

# MCWHERTER LIBRARY COPY CARD DISPENSER INSTRUCTIONS

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## How do I make copies?

- You need either your University of Memphis ID card or you must purchase a copy card.
- If you have a University of Memphis ID card **GO TO STEP 1.**
- If you do not have a U of M ID card, you must use a copy card to make copies.
- The cost of a copy card is \$1. If you purchase a copy card with a \$1 bill, it will not have any money on it. You must then add money to the card to make copies.
- If you purchase your copy card with a \$5, \$10 or \$20 bill, that amount (less the \$1 cost of the copy card) will be placed on your card after it is activated. For example, if you purchase a card with \$5 you will pay the \$1 card fee and have \$4 on the card for copies once it is activated. To purchase card **GO TO STEP 2.**

## STEP 1: Add money to your University of Memphis ID card

- Press the button next to “**Deposit**” and follow the on screen instructions.
- This machine accepts cash.
- Once you have added money to your U of M ID card, swipe it at the card reader attached to the copy machine to make copies.
- **This machine DOES NOT MAKE CHANGE. No cash refunds will be made.**

## STEP 2: Purchase a Copy Card

- To purchase a copy card, press the button next to “**Purchase a Card**” and follow the on screen instructions. **Follow all instructions and be sure to ACTIVATE your card.**
- Once you have purchased a copy card, swipe it at the card reader attached to the copy machine to make copies.
- **This machine DOES NOT MAKE CHANGE. No cash refunds will be made.**

## QUESTIONS/PROBLEMS/INFORMATION:

- If you have questions about the dispenser, please email the Campus Card Office (campuscard@memphis.edu) or telephone **678-CARD** (2273).
- Copy card dispensers are located in McWherter Library (1<sup>st</sup> and 2<sup>nd</sup> floors), Ball Hall Learning Resource Center, and Paw Prints.
- Change is available at the Bursar’s Office, at the Tiger Den, or at the University Center.