How to Use the Copier Machines in Belk Library

Objective: To understand how to use the copier machines in Belk Library. Making copies on these machines requires Phoenix Cash rather than Print Dollars.

- To use the copier, slide your Phoenix Card face down from left to right in the card swipe, which is to the right of the copier. You must have Phoenix Cash on your card because Print Dollars do not apply when using the copier.

- Place your document face-up in the tray and adjust the slide bar.

- Select black and white or color copies in the top left of the menu screen.

- Adjust the size of the copies by clicking on a preset, then select one-sided or duplex copies.

- Select the number of copies you want by scrolling or typing in the number on the keypad to the left of the menu screen, then hit start.