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Photocopying – printing – scanning

**Photocopying**

Printing

Scan2USB

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## Photocopying

There are three photocopiers/printers available in the ZHB altogether

These photocopiers/printers can be used for black and white copies in DIN A3 and A4 format.

In addition to enlarging and reducing the size of the original, you can also make copies on both sides of a page (duplex printing), punch and staple pages.

The photocopiers/printers are located:

- › in the copying room on the second floor north,
- › in the copying room on the first floor north,
- › and in the basement in room ZHB 017.

More information about the new copying system KIM is available [here](#).

### Photocopying in schools

Questions on the copyright of school books and what is allowed or not in this context keep coming up every now and again.

The brochure "[Digitale Schulbücher, einscannen & kopieren in der Schule](#)" (only available in German) gives answers.



Positions of the copiers



Copier with integrated multifunction

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