

## PROBLEM WITH COPYING?

### POSSIBLE CAUSES:

1. The copier chose A3 format automatically (choose A4 format).
2. The copier doesn't recognize the format (put a blank A4 or A3 paper over the back of your document).
3. Incorrect setting (reset by pressing the yellow framed button on the right side of the display).
4. Top feeder doesn't work (your papers are crumpled or you didn't remove paper clips).

If you need help, don't hesitate to ask our librarians at the lending desk on the 2<sup>nd</sup> floor or at the reference desk on the 3<sup>rd</sup> floor.

E-mail us: [sluzby@k.utb.cz](mailto:sluzby@k.utb.cz)

Call us: [576 032 889](tel:576032889)

Comment on: [facebook.com/knihovnautb](https://www.facebook.com/knihovnautb)

I WANT  
TO MAKE  
A COPY

1. Go to any copier, place your student's ID card on the terminal sensor and press **Copy button**.
2. If you want to change the default **settings** (saturation, enlargement, reduction, duplex, ...), set the properties on the display. For multiple copies, choose a number on the dial pad.
3. If you are copying a non-standard document size, put a blank A4 or A3 paper over the back of your document.
4. You can also use the top feeder (on the lid). If you have your own paper, use the bypass tray.
5. To start copying press the **blue framed button**.
6. When you have completed copying, place your ID card near the terminal again to **log out** from the system.

Loading money on the student's card is possible in the refectory U4, restaurant U13 or in the recharging station next to vending machines on the ground floor (nonstop, the minimum amount is CZK 100). If you would like to print and pay in cash, ask the librarian at the information desk on the 3<sup>rd</sup> floor.

Price for black & white A4 size is **CZK 1.20**, for colour A4 size is **CZK 5.80**, price for **A3 size is doubled**.

