How to copy onto A4 Acetates on the Library Copiers

Please follow the instructions below to ensure the successful copying onto A4 acetates

(You can’t print onto acetate using Secure Print or direct from a USB stick)

- Log into the Copier
- Select **Copy** from the Home screen
- Lift the top cover and place the original image on top of the glass screen
- Place the A4 acetate into the Multi-Purpose Tray, which is found at the side of the machine.

**Please Note**
- Keep the paperbacking attached to the acetate
- Place the acetate, paper side up with the seam towards the machine
- Place one acetate at a time ONLY in the manual feed tray

- Click **Change** on the Multi-Purpose Tray screen to select the paper type
- In the Paper Type screen select **Transparency** from the list
- Click **OK**
- When you return to the Multi-Purpose Tray screen click **OK**

If you have any queries please request assistance from Library Staff