Using the Library Photocopy Machine

Prepared by the Malcolm X College Library staff.
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The Library has a Canon photocopier that will make B&W and color copies. There is model 65651 in Academic Support that only does B&W copies.
The payment tower accepts bills, coins or a copy card. Change is returned. B&W copies cost $0.05; color copies cost $0.10 per side.

The copier menu is activated after you insert money or a card.

Copy cards are optional.

The same card works in the tower for the printers and photocopiers. Optionally you may activate your CCC ID to use as a payment card.
Payment Tower 2

LED screen gives instructions and shows how much money is on the card or credited to you.

Tower accepts coins in the slot on top.

Cards may be inserted here.

Insert bills here.

Change returned here.
This menu is presented after you deposit money or insert your card.

Choose “Copy” for photocopies.
Use this menu to choose B&W or color copies, reduce or enlarge image, set number of copies, and more.

Selecting a button will bring up another menu.
Options Menu

From this menu choose 1 sided or 2 sided copies and other options.
Lift the cover. Place page or book on the right side where the arrow indicates.
Place originals face up for one sided copies. For two sided copies it does not matter.
Using Key Pad

Use the number pad if you want more than one copy. When ready hit the green start button.

Use the stop button to pause the job. A menu will pop-up asking if you want to cancel or continue the job.
This menu is presented after you deposit money or insert your card.

Choose “Scan and Send”
To scan and send choose new destination. Optionally you may choose color or gray scale. You may make a PDF or JPG file. Hit the “Options” button for more choices.

On the next screen input your email destination.
Select “New destination.”
Type in the destination e-mail address from this screen. Hit “OK” when done.
When ready to send the green light will be on the start button. Hit start to begin scanning and sending. The green light will flash under “Processing/Data” until the job is complete.

You are done. Don’t forget your originals.
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If you have any questions or comments on this presentation please direct them to the Library Reference Department 312-850-7244 or use the general library email: mxc-library@ccc.edu

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