

How do I . . .

Use the Photocopiers

TO COPY:

- Before you start your job, on the copy machine, press “reset” or “stop/clear” to clear any previous jobs stored in the machine’s memory
- Deposit your cash in the copy machine **OR** swipe your card on the Fenway card reader and select the number of copies to deduct from your Fenway account
 - **NOTE: If paying with a Fenway card, we recommend doing your copies in small batches – see tip #4 below AND double sided copies count as 2 copies even though it’s 1 page!**
- Select the settings (number of copies, etc.) on the copy machine and press “Start”

TIPS:

1. Each machine in the library has slightly different instructions for making double sided copies or adjusting the copy quality. Check the bulletin boards near the machine for helpful directions for that particular machine
2. You can insert up to \$5.00 in the cash machines. They will take a \$5.00 bill (but not the new bills). Change may be available at the Circulation Desk
3. Machines timeout after a few seconds to prevent someone else from copying on your card
4. Copies swiped from your Fenway card are deducted each time you swipe. If you don’t make the copies, they will be put back on your account the next day. Don’t swipe more than a few copies at a time. If you do, you may freeze up all your available copies
5. Cash copies cost \$.15 per page. Copies made with Fenway cards cost \$.10 per page
 - **NOTE: Copying is separate from the 400 free prints/semester that is automatically added to your Fenway Card**

NEED MORE HELP?

- For error messages, machine maintenance or general help, visit the **Circulation Desk**
- For advanced copying jobs, you may need to go to the Copy & Mail Center in room E-002 of the Main Campus Building (MCB)
- For questions about your Fenway card balance or to add value to your card:
 - Online - go to the website on the back of your ID: my.simmons.edu/fenwaycard
 - Visit the card office – room E-007 of the Main Campus Building (MCB)