



Copy using Printers

Copy creates a printed copy of your document

***Cost per side:** B/W: 7c, Color: 40c

1. Swipe your UBC/ Print card on the printer
2. Navigate to **Device Functions**
3. Click **Use Device Functions**, then **Copy**
4. Choose your **Settings** on the top of the display
Default: B/W | 100% size | 2 sided print
(Scroll down to see more options)
5. Place document(s) face up in the tray on top of the printer or face down in the flat bed scanner (1 document at a time)
6. Select **Start** to copy
7. Once done scanning all documents, click **Finish scan** on the blue pop-up on top to print out all the scanned sheets
8. Collect your originals & copied documents from the printer

**File size is limited to 15MB and copies are limited to 5 per job*



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Scan using Printers

Scan creates a digital copy of your document

*Cost per side: 2c

1. Connect USB stick to the printer (left side of the display)
2. Swipe your UBC/ Print card on the printer
3. Navigate to **Device Functions**
4. Click **Use Device Functions**, then **Scan to USB**, then **USB**
5. Choose a folder on your USB to save your scan into
6. Choose your settings:
Default: B/W | PDF (multi pg.) | 100% size | 2 sided
 (Scroll down to see more options)
7. Choose your format- e.g PDF multi combines all scans
8. Place document(s) face up in the tray on top of the printer or face down in the flat bed scanner (1 document at a time)
9. Select **Start** to scan
10. Once done scanning all documents, click **Finish scan** on the blue pop-up to save your scanned sheets to your USB
11. Collect your originals & USB stick from the printer



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9. Select **Start** to scan
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