using Student Card**

3. Tap your card on top of the pad labeled “Tap Your Card Here” which is on the left side of the machine.

**Photocopy the document by using the touch screen:**

4. Once you have scanned your card, select Copy from the touch screen.

5. Press the [Start] button to photocopy.

Raise the Document Feeder and place the document face down on the Document Glass.