HOW TO COPY ANY SIZE NOTEBOOKS

*Swipe your NEIU ID on the keypad/card reader and enter your PIN first.
*Press “1” on Keypad/Card Reader for “Copy”
*Do not close the cover of the copy machine when copying notebooks or magazines.

Step 1:
On the control panel, press the “Mode Memory” button.

Step 2:
Select bookcopy “single” or “double”. (See NOTE below)
Press OK.

Step 3:
Place your notebook/binder in the middle of the glass so that the middle matches the 8½ mark.

Step 4:
Press the START button (DO NOT CLOSE THE TOP). Wait for the scanner light to pass twice!

NOTE:
If you have chosen “bookcopy single”, you will get two single-sided copies:
If you have chosen “bookcopy double”, you will get one double-sided copy.