**HOW TO MAKE PHOTOCOPIES**

**PHOTOCOPYING 2 PAGES ON 1 SIDE**

**Step 1:**
Place your book on the glass under the lid. Once logged-in and on the “Copy” screen, select “Copy Ratio”.

**Step 2:**
On the “Copy Ratio” screen select “Auto Image”, and “OK”. Both pages of your book can now be scanned.

**Step 3:**
Press the Start Button to make copies and touch “Read-End” on the screen to print all copies at a time.

**Step 4:**
Log off! If not, other students can use your credit 😊

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**Step 1:**
Slide your Student ID card through the Card Reader or enter your username and password manually.

**Step 2:**
Check your account balance for photocopies and touch “OK”.

**Step 3:**
Select “Copy”

**Step 4:**
Put loose pages without staples into the Feeder OR place your book/stapled pages on the glass under the lid for copying one page at a time

**Step 5:**
If the originals are double-sided, select “2-Sided Copy” on the screen, then select “2-Sided ->2-Sided”, and “OK”.

**Step 6:**
Press “Start” to make copies and touch “Read-End” on the screen to print all copies at a time.

**Step 7:**
Log off! If not, other students can use your credit 😊