Photocopier
A public photocopier/printer/scanner is located on each floor in the alcove. Each machine offers photocopying, printing from a public computer, and scanning to email or a USB device.

Instructions

- Photocopying
  - Touch the guest button
    - Top right of screen
- Log in using your username
  - Touch next
- Log in using your ISO password
  - Touch done
- Select copy
- Load the document
  - Into feeder or
  - Place on glass
- Press start
- After photocopy is complete
  - Remove the document
- Log out
  - Top right of screen

Troubleshooting

- Use help phone to contact Library Service desk
  - Located on wall outside print alcove
- Go to the Library Service Desk