How to Photocopy Items:

1. Copies cost 10¢ per page. Insert nickels, dimes, quarters, or dollar bills into the copier:

2. Open the copier lid, and position your document so that the upper left edge aligns with the point of the triangle. Close the copier lid to secure the document.

3. You can now adjust the size, contrast, and number of copies using the on-screen menu.

4. Press the green button when you are ready to copy.

5. Remember to take your original document off the copier.

6. Press the coin return button to release your change.