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Copying in the Libraries

Michael Connetta - 2025-08-21 - Comments (0) - MyPrint

Need to make a photocopy? The student MyPrint system now supports photocopying on some OIT-managed multifunction devices (MFDs). Photocopies are charged per page, in the same way as printing (see <u>Cost of Printing to MyPrint</u>).

At the Rockefeller Library on Level 1, or the Sciences Library in the Friedman Study Center on Level A, look for the MyPrint printer with a flatbed on top, like a traditional photocopier.

- 1. Load your documents on the scanner bed or document feeder.
- 2. Swipe in at the device.



4. The MyPrint interface minimizes to show the device's desktop screen. Proceed to tap the **Copy** icon.



5. Select the preferred output settings, then tap **Start**.

2	Logged in: [username]				Cogout
	Copy				🥢 Reset
Precall Setting History	Black & White	Reduce/Enlarge	Quantity 1 - +		
	Density	Tray 1 1 Ⅲ 2 Ⅲ 1 Ⅰ ■ 1 Ⅲ ■ 1 Ⅲ ■ 2 Ⅲ 1 □ ■			
	2 Sided/Combine	Sort/Stack	Staple		Start
Check Status		5 1		8 (💿 Stop

Note: Finished copies will print out on the left side of the device. Original documents will arrive at the right side delivery tray, located underneath the document feeder tray.