

HOW TO

Make *Photocopies*

To turn **ON** the copier
place **\$** in the COIN / CASH box.

Place your original(s) :

1. Face up in the feeder

or

2. Face down on the platter

A) 8-1/2 by 11 sized paper - Press START.

B) Smaller paper works best on the platter with a blank 8-1/2 by 11 sheet placed on top. - Press START

HOW TO

Print from a Workstation

1. Print your document

2. Click on OK twice

3. Go to the print release station

a) Click on Printer image "Click here to Print"

b) Scan or Type your card number or temp pass

c) Select ALL or click on the items you want to print. (**Blue Highlight**)

d) Click on Print. Put \$ money in the COIN / CASH box.

e) then Click on the **square** icon by "Pay from Vending Device"