



Digiverstas

Copying with a multifunction device

With the multifunction device, you can print and scan copies and documents on paper or directly to e-mail. The device can print either A4 or A3 size printouts. The print size does not affect the price.

One of the multifunction devices works with coins, the other with a Waltti card. The machine doesn't give change, so it's a good idea to reserve the same amount. If necessary, the Waltti card can be purchased at a service point. Please note that the card must be separately loaded with copy balance in the library. You can get more information from the staff.

Pay with coins:

Black and white: 0,20 € / side.

Colour copy: 0,40 € / side.

Waltti-kortti / Waltti-card:

Waltti-kortti: 3 €

10 black and white copies: 1,70 €

50 colour copies: 8,50 €

Basic view of copying



Perustoiminnot - Basic Functions

Lisätoiminnot - More functions

Virransäästötila - Power Saving Mode

Käynnistys - Start

Keskeytys - Suspend / Suspension

Asetusten nollaus - Reset Settings

Esikatselu - Preview

Copying

Through the input device:

The input device should be used when scanning several pages of standard paper-sized documents.

Notes:

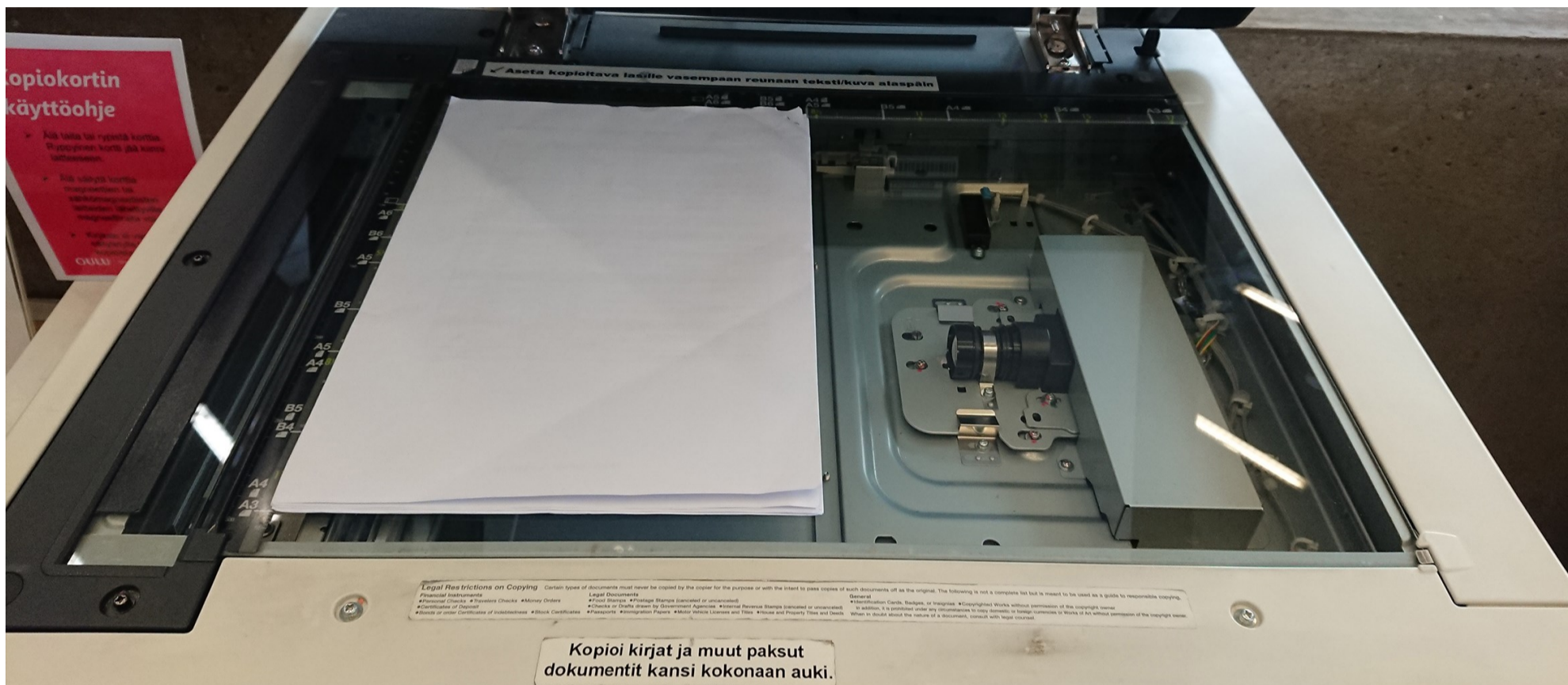
- Remove staples from the document before placing it in the document feeder.
- Do not put postcards, photos, small paper, transparencies, photo paper or thin paper (eg newspaper clippings) in the feeder.
- Place them on the exposure glass.
- Place the papers to be copied into the feeder so that the first page is on top of the stack, with the text side up.



Through the exposure glass:

Place the paper on the exposure glass with the side to be copied facing down. Align to the upper left edge of the glass, as shown in the picture.

Press the blue start button to start copying.



Kopioiden määrä (kpl)

**Perus-
toiminnot**

**Lisä-
toiminnot**

Esikatselu

**Asetusten
nollaus**



Virransäätötila

Käynnistys Keskeytys

OULU



KAUPUNGINKIRJASTO

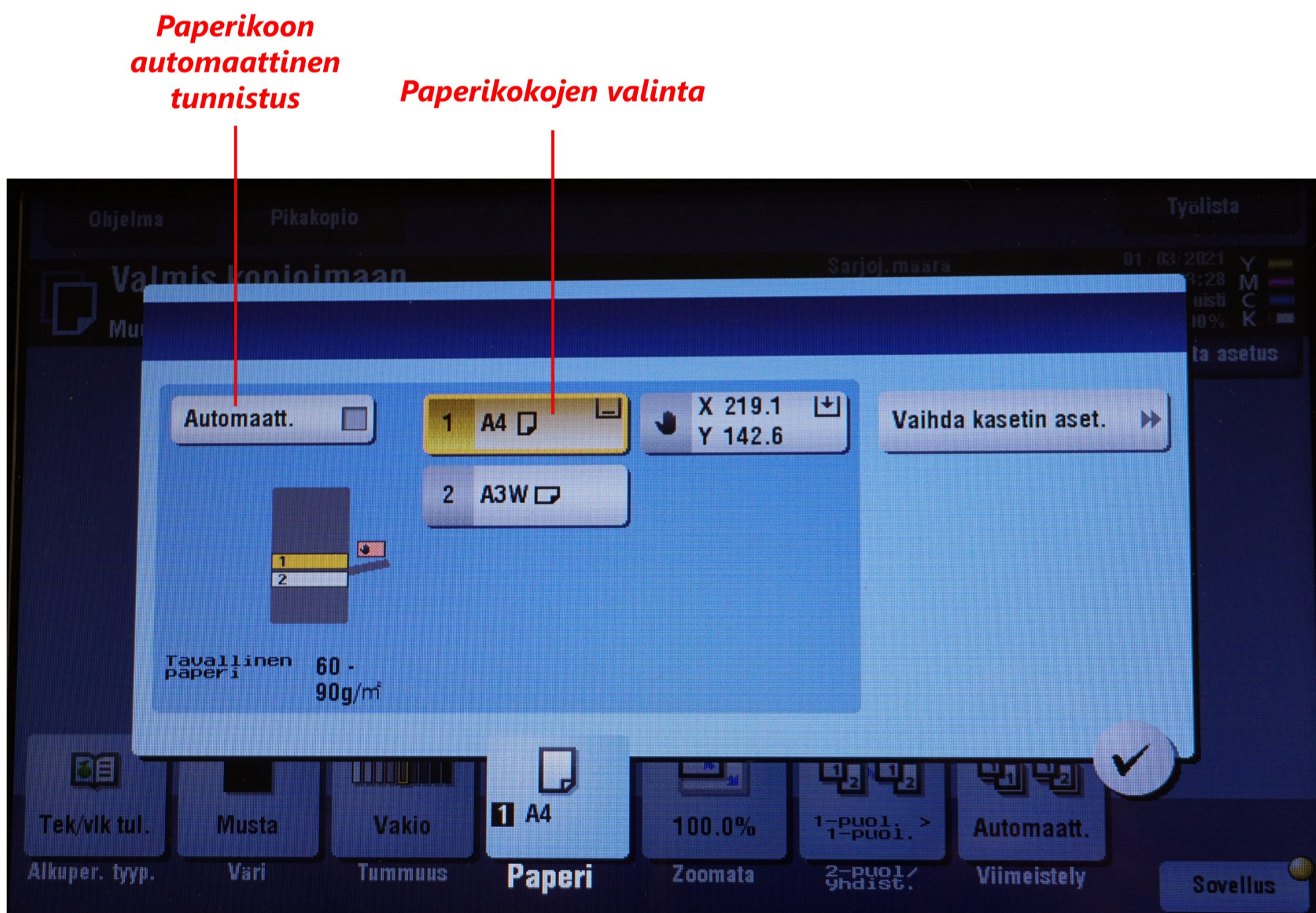
Paper size and quality

The following paper sizes are available (default paper underlined):

A4 portrait, A4 landscape, A3 landscape.

Only plain, standard size copy paper is available, no photo paper, card stock or other specialty papers. It is also not possible to print on paper brought by the customer himself.

If special settings are required for copying, do not use automatic paper size selection. Some application options are not available if the paper size selection is set to Automatic, even if the selection in itself is correct for the task.

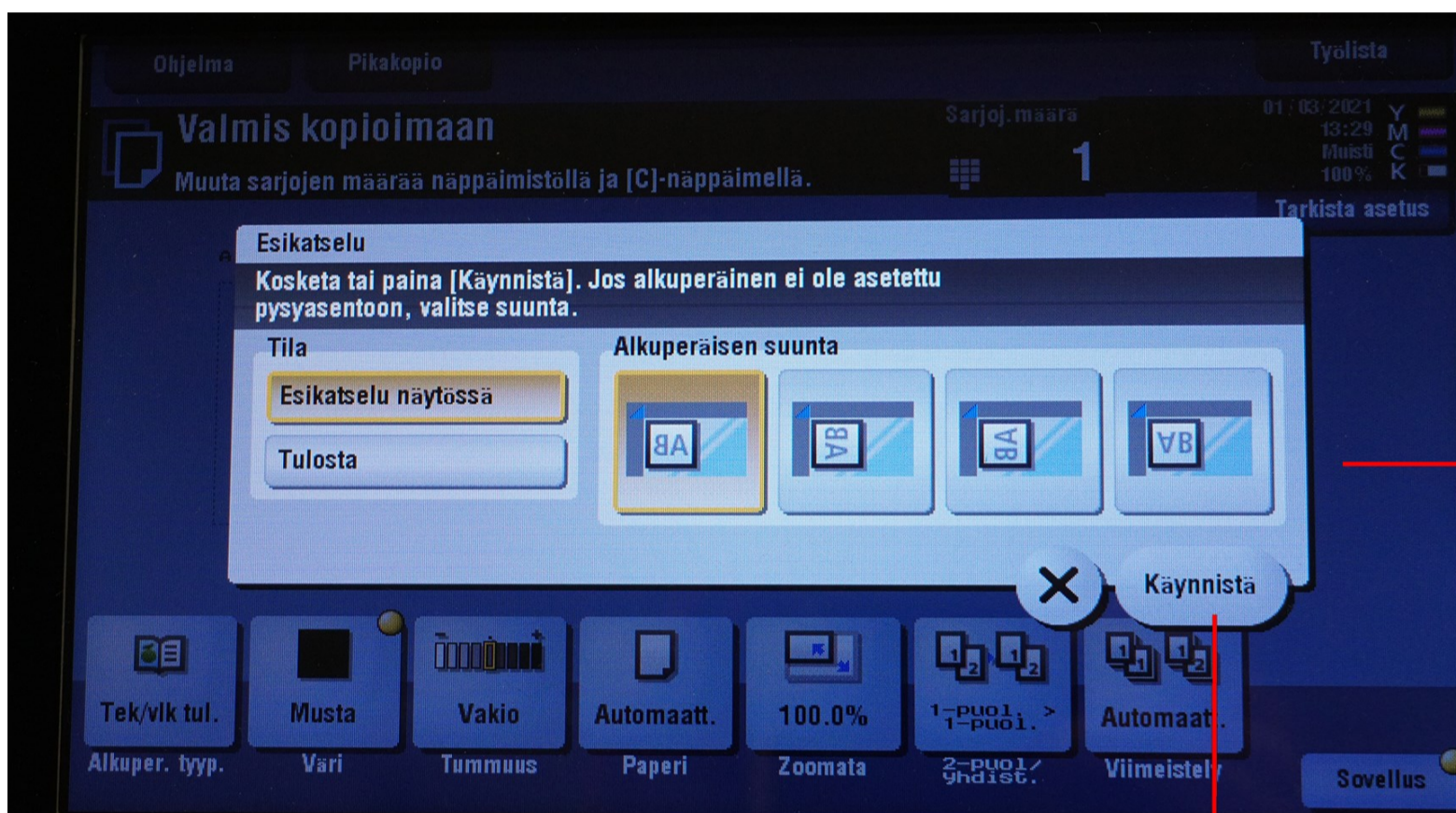


Preview - no failed copies

If the copying required reducing/enlarging or the layout is challenging, use the preview (käytä esikatselua)

This way no unnecessary copies are created with settings.

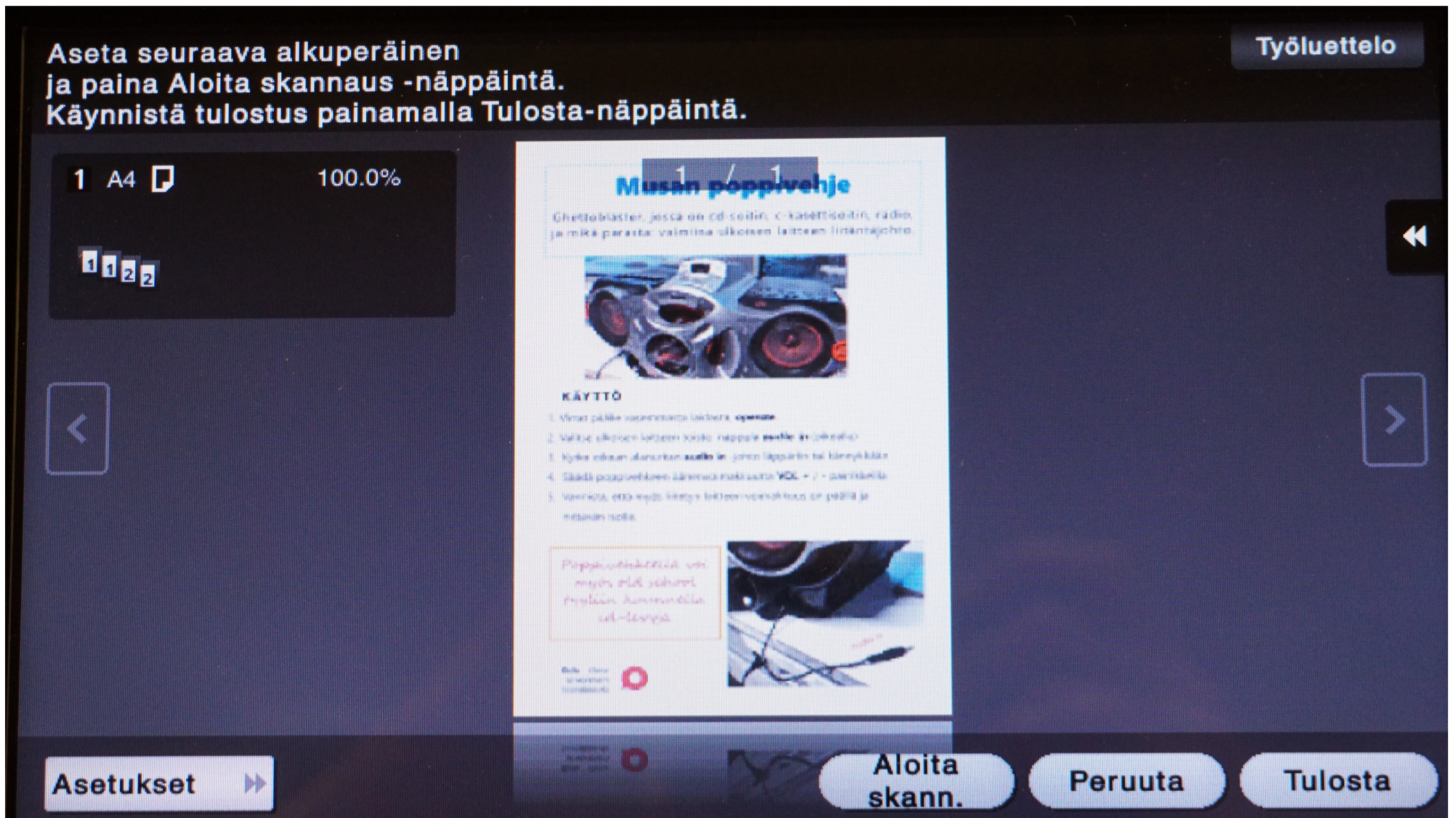
1. Press the **preview/eiskatselu** button located in the lower right corner of the control panel;
2. Start the preview by pressing **Start/Käynnistä** from the preview settings window that opens on the touch screen:



**Alkuperäisen
suunnan
määrittäminen**

Esikatselun käynnistys

With a double tap, the preview image goes into editing mode, where it can be enlarged, moved and rotated with the touch screen, making it easier to check the details of the final result. If everything is correct, press the big blue start button on the control panel to start copying.



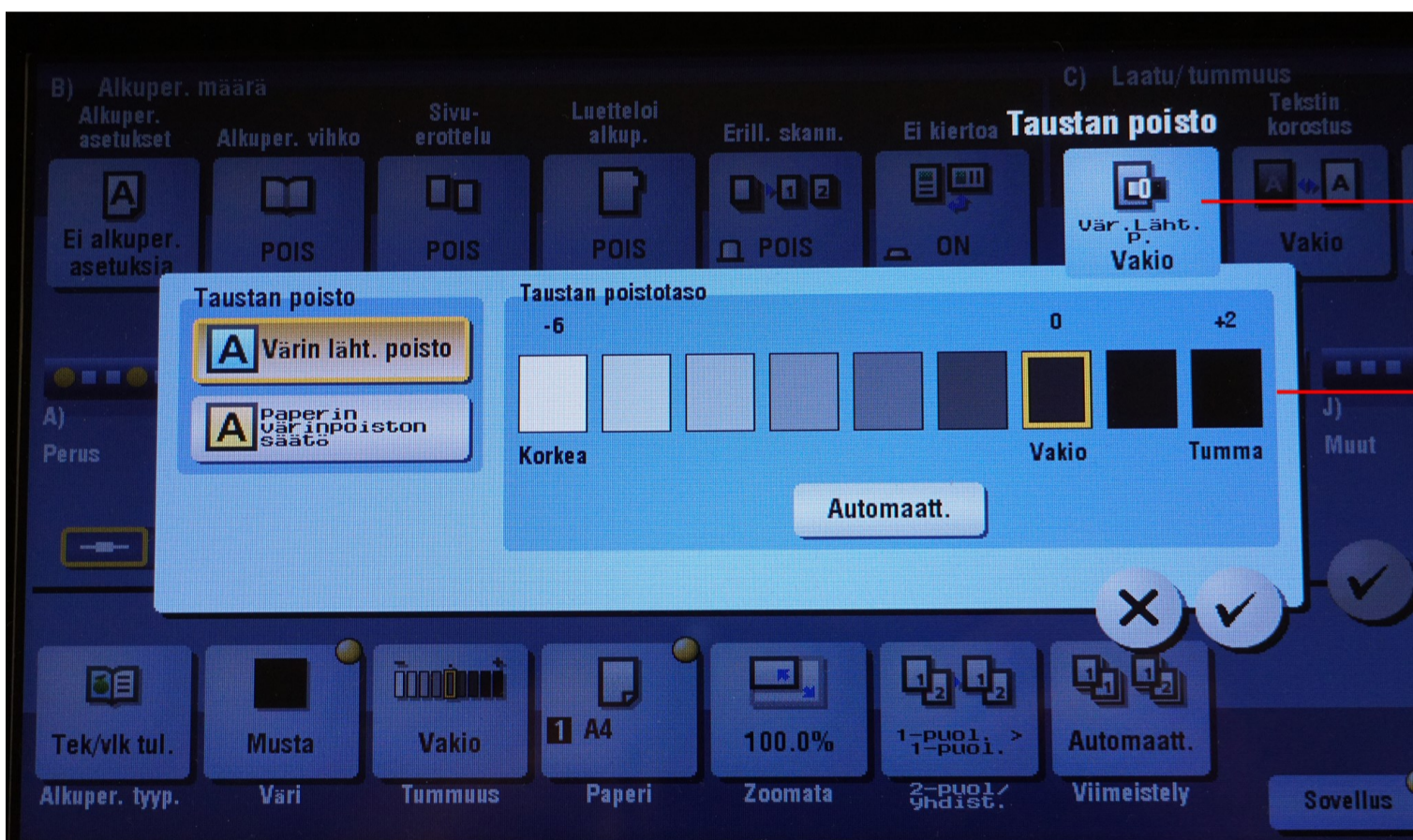
Removing the background color of a newspaper, map or thin paper

This is a very useful function in the following situations:

- The background color of a newspaper, map or similar darkens the copy and makes it difficult to read.
- The original is so thin paper that the reverse side shows through in the copy.

Remove (fade) the background color of the paper or what can be heard through the paper reverse as follows:

1. Place the original on the platen glass
2. Press **Application/Sovellus** to open Additional functions
3. At the top of the touch screen, select **Background Removal/ Taustan poisto** as an application.
4. Set the desired dimming level. Level -4 or -5 often works well.



Sovelluksen valinta

Himmennystason valinta