

# Copying

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## Self-Service Copying

Self-service copiers are located in Bird library (**first, second, third and fourth floor**) and Carnegie library (**second and third floor**). The copy machines are able to [scan directly to an email address](#) or a [USB flash drive](#) free of charge. All copiers currently use Syracuse University's [PaperCut print management](#) system to pay for copies. Syracuse University **guests and visitors** are able to use their [guest printing accounts](#) to login and use the copiers.

## Price

Price	8x11 (Letter)		11x17 (Tabloid)	
Black & White	\$0.04 per sheet		\$0.08 per sheet	
Color	\$0.25 single-sided	\$0.30 double-sided	\$0.50 single-sided	\$0.60 double-sided

## How-to

### Xerox Copy Machines

#### Login

Press the **Log In/Out** button, select **Alternate Login** and use your **netid** and **password** to login. **Guests**, use your guest printing account (**guest-your username**) and **password** to login.



For your security, **this machine will timeout after 3 minutes of inactivity.**



**REMEMBER TO LOGOUT** (press the **top-right corner button** with your username, select **Log Out**).

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#### Copy

##### Top Feed

1. Place page/s on **top feeder** in a portrait orientation or landscape orientation for 11x17 originals (remove staples, paper clips etc...).
2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.

3. Under **Paper Supply**, select trays **1,3 or 4 for 8x11** paper size or **tray 2 for 11x17**.

4. Press **Start**.

#### **Glass**

1. Place page **on the glass** in a portrait orientation or landscape orientation for 11x17 originals **by the top-left corner**.

2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.

3. Under **Paper Supply**, select trays **1,3 or 4 for 8x11** paper size or **tray 2 for 11x17**.

4. Press **Start**.

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## **Double-Sided**

### **Top Feed**

1. Place page/s on **top feeder** in a portrait orientation or landscape orientation for 11x17 originals (remove staples, paper clips etc...).

2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.

3. Under **Paper Supply**, select trays **1,3 or 4 for 8x11** paper size or **tray 2 for 11x17**.

4. Under **2-Sided Copying**, select **1->2 Sided** (for single-sided originals) or **2->2 Sided** (for double-sided originals).

5. Press **Start**.

#### **Glass**

1. Place page **on the glass** in a portrait orientation or landscape orientation for 11x17 originals **by the top-left corner**.

2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.

3. Under **Paper Supply**, select trays **1,3 or 4 for 8x11** paper size or **tray 2 for 11x17**.

4. Under **2-Sided Copying**, select **1->2 Sided**.

5. Press **Start**.

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## **Reduce/Enlarge**

### **Top Feed**

1. Place page/s on **top feeder** in a portrait orientation or landscape orientation for 11x17 originals (remove staples, paper clips etc...).

2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.

*Optional – For double-sided output, select 1->2 Sided (single-side originals) or 2->2 Sided (double-sided originals) under 2-Sided Copying.*

3. Use the **manual percent adjustments** from the bottom left corner or select **More** and choose from the presets under **Proportional %** or **Independent %**.

4. Press **Save**, then press **Start** to begin copying.

#### **Glass**

1. Place page **on the glass** in a portrait orientation or landscape orientation for 11x17 originals **by the top-left corner**.

2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.

*Optional – For double-sided output, select 1->2 Sided under 2-Sided Copying.*

3. Use the **manual percent adjustments** from the bottom left corner or select **More** and choose from the presets under **Proportional %** or **Independent %**.

4. Press **Save**, then press **Start** to begin copying.

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## **Book Copying**

1. Place book on the glass by the **top-left corner in a landscape orientation**.

2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.
3. Under **Paper Supply**, select **trays 1,3 or 4 for 8x11** paper size or **tray 2 for 11x17**.  
*Optional - Under 2-Sided Copying, select 1->2 Sided for double-sided output.*
4. Under the **Layout Adjustment** tab, select **Book Copying**.
5. Select **Both pages** and press **Save**. Press **Start** to begin copying.

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## Booklet (Top Feed only)

1. Place pages on **top feeder** in a portrait orientation or landscape orientation for 11x17 originals (remove staples, paper clips etc...).
2. In the **Copy** tab, under **Output Color**, select **Black & White** or **Auto Detect** for color.
3. Under the **Output Format** tab, select **Booklet Creation**.
4. Select **On** and choose a paper size for your output under **Paper Supply**.
5. **Select the type of your originals** (single or double-sided) and press **Save**. Press **Start** to begin.

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## ID Card Copy

1. Select **ID Card Copy** from the Services Home page.
2. **Place ID card on the top-left corner** of the glass and press **Start**.
3. **Flip ID card to scan the back side** and press **Start**. If you don't need to scan the back, press **Start** as well.

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## Scan to Email

### Top Feed

1. Place page/s on **top feeder** in a portrait orientation or landscape orientation for 11x17 originals (remove staples, paper clips etc...).
2. Select **E-mail** from the Services Home page.
3. Press the **Add Me** button to automatically add your destination email.
4. **If you have double-sided originals**, select **2-Sided** under **2-Sided Scanning**.
5. Under the **Job Assembly** tab, select **Build Job...**, select **On** and then **Save**.
6. Press **Start** to begin scanning.
7. **When you're done scanning**, select **Submit the Job** from the top-right of the screen.

### Glass

1. Place page **on the glass** in a portrait orientation or landscape orientation for 11x17 originals **by the top-left corner**.
2. Select **E-mail** from the Services Home page.
3. Press the **Add Me** button to automatically add your destination email.
4. Under the **Job Assembly** tab, select **Build Job...**, select **On** and then **Save**.
5. Press **Start** to begin scanning.
6. **When you're done scanning**, select **Submit the Job** from the top-right of the screen.

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## Scan to USB Drive



**Only FAT32 formatted USB drives are recognized by this machine.** If your drive is not recognized, you must re-format your USB drive. **Back up all your files before doing this, otherwise they will be permanently deleted.**

### **Top Feed**

1. Insert your USB drive in the **port located to the left of the screen**.
2. Place page/s on **top feeder** in a portrait orientation or landscape orientation for 11x17 originals (remove staples, paper clips etc...).
3. **If you have double-sided originals**, select **2-Sided** under **2-Sided Scanning**.
4. Under the **Job Assembly** tab, select **Build Job...**, select **On** and then **Save**.
5. Press **Start** to begin scanning.
6. **When you're done scanning**, select **Submit the Job** from the top-right of the screen.
7. When the job finishes processing and saving to the USB drive, **you'll be dropped back to the Job Assembly tab and it's safe to remove the USB drive**.

### **Glass**

1. Insert your USB drive in the **port located to the left of the screen**.
2. Place page **on the glass** in a portrait orientation or landscape orientation for 11x17 originals **by the top-left corner**.
3. Under the **Job Assembly** tab, select **Build Job...**, select **On** and then **Save**.
4. Press **Start** to begin scanning.
5. **When you're done scanning**, select **Submit the Job** from the top-right of the screen.
6. When the job finishes processing and saving to the USB drive, **you'll be dropped back to the Job Assembly tab and it's safe to remove the USB drive**.

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