After research and consultation with the manufacturer we have found the proper method for copying onto vellum. On the copiers in 127 and 031 Jackson Street Building there is a button on the Home screen called Vellum. Place your blank white vellum in the bypass tray, select the Vellum button, place your original on the platen and press the start button. It is recommended that only black and white copies are made and that one copy at a time is performed.