

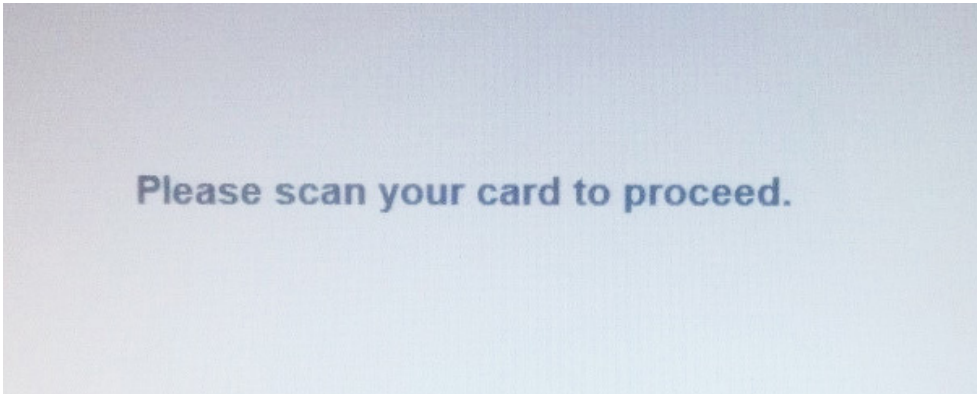


## USING THE XEROX PAY POINTS

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

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

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

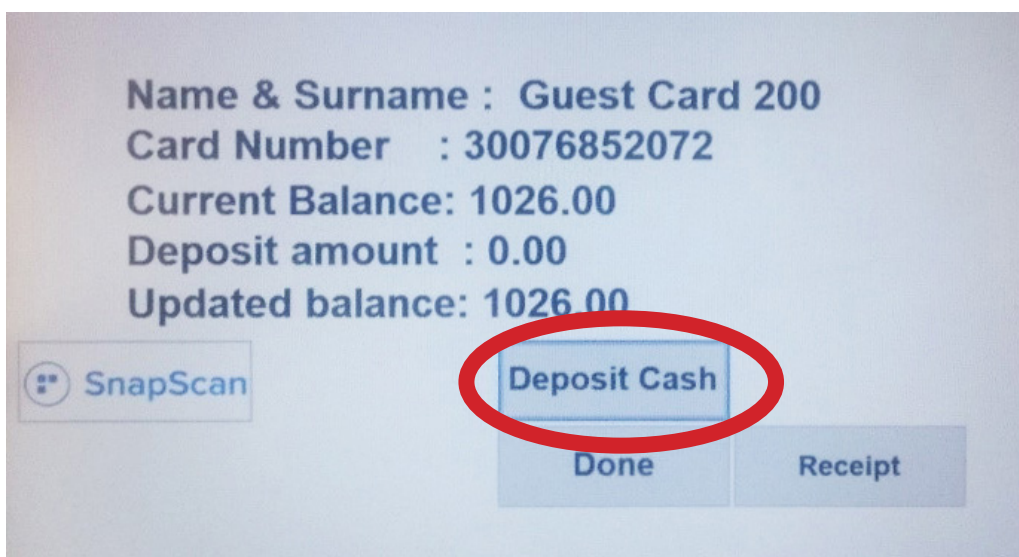


Please scan your card to proceed.



## LOADING CASH

1. Once you have scanned your card, your details will be displayed and you will have the option of loading credits either using cash, or Snapscan. To deposit cash, tap the **Deposit Cash** option.



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

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

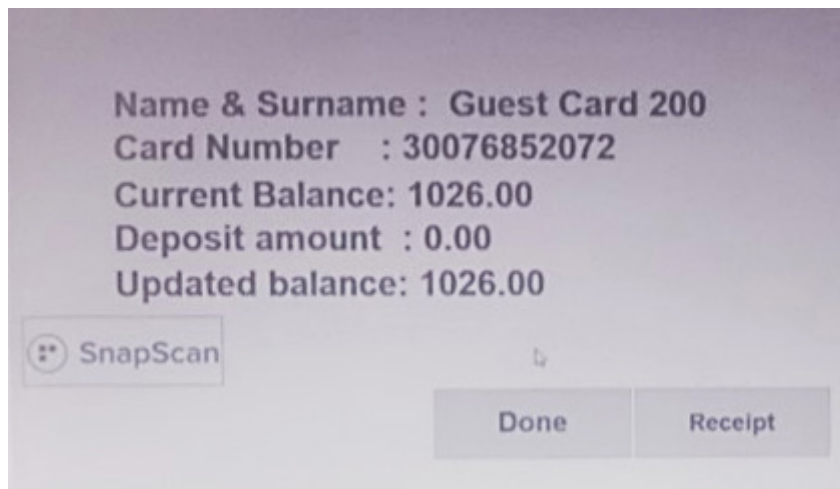


**NOTES**



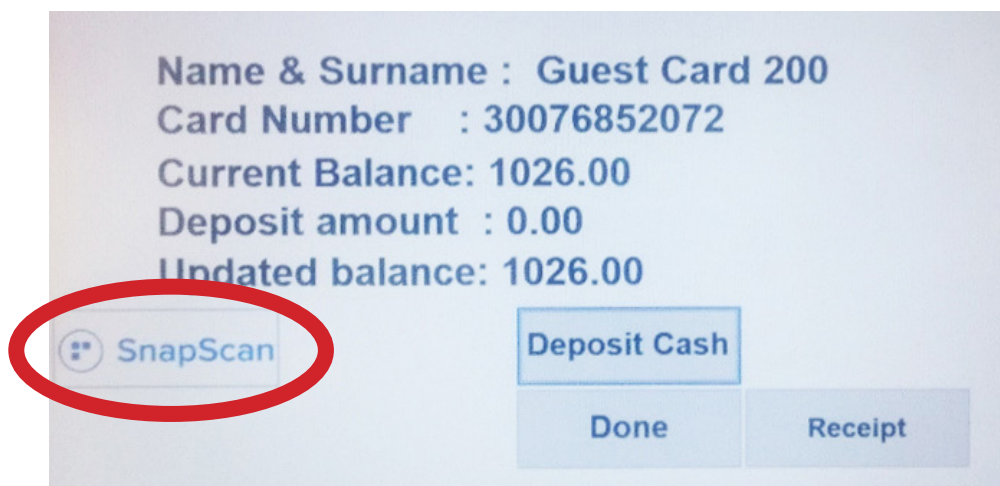
**COINS**

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

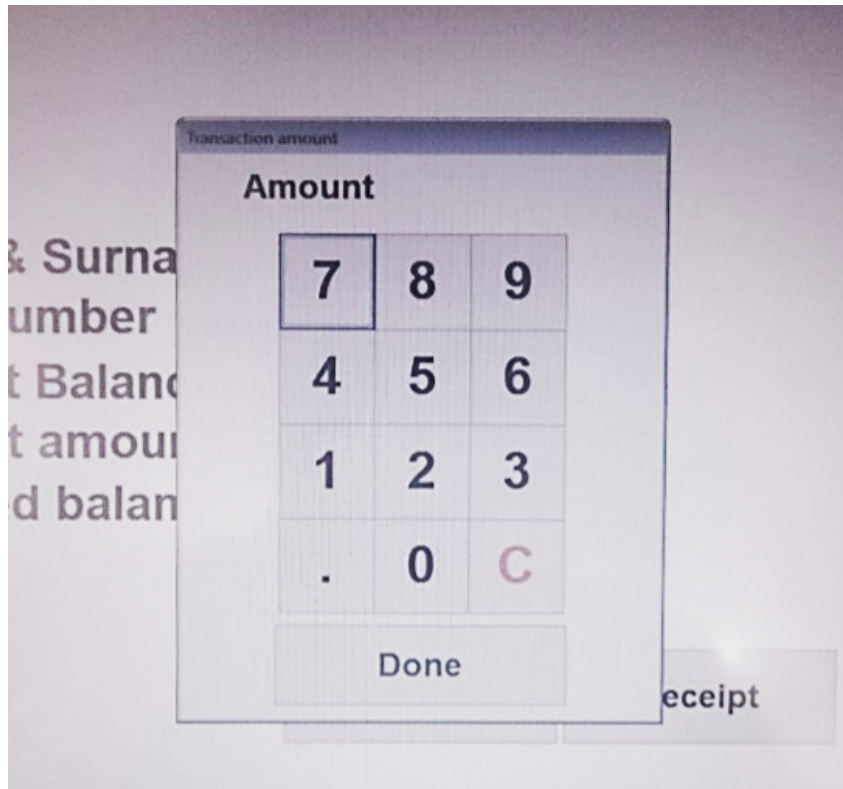


## USING SNAPSCAN

1. To load credit using Snapscan, tap the **Snapscan** option. To use this option, you will need to install the Snapscan app on your phone.



2. Enter the amount of credit you want to load on the keypad and tap **Done**.



3. Scan the Snapscan QR code to make the payment.  
The amount deposited will then reflect in your account.

