



# 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.

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### 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

HEY, WHERE DID WE GET THIS NEW COPYING MACHINE?

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### 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.

