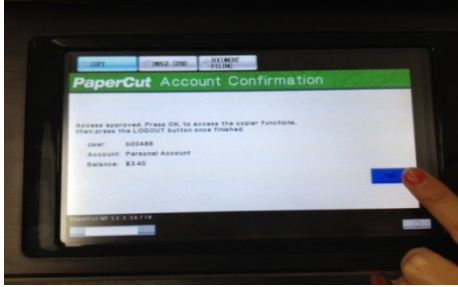


HOW TO MAKE PHOTOCOPIES



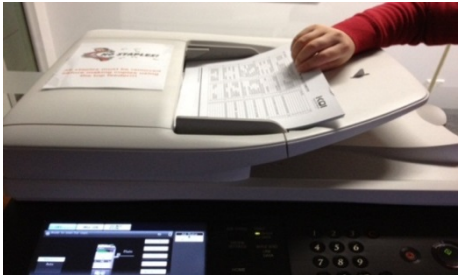
Step 1:
Slide your Student ID card through the Card Reader or enter your username and password manually.



Step 2:
Check your account balance for photocopies and touch "OK".



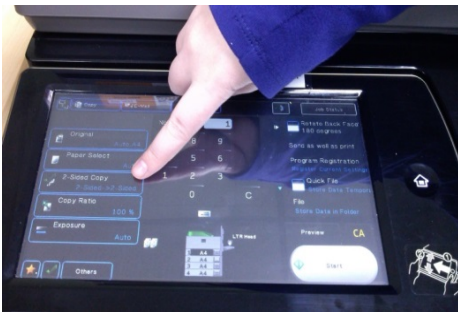
Step 3:
Select "Copy"



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 😊

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 😊