

Quick Guide: How to Photocopy in the Library

Step 1:

Touch card on Target to begin

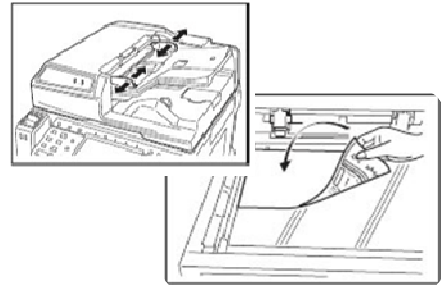


Step 2: Select

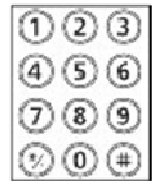
Use Copier Functions

Step 3: Place your originals face up in the document feed tray or face down on the glass.

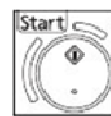
Do not place torn or stapled papers into the feed tray.



Step 4: Use the keypad to select the number of copies you require.



Step 5: Press the green Start button



Collect your copies from the tray underneath and remember to LOGOUT!

