

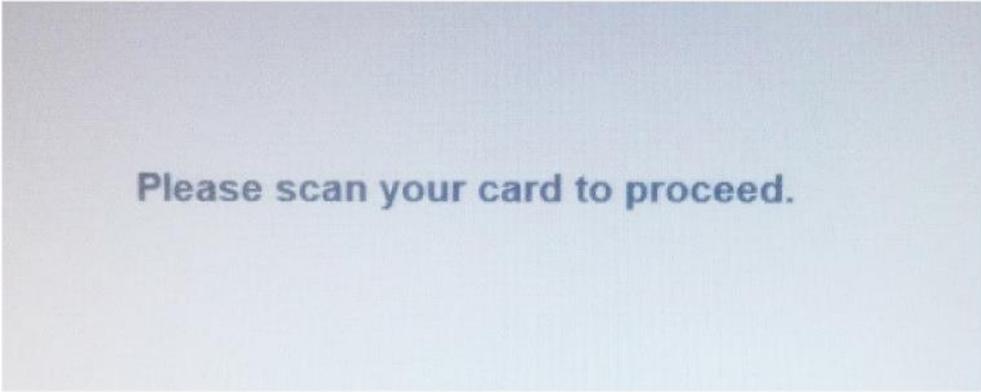


•USING THE XEROX PAY POINTS

- Use the Xerox pay points to load printing credits manually. They are located at:

1. The Oppenheimer Document Centre on Upper Campus
1. The Barnard Fuller Health Science Library, Medical Campus

- The welcome screen will prompt you to scan your card to proceed.

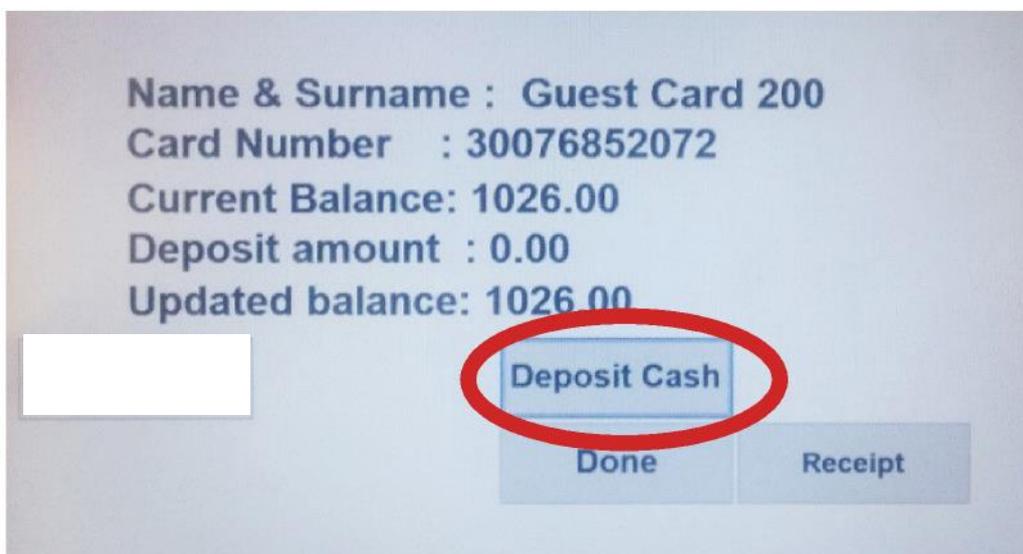


Please scan your card to proceed.



•LOADING CASH

- 1. Once you have scanned your card, your details will be displayed and you will have the option of loading credits using cash. To deposit cash, tap the [Deposit Cash](#) option.



2. Once you select **Deposit Cash**, the green lights on the note slot will light up.

1. Deposit your cash: coins into the coin slot and notes into the



•NOTES COINS

•4. Your balance will be displayed once the cash has been deposited.

