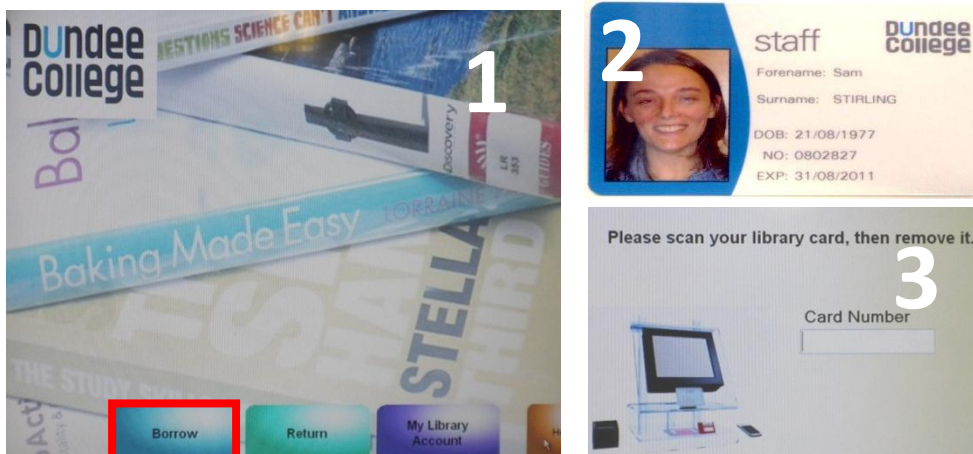


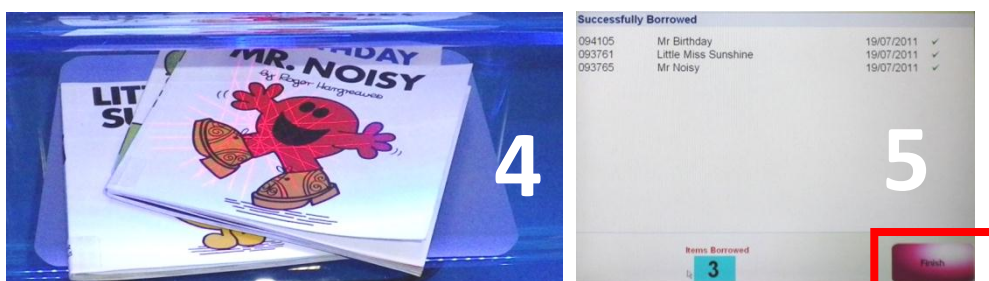
Self-Issue Machine

How to issue books to your account

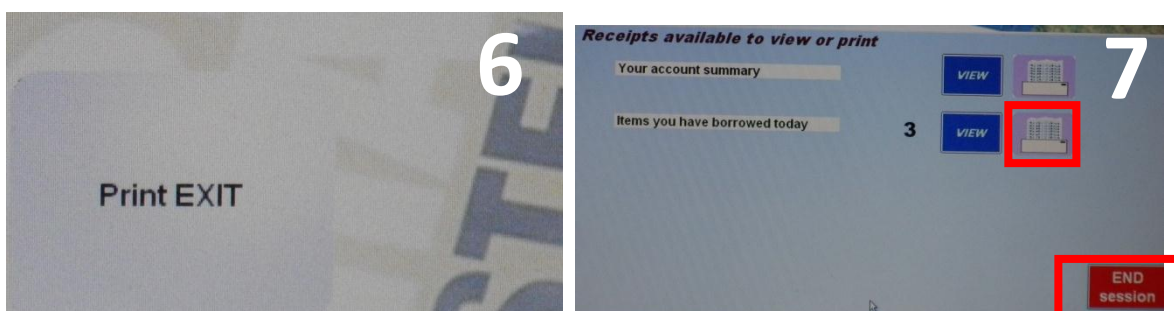
1. Press the **Borrow** button on the screen
2. Place your card in the scanner area underneath the monitor
3. Scanner will automatically scan your card and open your account. Now remove your card from the scanner area



4. Place the books in the scanner area
5. Once books have been scanned, the screen will display the list of successfully borrowed books. The dates displayed next to each book, are the due back dates. Once finished, press the **Finish** button.



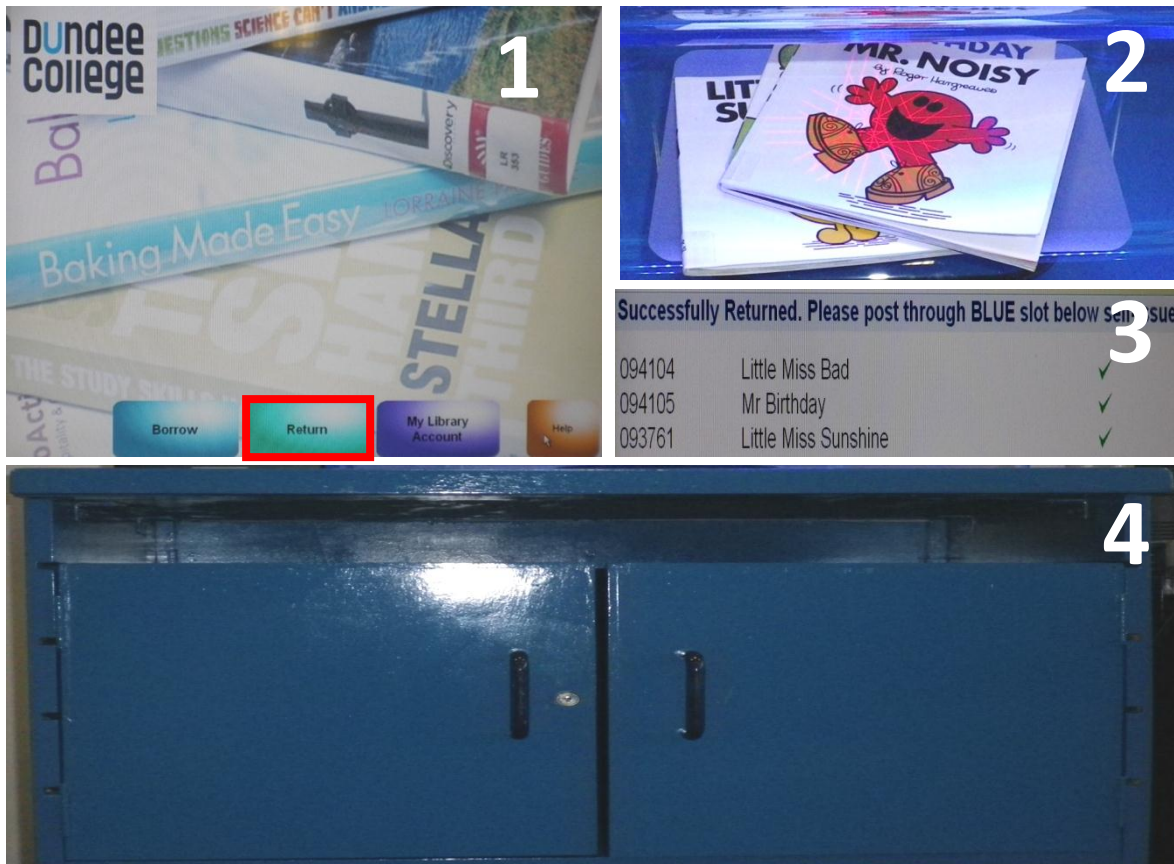
6. To end your session or print a receipt, press the **Print EXIT** button on the screen
7. To print out a receipt, press the **Printer icon** button. Receipt will now print. Once finished, press the **END session** button (if no receipt required, just press the **END session** button to finish)



Self-Issue Machine

How to return books from your account

1. Press the **Return** button on the screen
2. Place the books in the scanner area
3. Once books have been scanned, the screen will display the list of successfully returned books. Once finished, press the **Finish** button.
4. Put the returned books into the returned books slot underneath the self-issue desk



1. To end your session or print a receipt, press the **Print EXIT** button on the screen
2. To print out a receipt, press the **Printer icon** button. Receipt will now print. Once finished, press the **END session** button (if no receipt required, just press the **END session** button to finish)

