Printing Photocopies

Version 6

🖶

Try our new ITS Printing Guide

Many Seneca printers can be used as photocopiers. Follow the instructions below to make paper copies of a document, or go to Scanning to send an electronic copy of the document to your inbox.

1. Remove staples and paper clips from the papers to be scanned.
2. Place the originals face-up in the Document Feeder on top of the printer, or one at a time face-down on the scanner glass.
3. Tap your OneCard and Logging In to the printer.
4. Press the **Services Home** hardware button on top of the printer.
5. Tap **Copy** on the printer screen.
6. Type the desired number of copies.
7. Press the green **Start** hardware button on the front of the printer.
8. Your document will begin to print shortly.

NOTES:

- Press the red **Stop** hardware button to pause or cancel a copy job
- Tap **Resume** on the printer screen to continue the copy job
- Press the **Cancel** button to cancel the job completely

tags : its, its-services, photocopies, printing