

Copying in the Libraries

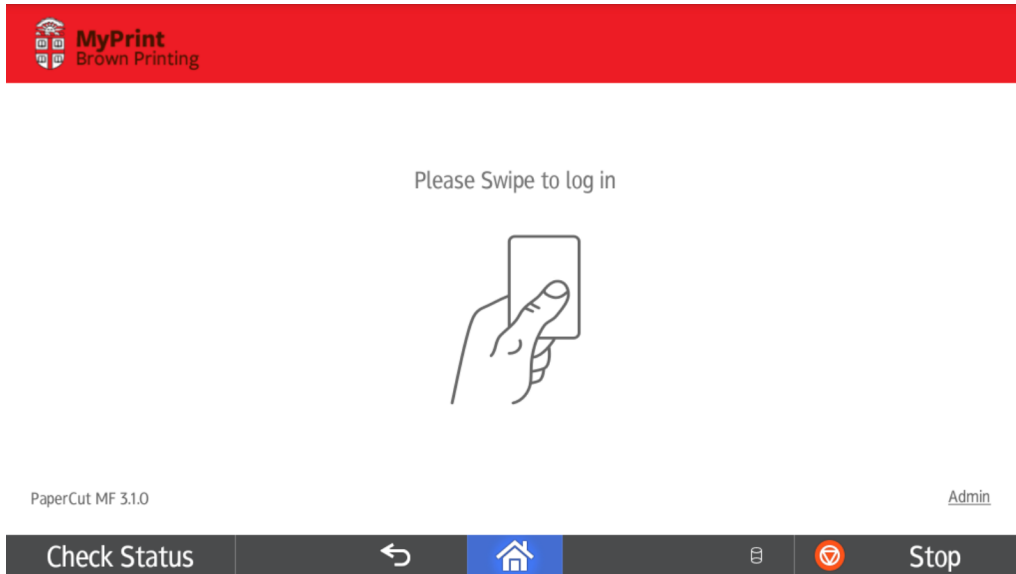
Michael Connetta - 2023-09-27 - Comments (0) - MyPrint

Need to make a photocopy?

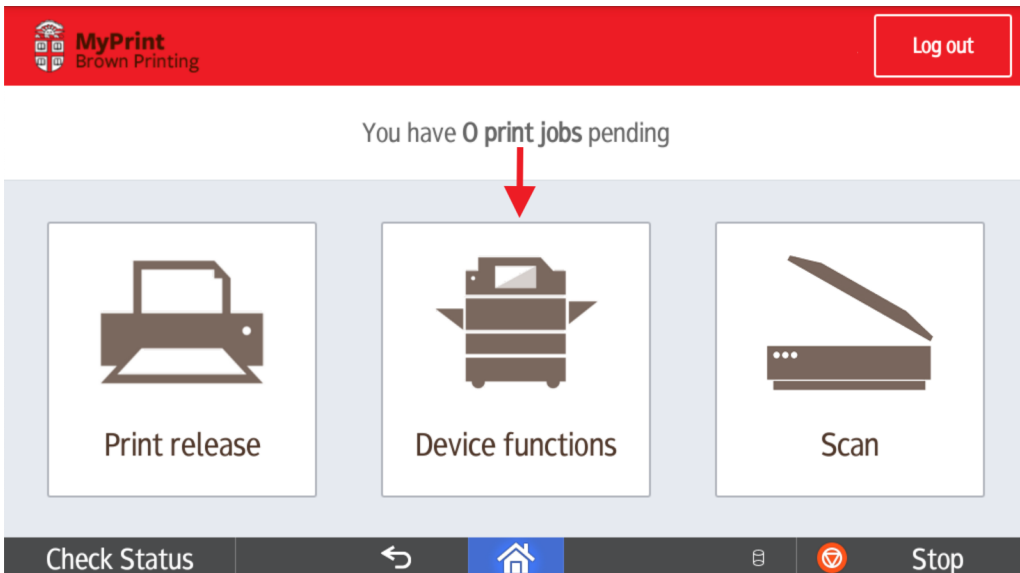
The student MyPrint system now supports photocopying on some OIT-managed multifunction devices (MFDs). Photocopies are charged per page, in the same way as printing (see [Cost of Printing to MyPrint](#)).

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. Load your documents on the scanner bed or document feeder, and follow the guide below

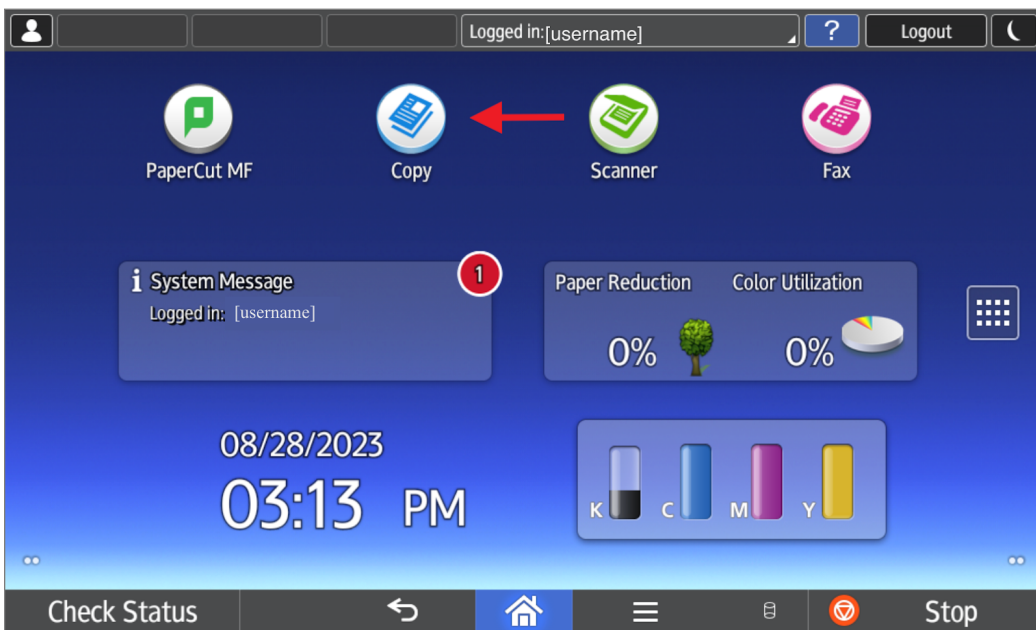
1. Swipe in at the device.



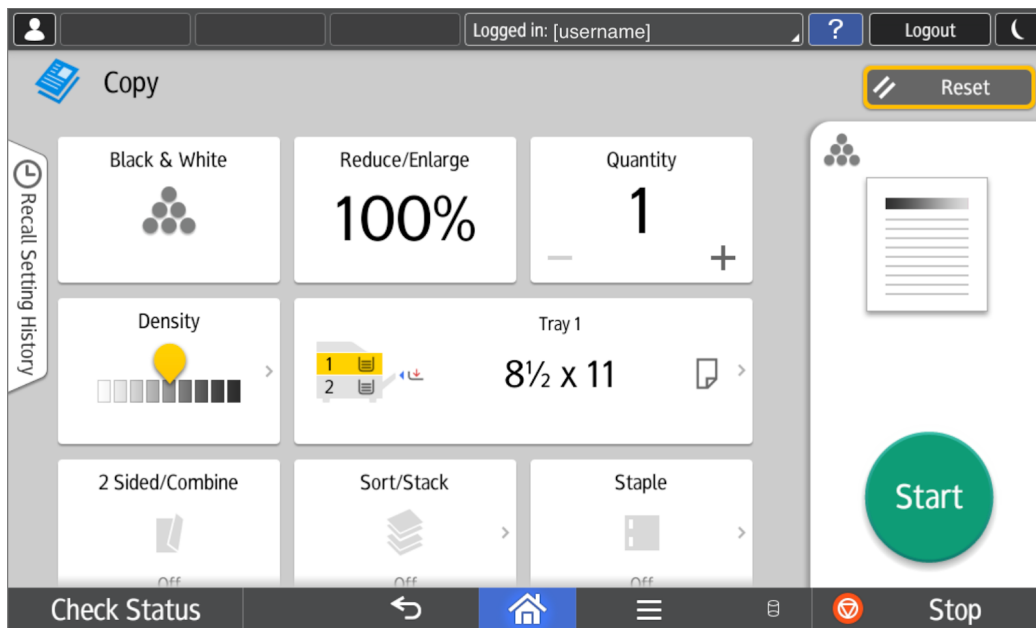
2. Tap **Device Functions**.



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



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



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.