

6i Printing – Library Visitors

Where do I purchase a copy card? How much credit do I have?

All Library Visitor Photocopying cards are purchased at the Library Helpdesk with **£3** credit.

Visitor Photocopying Cards cannot be topped up therefore if you have further copying to do after using your £3 credit, you will need to purchase a new card from the **Library Helpdesk**. Cards should be recycled in the box next to the printers.

Where are the Kyocera photocopiers located?

Kyocera photocopiers are located on all floors of the Library

How do I photocopy using my Visitor Photocopying Card?

- Go to any Kyocera device and swipe your Visitor Photocopying Card, this will log you in automatically
- Now press the Copy button left of the keypad, this will take you to the copy screen
- Place your document in either the automatic document feeder or flatbed scanner. Use the flatbed scanner for books/periodicals.
- Select the paper size you wish your copies to be printed on using the Paper Selection tab on screen
- If you need more than one copy, type the quantity you require using the keypad digits
- Choose to scan colour/black & white using the Full Colour or Black & White button located on the keypad
- Press the Preview button left of the copy screen to check the scan is correct
- Press the green button on the keypad to start copying
- Scan your Visitor Photocopying Card to log out

Copying Costs

Photocopying costs are as follows:

	Single-sided	Double-sided
A4 Black & White	5p per page	8p per page
A4 Colour	15p per page	28p per page
A3 Black & White	9p per page	16p per page
A3 Colour	30p per page	58p per page

Refund Policy

Unfortunately, we cannot refund unused credit, so we recommend you keep hold of your card until you have used all the credit.

What should I do with my card once I've finished with it?

When your card credit is zero please recycle your card via the recycle box located on the work surfaces next to the multifunctional printers

Can I print from my computer?

This is not possible for visitors as you require a Warwick user account to login to our computers.

Can I use the Scan-to-Email application?

This is not available for visitors because the Kyocera Multifunctional Devices can only send documents to a University of Warwick email address.

Printing your photocopies double-sided

- Once on the copy screen, select the Duplex tab
- Select the format you require
- Press the green button on the keypad to start copying
- Turn to the next page in your document/book and press the green button again
- Press Finish Scan once all pages have been scanned
- Scan your Visitor Photocopying Card to log out

Printing your copies A4 or A3

- Once on the copy screen, touch the Paper Selection tab
- Select the paper size you wish your copies to be printed on
- The Kyocera Multifunctional Printers are only stocked with A4 and A3 paper sizes
- Press the green button on the keypad to start copying
- Scan your Visitor Photocopying Card to log out

Copying colour/black & white

- Once on the copy screen, simply press either the Full Colour or Black & White button located on the keypad
- The selected paper size is highlighted in green
- Press the green button on the keypad to start copying
- Your copies will be printed in the colour option you chose before scanning the original document(s)
- Scan your Visitor Photocopying Card to log out

Choosing the quantity of copies

Once on the copy screen, input the quantity of copies you require using the keypad digits

- Your chosen quantity will appear top right corner of the copy screen
- Press the green button on the keypad to start copying
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