UNIVERSITY OF WESTMINSTER⌗

Photocopying – enlarging and reducing

Note: All use of the photocopiers must comply with the Copyright, Designs and Patents Act (1998) and the CLA licence. Details are displayed next to each copier as well as on our copyright webpage

For assistance in using the copiers, or to report a fault, please contact your nearest library counter.

1. Place your original document on the glass.
2. Using the touch-screen, select 'paper'.
3. Select the appropriate paper size and orientation.
4. Using the touch screen, select 'zoom'.
5. Select 'auto zoom' to automatically reduce/enlarge your image to the size of the selected paper.

You can also reduce or enlarge your image using the preset options (eg A5 > A4, A4 > A3). These options will not require you to select a paper size from the 'paper' menu.

Photocopying onto acetates

You must purchase your acetates from the library counter. Other acetates may cause serious damage to the machine.

1. Place your original on the glass.
2. Place the acetate on the manual feed-tray, on the right-hand side of the machine.
3. Using the touch-screen display, press 'paper' and then select A4.
4. Select 'mode change'.
5. Select 'OHP'.
6. Press 'enter' to copy.

Photocopying charges

You pay for your photocopying from your UNIpurse, the credit on your ID card.

If your UNIpurse account has no credit, you can top up with a credit or debit card (minimum £5) at www.westminster.ac.uk/unipurse You can also top up using coins (minimum 10p) at the kiosks found at each campus.

Black and white (MONO)
A4 - 5p
A3 - 10p

Colour
A4 - 50p
A3 - £1.00

If you are making more than one copy, note that the 'paper' option resets to default paper tray after each copy. You must re-select 'manual' for each copy that you make.

Photocopying double-sided

1. Place your first original page.
2. Using the touch-screen, select 'simplex/duplex'.
3. In the left-hand column, select 'single-sided'. In the right-hand column, select 'double-sided'.
4. Press 'enter' to scan the first copy.
5. Place your second original page on the glass.
6. Press 'enter' to scan the second copy.
7. Select 'finish' and press 'enter' to print the double-sided copy.

Photocopying multiple pages

1. Place your documents onto the feeder tray on the top of the photocopier, face up.
2. The pages will be photocopied in the order of the originals.
3. If the originals are double sided, remember to select double-sided copying before starting.
4. Press 'enter' to copy.