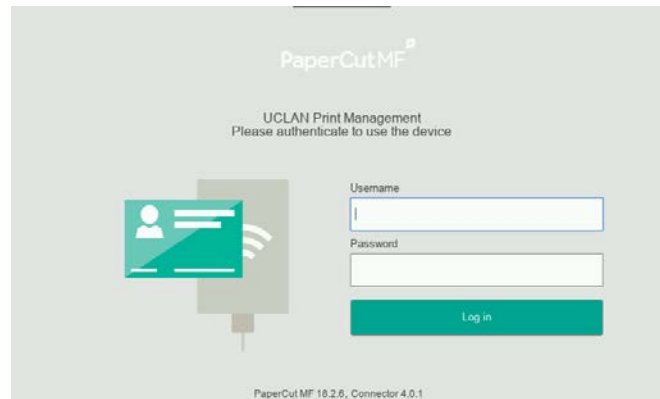




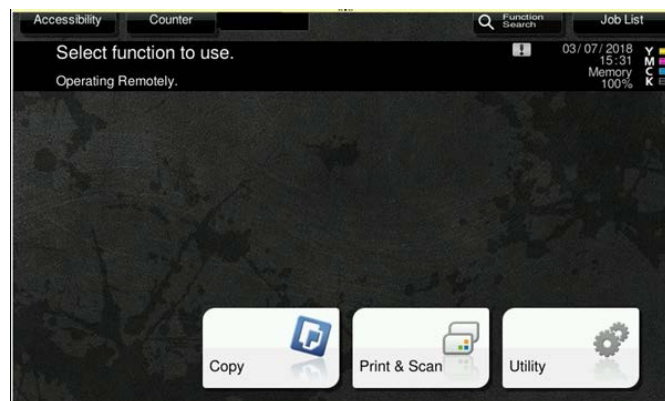
How to Copy

1. Swipe your UCLan card* at the devices or enter your Username and Password.

*if this is your first time using your card you will be prompted to link your UCLan card by entering your **UCLan username** and **UCLan Password**.



2. Select **Copy**



3. Select your required options and then press the physical copy button on the device



For more detailed printing guides please see our **Guides and Forms** page at
<https://www.uclan.ac.uk/faq>