

**Guide to Using the
Self-Service
Photocopying
Machine in Library**

Cards Used for Payment



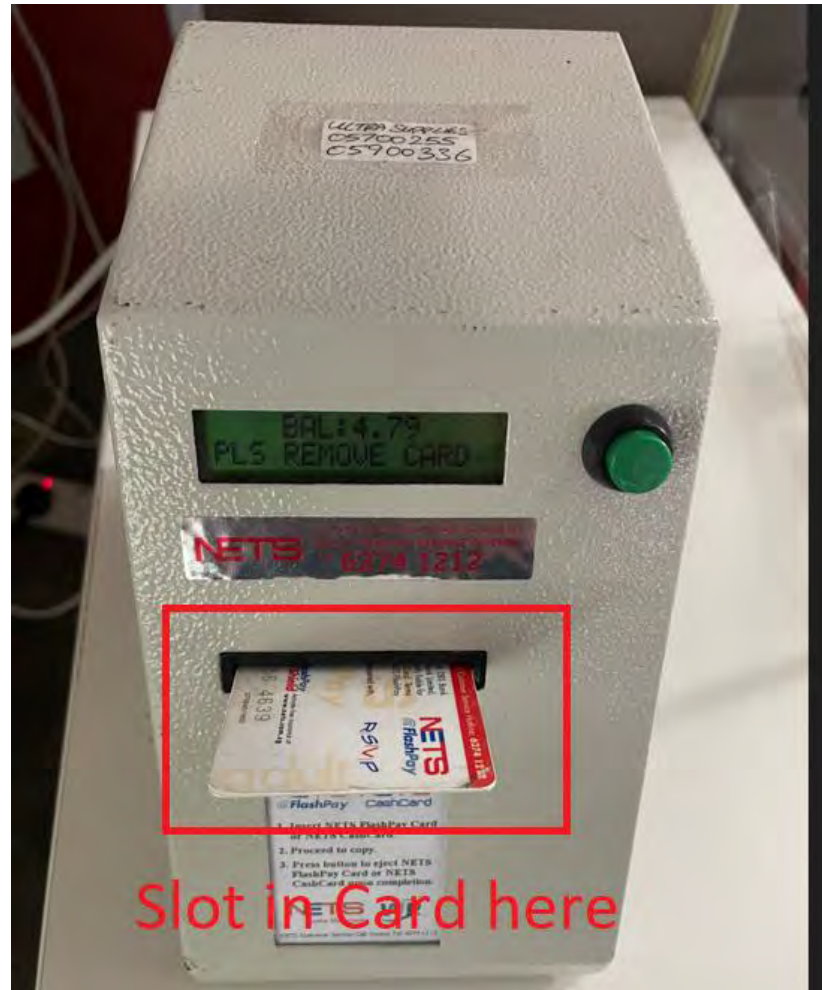
Charges

- **A4-Black/White : \$0.64 per side**

1. Insert the Card into the Card Reader

NETS FlashPay or NETS Cashcard Only

Slot NETS FlashPay or NETS Cashcard into the reader



1. Single-Sided Photocopying

Manual Photocopying

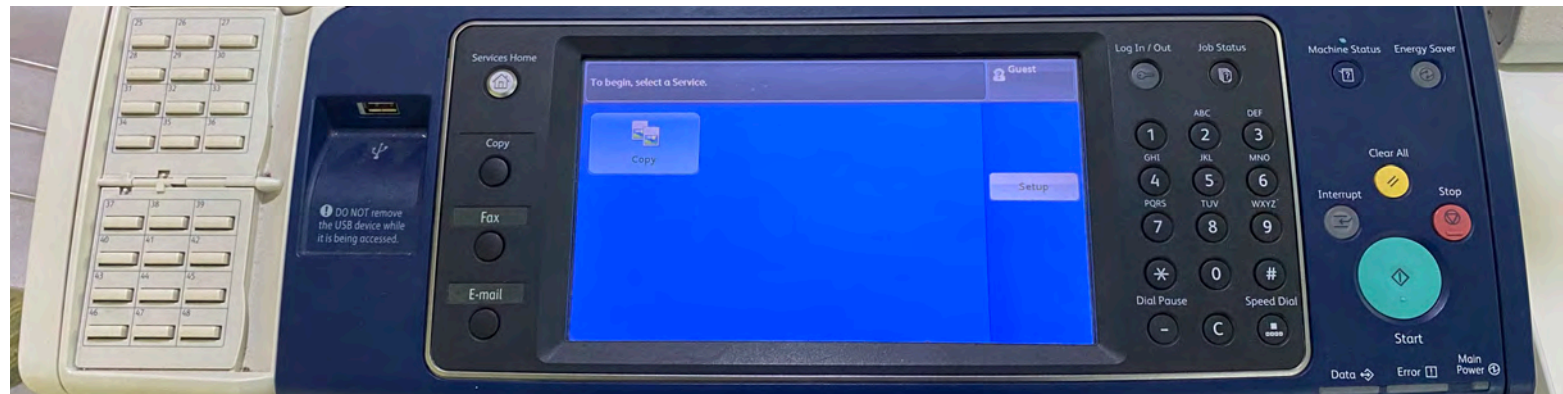
Place the **Single-sided page** with **wording faced down** onto the glass panel in Portrait orientation



1. Press the “Energy Saver” button



2. Press “Copy” on the panel



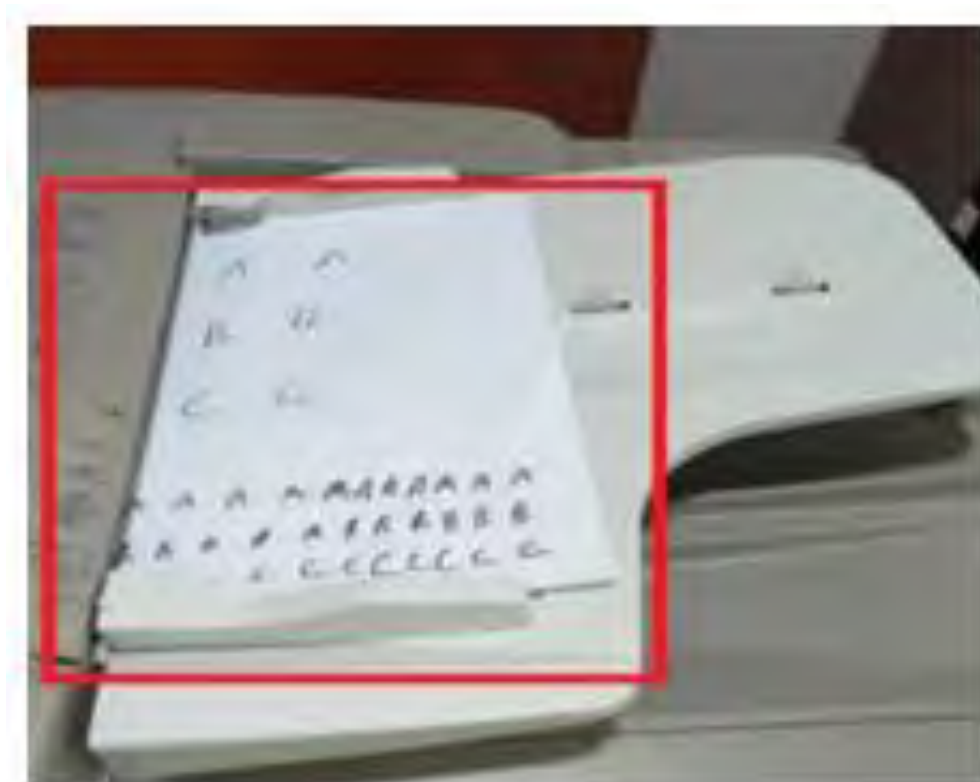
Press the green **“Start”** button to photocopy a single-sided page.
Repeat the steps for other pages



1. Single-Sided Photocopying

Auto Photocopying

Place the stack of **single-sided pages** together with **printed side faced up** into the auto feeder in Portrait orientation.



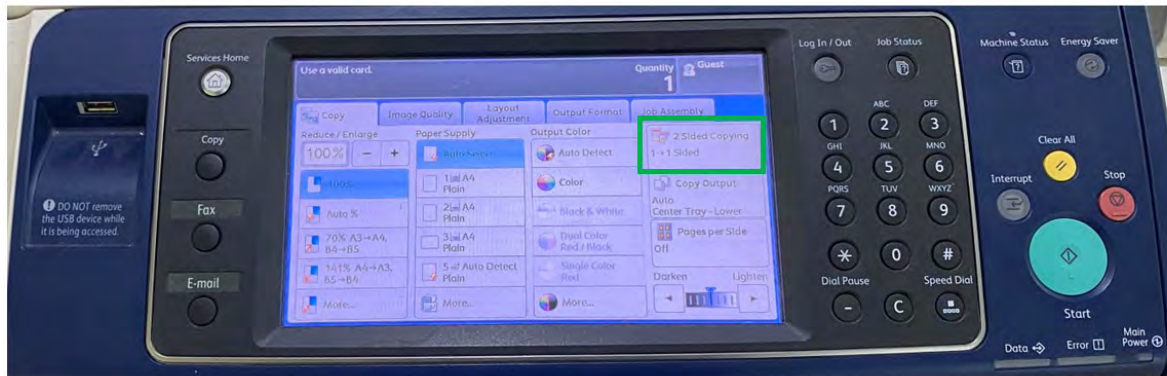
Press the green “**Start**” button to photocopy all the single-sided pages



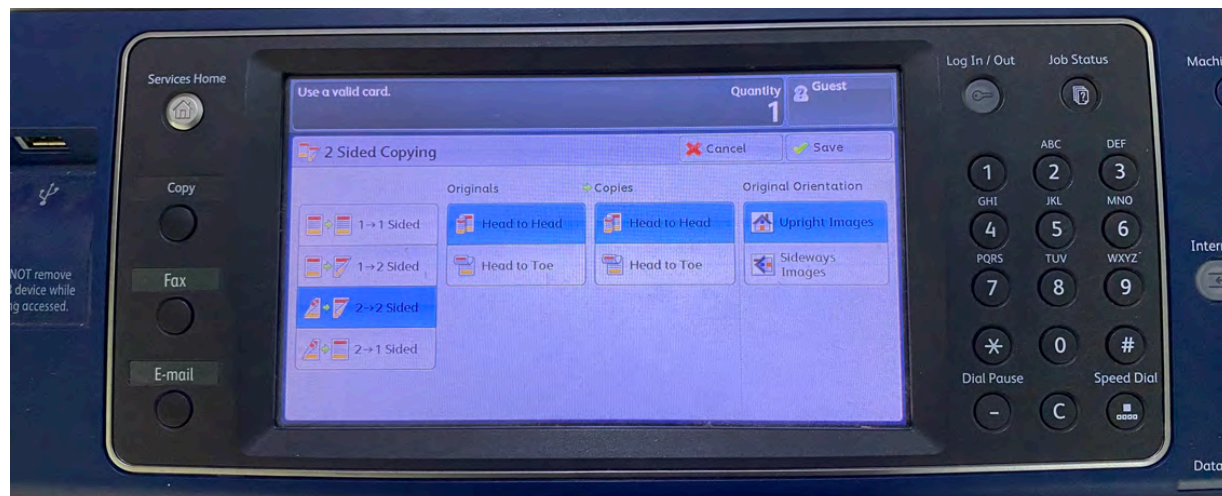
3. Double-Sided Photocopying

Manual Photocopying

1. Press “2 Sided Copying” on the panel.



2. Choose “2 → 2 Sided” on the panel.



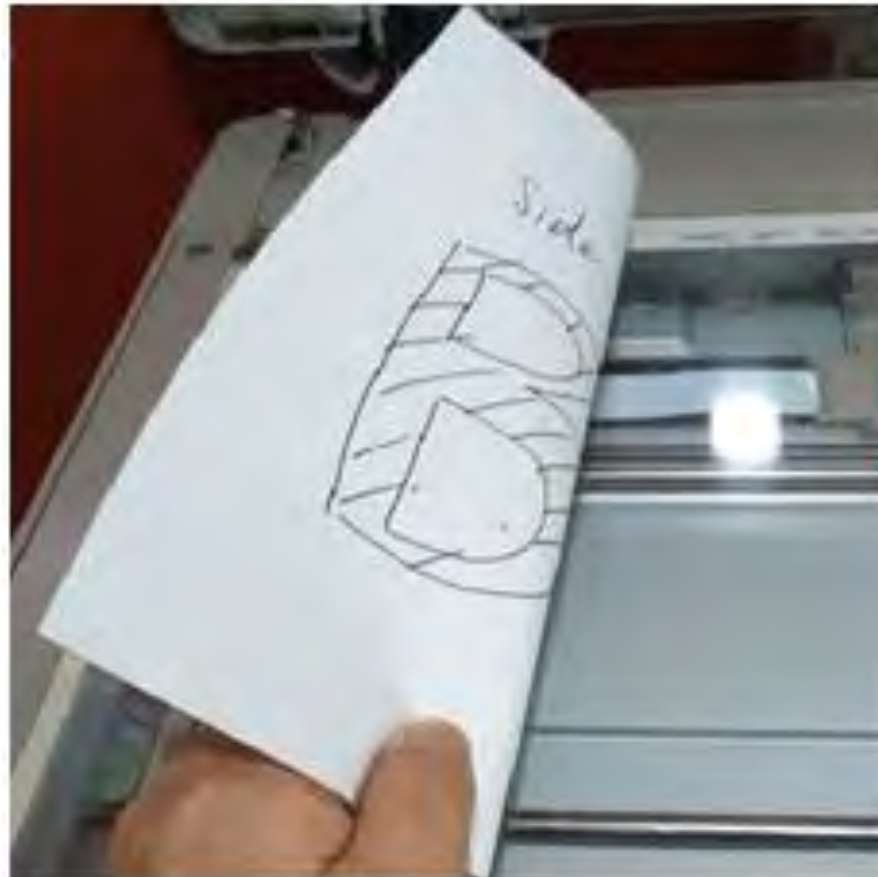
Place the printed side "A" faced down onto the glass panel in Portrait orientation



Press the green “Start” button to scan Side A



Place the printed side "B" faced down onto the glass panel in Portrait orientation



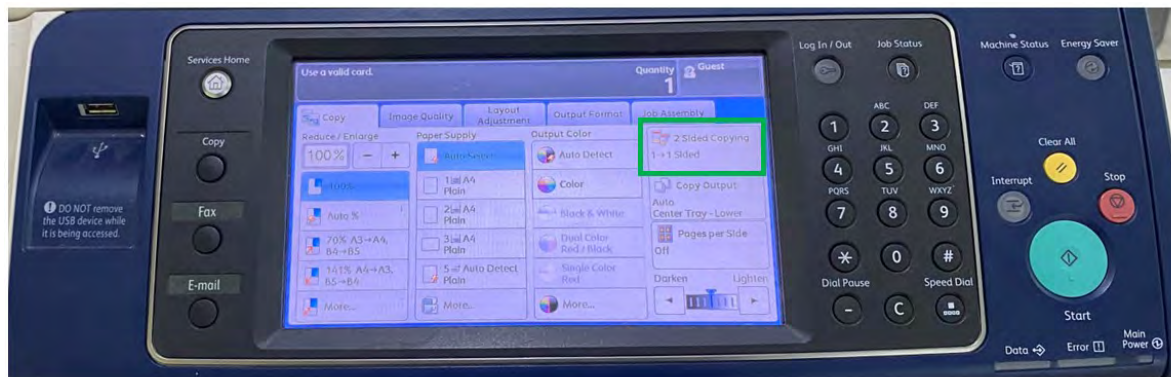
Press the green “Start” button to scan Side B.
Photocopier will commence double-sided printing.



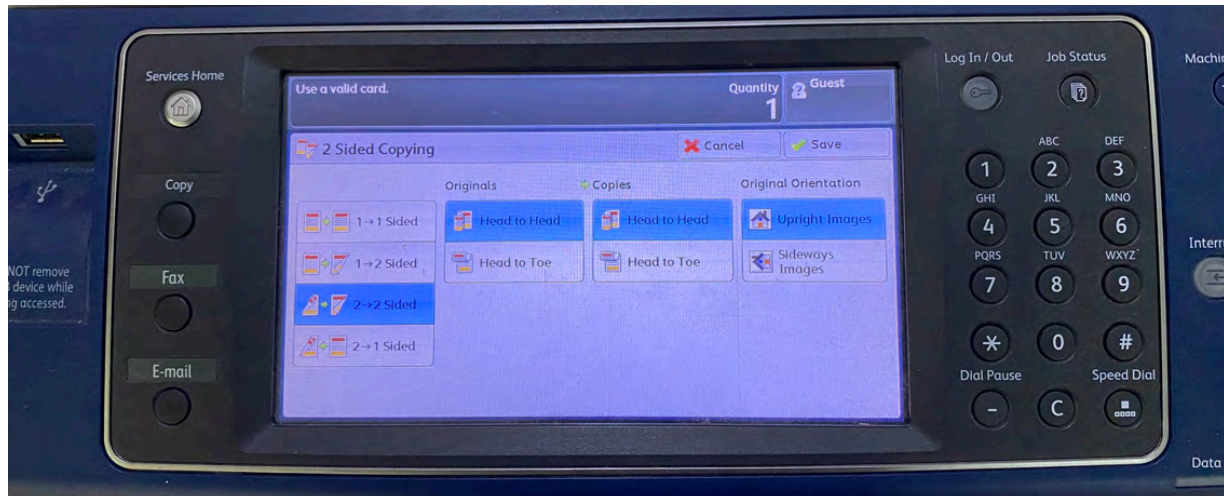
4. Double-Sided Photocopying

Auto Photocopying

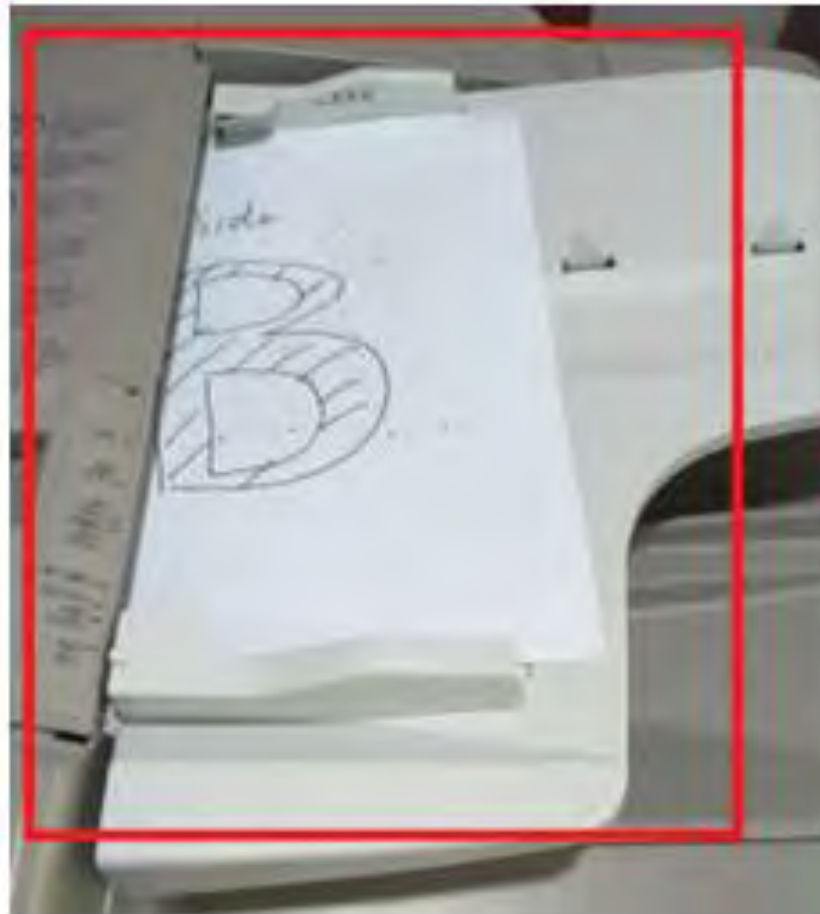
Press “2 Sided Copying” on the panel.



Choose “2 → 2 Sided” on the panel.



Place the stack of 2-sided pages into the auto feeder in Portrait orientation



Press the green “Start” button to commence photocopying all the 2-sided pages



5. Book Photocopying

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1. Place the book face down onto the glass panel.
2. Tap on “Layout Adjustment” tab
3. Tap on “Book Copying”

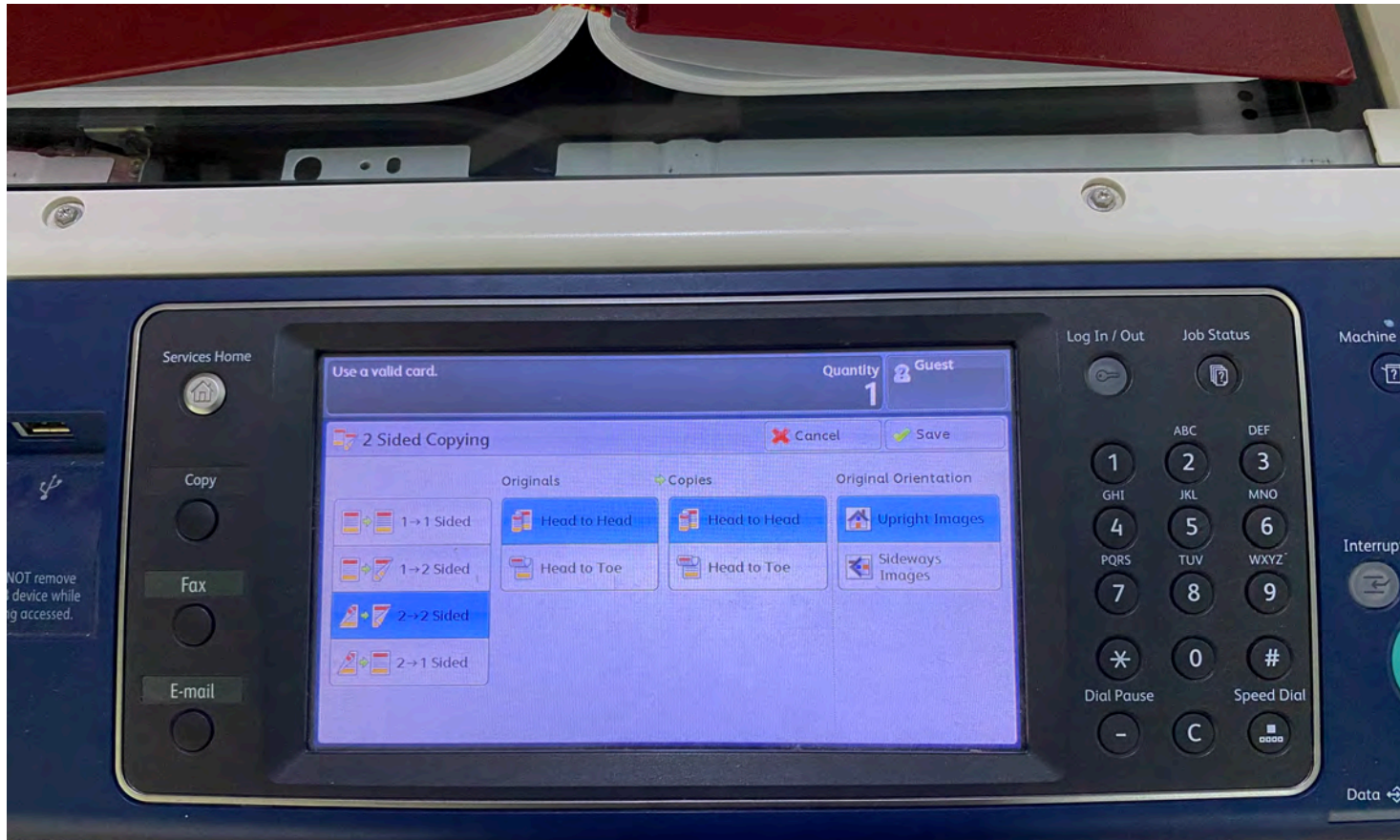


4. Choose “Right Page then Left”



5. Tap “Save”

5. Press “2 Sided Copying” on the panel.



6. Choose “2 → 2 Sided” on the panel.

7. Tap Save and press the green Start button.

6. Retrieve the Card from the Card Reader

NETS FlashPay or NETS Cashcard Only

Push the green button to eject
out the card from the reader





Thank you!!!

If you need clarification, please email the Librarian at
shawlibrary@acsindep.edu.sg