How to Photocopy at Hertford

Scanning to email is available via the printer copiers in the Library, JCR Computer Room in NB1 Basement, MCR Computer Room, Mary Warnock House Computer Room.

1. Choose PaperCut on the copier screen.

2. Tap your Bod card on the reader or choose ID Number and enter your 6-digit number (see the guide How to Check Your Printer ID Number).

3. Choose the middle option Device Functions.
4. The default option is 1 single-sided black and white copy.

5. Place the document to be copied in the document feeder or the scanner bed.

**Tip:** If scanning a large book use the **Auto Reduce/Enlarge** option to print on A4.