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**SELF SERVICE PASSBOOK PRINTING KIOSK USER MANUAL AND GUIDELINES**

1. Please get the bar code sticker printed and pasted on your passbook from the bank where the Passbook printing kiosk is provided.
2. Open the last printed page (i.e. current page) of your passbook and insert it in the kiosk as shown on the kiosk.
3. Please follow the instructions displayed on the kiosk.
4. If the page of the passbook is full, the kiosk will eject your passbook with the instruction to turn the page, kindly turn the page and insert it again within 20 seconds into the kiosk as shown on it.
5. If passbook is full without pages available for printing, please get the new passbook from the branch and get the bar code sticker printed and pasted on it.
6. If the account is dormant, please contact the parent branch and activate it before using the passbook kiosk
7. Please collect the passbook after successfully printing the transactions from the self service passbook printing kiosk.