**HOW TO PHOTOCOPY**

The Library’s LIBBW printer can copy A4 size or smaller documents.

There is no charge for copying and scanning.

1) Wake up the machine by pressing the green moon button.

2) The machine will default to single-sided copying.

   You can choose **2-Sided** to make it double-sided.

3) Place the item to copy face down on the copier plate.

   Line the item up with the A4 guidelines on the left hand side if necessary.

4) Type in the number of copies you need using the keypad (the default is 1 copy).

5) Press the big green copy button.

   If doing a double sided copy, keep pressing the big green button to scan each page and then press the OK button to finish.