

How to Make Copies

Copies are made using the Library's Payment Kiosk and copier.

How to Copy

1. Place your document(s) on the copier:
 - **Face up** in the document feeder, or
 - **Face down** on the scanner glass.
2. At the **Payment Kiosk**, select **Start Photocopying**.
3. Add money before making copies using:
 - Cash (**\$1 and \$5 bills only**)
 - Coins (**no pennies**)
 - Credit/Debit Cards
 - Apple Pay
4. Your available balance will appear on the screen.
5. At the copier, choose your copy settings:
 - **Black & White or Color**
 - **Single-sided or Double-sided**
 - **Number of copies**
6. Press **Start** to begin copying.
7. When finished, return to the **Payment Kiosk** and select **Exit** to end your session.

Helpful Tips

- Review your copy settings before pressing **Start** to avoid making unwanted copies.
- If you need assistance with copying, please ask a staff member for help.