



**Photocopying in the Library:** For details about photocopying in the library, see the steps below.



1. Beside each photocopier, there is a card swiper. Swipe your Okra Kard or guest card in the swiper.
2. After swiping your card, you will see your card's balance on the screen of the card swiper.
3. Raise the cover of the photocopier, place the front side of the page down that you wish to copy, and press the green "START" button on the photocopier.
4. When you are finished photocopying, press the arrow button on the card swiper.

*Figure 5: Card Swiper*