

IT DEPARTMENT

User manual

Printer: Copy

User manual

A guide on how to copy
from an ITU printer

© IT Department at the IT University of Copenhagen
Rued Langgaards Vej 7
2300 Copenhagen S

All rights reserved.

IT DEPARTMENT

1

Copy
from an
ITU printer

1.1

Go to a printer located at the university.



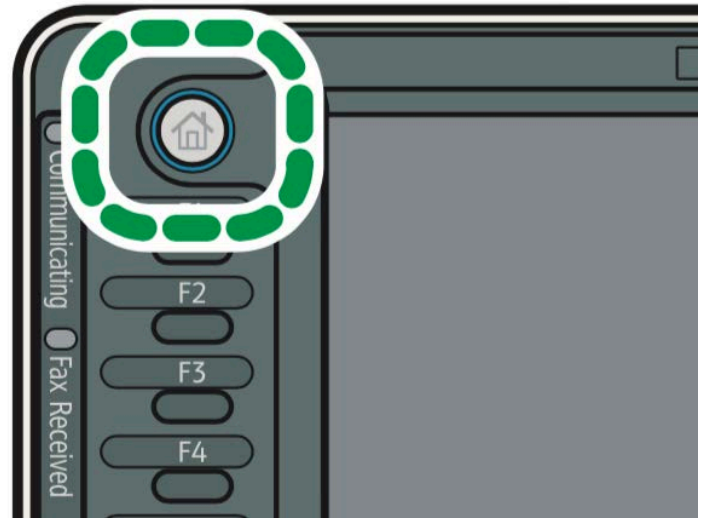
1.2

Swipe your card over the card reader located on the side of the printer screen.



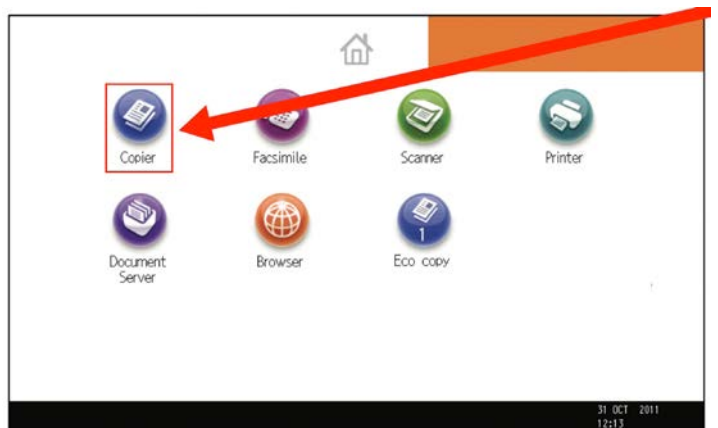
1.3

Press on the home key on the top left of the control panel.



1.4

On the printer screen, press on 'Copier'.



1.5

Place document faced up and with first page on the top in the Automatic Document Feeder on top of the printer.
Adjust sidebar to fit the size of the documents.

Remember to remove paper clips!



1.6

Enter the number of copies with the number keys.

Optional: Change copy settings.



1.7

Press on the “Start” key on the bottom right of the control panel.

Your document has now been copied.



IT DEPARTMENT

IT University of Copenhagen
Rued Langgaards Vej 7
2300 Copenhagen S

Opening hours:
Monday - Friday
10 AM to 13 PM
Wing 2C

it@itu.dk