

# How to use the Public Copier

## Making Copies:

1. Place money in the Coin-op Machine next to the copier
2. Lift cover to expose copy glass
3. Place item to be copied on the glass face down in the top left corner
4. Close cover



5. Click "Green Start Button"

**Note:** The copier only makes one sided 8"x11" copies

## Coin-Op Procedures:

To get your change back, Press the plunger

