Making Single-Sided Copies: Logging into the Printer/Copiers

1. If you have not already synched your Mitchell Hamline ID card to the Uniflow printing/copying system, please see Setting Up Your ID Card for Printing, Scanning and Making Copies for instructions on synching your ID card for printing and copying.

2. Swipe your synched Mitchell Hamline ID card over the card reader attached to the printer/copier to log in printing/copying system:
Making Single-Sided Copies: Using the Two Printer/Copiers Closest to the Entrance to the Copy Room

1. After scanning your ID card, select “Main Menu”:

Then press the “Copy” icon on the resulting screen:
The copying menu is now visible:

2. The paper orientation for these two copiers is landscape only so place materials horizontally on the copy bed.

3. Press the green “Start” button to copy:

4. A charge of $0.04 per printed page will be deducted from your printing account.

5. Log out of the printer/copier by pressing the “ID” button next to the green “Start” button.
Making Single-Sided Copies: Using the Two Printer/Copiers in the Back of the Copy Room

1. After scanning your ID card, press the arrow to access the copying menu:

The resulting screen shows the copying menu:

2. The default paper orientation for these two copiers is landscape, but when the copier detects a full page placed vertically on the copy bed, it will automatically output a copy in portrait orientation.
3. Press the green “Start” button to copy:

![Image of printer control panel]

4. A charge of $0.04 per printed page will be deducted from your printing account.

5. Log out of the printer/copier by pressing the “ID” button next to the green “Start” button.
Making Double-Sided Copies: Using the Two Printer/Copiers Closest to the Entrance to the Copy Room

1. Access the copying menu following the steps outlined above in the Making Single-Sided Copies section.

2. Press on the “2-Sided” icon:

3. Press “OK” on the resulting screen:
4. The main copying menu returns with “2-Sided” highlighted in yellow:

![Copy Menu](image1.png)

5. Place your materials horizontally on the copy bed and press the green “Start” button. The copier will scan your first page.

![Copier Control Panel](image2.png)

6. A dialog screen appears showing the number of pages copied thus far:

![Copy Progress](image3.png)
7. Place the second page of your copy job horizontally on the copy bed and press the green “Start” button. The dialog screen will update the number of pages copied and the copier will scan your second page.

8. Press the “Start Copying” button on the screen. The printer/copier will finish making your double-sided copy:

![Copy screen](image)

9. A charge of $0.04 per printed page will be deducted from your printing account.

10. Log out of the printer/copier by pressing the “ID” button next to the green “Start” button.
Making Double-Sided Copies: Using the Printer/Copiers in the Back of the Copy Room

1. Access the copying menu following the steps outlined above in the Making Single-Sided Copies section.

2. Press on the “2-Sided” icon:

3. Press “OK” on the resulting screen:
4. The paper select prompt may appear. If it does, Press “Done”:

![Paper Select Screen]

5. The main dialog screen returns:

![Main Dialog Screen]
6. Place your materials on the copy bed. The default paper orientation for these two copiers is landscape, but when the copier detects a full page placed vertically on the copy bed, it will automatically output a copy in portrait orientation. Press the green “Start” button. The copier will scan your first page.

7. A dialog screen appears showing the number of pages copied so far:

8. Place the second page of your copy job on the copy bed and press the green “Start” button. The dialog screen will update the number of pages copied and the copier will scan your second page.
9. Press the “Done” button on the screen. The printer/copier will finish making your double-side copy:

![Image of a printer/copier interface showing the “Done” button]

10. A charge of $0.04 per printed page will be deducted from your printing account.

11. Log out of the printer/copier by pressing the “ID” button next to the green “Start” button.