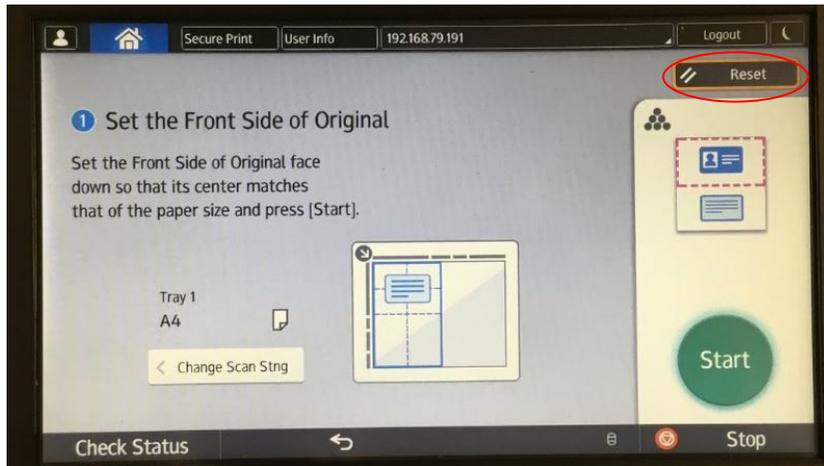


7. Copying an ID card. From the **Copy** Screen shown on p2 of this booklet, tick the ID card box. (Press **Start** and you will be prompted to turn the card over—see below). Press **Start** to make the copy (Note: you will only be charged 10p for a black and white copy.)



8. If you get stuck at any stage just click **Reset** (circled above). If you have any other questions at all, please **ask a member of staff**.

Other ways we can help you find the information you need:

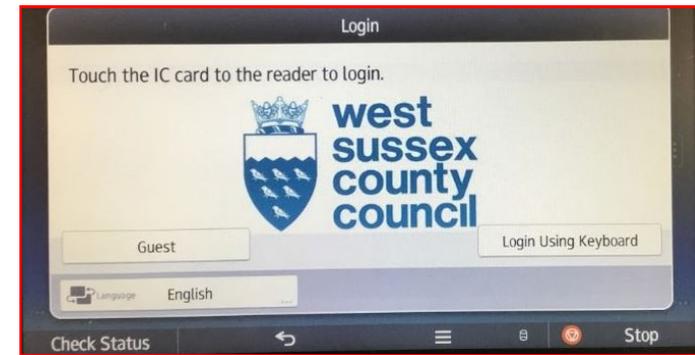
- Ask a Librarian [www.westsussex.gov.uk/askalibrarian](http://www.westsussex.gov.uk/askalibrarian)
- Local Clubs & Societies [www.westsussex.gov.uk/localclubs](http://www.westsussex.gov.uk/localclubs)
- Family History [www.westsussex.gov.uk/familyhistory](http://www.westsussex.gov.uk/familyhistory)

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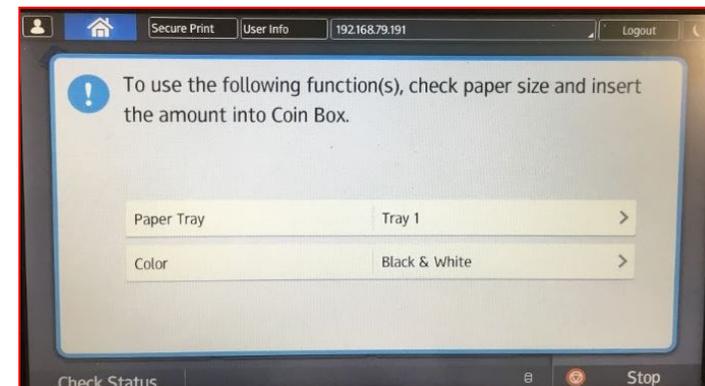
## Help With...

## Photocopying

Our new **Ricoh** photocopiers are designed to be easy to use. If you've used a copier before you'll find them straightforward. If you haven't, don't worry – these instructions will have you copying like a pro.

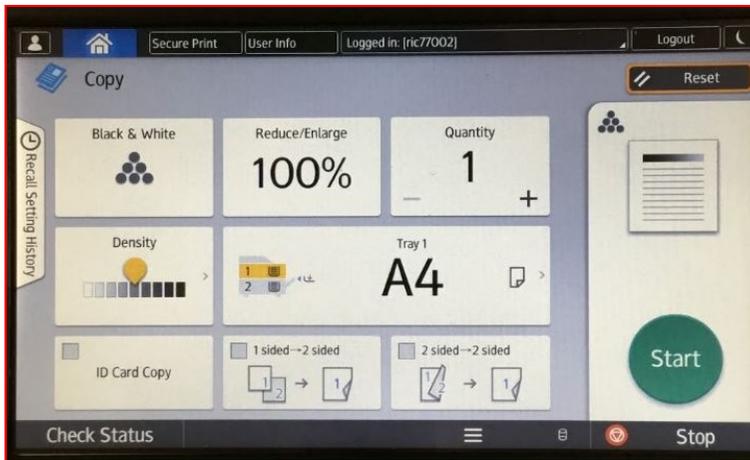


1. If the screen is blank simply touch to see the display shown above. Tap **Guest** to begin using the photocopier.



2. Next you need to put money in the coin box. A4 copies: 10p for black and white, 50p for colour; A3 copies: 15p for black and white, £1.00 for colour. (NB: The machine does not give change; please ask a member of staff.)

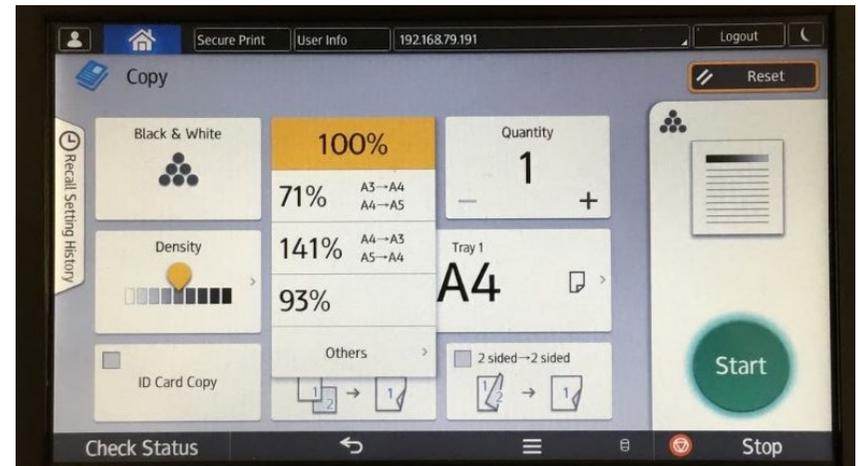
3. Once you have put money in the coin box the screen will display:



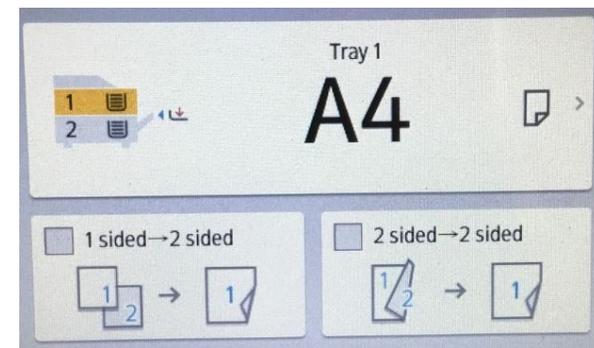
From here you have scope to change from standard like for like print, as follows:

- You can make a colour print by clicking on the **Black and White** tile. You will then be offered **Colour** as an alternative (Note that the money you put in must then be at least 50p.)
- You can increase or reduce the ratio of your print by clicking on **Reduce/Enlarge**.
- You can make more than one copy of your original by going to the **Quantity** tile and clicking the plus sign until you reach the right number (you must make sure that you have inserted the right amount of money for the number of copies that you are making.)
- You can make your copy lighter or darker than the original.
- You can change from A4 to A3 by clicking the A4 button and then selecting A3.
- You can make a double-sided copy.
- You can copy both sides of an ID card onto the same sheet.

4. To reduce or enlarge the original click **100%** and select from the options shown below. Select **Others** for more options.



5. To make a double-sided copy choose from one of the options below. The left-hand option will copy from two single-sided originals. The right-hand option copies double-sided to double-sided.



6. To make the copy lighter or darker simply touch the **Density** level shown on the left of the copy screen (top picture). Move the yellow indicator left for lighter, right for darker.