

Using the Photocopiers

Location	<p>There are 4 public copiers in the Law Library, one in each of the following locations:</p> <ul style="list-style-type: none">• Sub-1 Copy Area• Sub-2 Copy Room• Reserve Area in the Sub-2 Core• Sub-3 Copy Area <p>The maps on the back show where these copiers are. Please ask at the Circulation Desk on Sub-2 if you have any difficulty finding them.</p>
Features	<p>Document Feeder: All of the copiers have a document feeder, which allows you to copy several pages at once. These copiers will let you specify whether your originals are single-sided or double-sided.</p> <p>Duplexing: All of the copiers will allow you to specify whether you want your copies to come out single-sided or double-sided (duplexed).</p> <p>Scanning to a USB Flash Drive: Both copiers on Sub-2 allow you to scan documents and save them to a USB Flash drive. There is more information on scanning posted near these copiers.</p> <p>Scanning to an Email Address: The copier on Sub-3 allows you to scan documents and send them to an email address. There is more information on scanning posted next to this copier.</p>
Cost and payment	<p>Copies are 10¢. To pay for copies, add value to a copier card. Value may be added in \$1.00 increments. If you are a one-time user who needs to make 6 copies or less, you may obtain a card that will provide these copies at no cost at the Circulation Desk on Sub-2.</p>
Copier Cards	<p>For more information about copier cards, see the Modus Operandi handout "Law Library Copier Cards."</p>
Problems	<p>If you experience problems, with either copy quality or money lost due to a malfunction, inquire at the Circulation Desk on S-2.</p>

See Reverse for Maps with Copier Locations

