Using the Xerox B&W Photocopiers

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The Library has two Xerox 5135 B&W photocopiers on each side of the circulation desk.
The payment tower accepts bills, coins or a printer card. Change is returned. B&W copies cost $0.10 per side.

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

Printer cards are optional. Do not attempt to use the computer printer cards in this tower as they will jam the machine and prevent others from using it.
Placement of Originals

Lift the cover. Place page or book on the right side where the arrow indicates. Side to be printed is face down.
Using Document Feeder

Place originals with the print side up for one sided copies. For two sided copies place the first side up.

For two sided copies from two sided originals choose 2 to 2.
Using Key Pad

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