



## Overhead Transparency Photocopying

**Note:** Please use the correct PHOTOCOPY FILM (can be purchased from the bookshop or photocopier will jam).

### For Larger Photocopiers (no. 3 on level 1, nos. 4-16 on Level 2)

**Note:** Load only 1 transparency at a time in by-pass tray.

- ❖ Place original on glass.
- ❖ **Open by-pass tray** (marked on all machines). **Bypass selected** shows in window.
- ❖ Load the overhead transparency in the by-pass tray. (The large machines will require pushing the film in until the machine takes it.)
- ❖ Press the start button (<!>).
- ❖ If copying more transparencies, load into by-pass 1 at a time.
- ❖ Film will come out of machine as in paper copying
- ❖ Remove original
- ❖ Remove card

### For Smaller Photocopiers (Toshiba machines nos. 18-21 on Level 1, Nos 22-24 on Level 2)

- ❖ Place page to be copied on the glass between A4 marks as in paper photocopying.
- ❖ Insert Card
- ❖ **Open by-pass tray** (marked on all machines).
- ❖ Place photocopy film on by-pass tray one at a time.
- ❖ The display should state, **ready for bypass copying of bypass selected**. This message should appear automatically when the photocopy film is placed in the by-pass tray. If not, try placing the photocopy film again.
- ❖ Press the button to copy, copying will commence
- ❖ Film will come out of machine as in paper copying
- ❖ Remove original
- ❖ Remove card