

Self-Service Copying at the AUC Library

Prepared by: Library Automated Systems

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Self-Service Copying:

- Copy Simple Jobs
- Copy Duplex and Advanced Jobs
- Additional Load and Save Settings

Self-Service Copying:

Add credit to your account at the Library One Stop Services Desk using AUC Pay. Please charge your AUC Pay account before coming to the Library.

Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

• Select "Copy".



• Swipe your AUC ID card or enter your AUC email username.



If using the card for the first time, you will need to register the card:
 Enter your AUC email username and password.

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You n	nust register your ca	ard. Enter your Logon IC	5		
Pass	word				
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				Cancel	UK

- If using your AUC email username in the first login screen:
 - Enter your password

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Passv	word				
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Copy Simple Jobs:

• Touch the right pane of the screen to preview the document (optional).



• Enter the number of copies and touch "Copy".

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Copy Duplex and Advanced Jobs:

• Select "Sides" to change original and/or output duplex settings.



- Select "Options" to configure advanced options.
- Set options marked with a yellow triangle before using the preview feature.

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	Sides 1-sided to 2-sided (pages flip up)	*		
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- Scroll down to see more options.

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- Touch the right pane of the screen to preview the document (optional).
- Enter the number of copies and touch "Copy".
- Press the Home button and then select "Sign out" after you finish copying.



Additional Load and Save Settings:

• Save the current settings for future copy jobs.

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Sides	Save Settings								
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- Select "Save as a Quick set", type a name for the quick set (required) and a description (optional), then touch "Save".

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- Alternatively, select "Save as app defaults" then touch "Save".



• Load copy settings from a saved Quick Set.

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