EVERY PERSON'S GUIDE TO MAKING COPIES

AT ELLA JOHNSON LIBRARY

1. SET YOUR DOCUMENTS

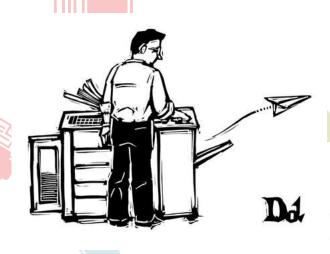
Place your documents in the feeder (for multiple pages or double-sided) or on the flat scanner.

2. PAY

Using the screen on the coin tower next to the printer, select "cash copies.:" Insert money for copies.

B/W: \$.10 per page Color: \$.50 per page





2.. SET UP YOUR JOB

Use the touch screen to choose how many copies you would like and to select color or B/W. Other specialty options can be selected for your print.

4. COLLECT YOUR PRINTS

Great job! You are now a master copier!
Your copies should come out of the printer all on their own!
Enjoy your prints!

5. NEED HELP?

Did your run into problems?

That's OK!

We have lots of copier practice and are happy to help you.

Ask at the front desk.



