



Using the Photocopiers

Location

There are 4 public copiers in the Law Library, one in each of the following locations:

- Sub-1 Copy Room
- Sub-2 Copy Room
- Reserve Area in the Sub-2 Core
- Sub-3 Copy Area

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.

Features

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.

Duplexing: All of the copiers will allow you to specify whether you want your copies to come out single-sided or double-sided (duplexed).

Scanning to a USB Flash Drive: Both copiers on **Sub-2** allow you to scan documents and save them to USB Flash drive. There is more information on scanning posted near these copiers.

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.

Cost and payment

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 fewer, you may obtain a card that will provide these copies at no cost at the Circulation Desk on Sub-2.

Copier Cards

For more information about copier cards, see the Modus Operandi handout "Law Library Copier Cards."

Problems

If you experience problems, either with copy quality or money lost due to a malfunction, inquire at the Circulation Desk on S-2.

