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: $0.10 per page
Color: $0.50 per page

3. 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.