

TO OPERATE COPIER

Idle copier will display this screen:



Swipe ID card at the left side of the copier. The first time you swipe your card you will be presented with this screen:



Answer "Yes" to associate your card with your NetID account. You will be prompted to enter your username (J-Number) at the "Associate Card" screen below:



Touch "Next" and enter your NetID password at the following screen.

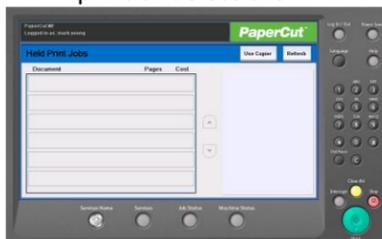
If you do not have your ID, touch the "Alternate Login" button to be presented with the login screen:



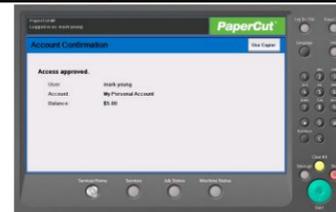
Enter your J-Number and touch "OK". Enter your password:
(Note – A password change from a computer may be required if you have not changed your password in the last 30 days)



Print jobs you have submitted will appear on the following screen: You can select your print job(s) from the screen below and either print or delete them:



To copy or scan, touch the "Use Copier" button. You will be presented with information about your account on the following screen. Account balances are only informational and do not represent a balance owed.



Press "Use Copier" and you will be presented with the Copier's Services Home screen:



- Touch "Copy" to make copies.
- Touch "Print Release" to return to the list of your submitted print jobs.
- Touch "Select Account" to return to the account information screen
- Touch "AutoStore" to scan a document to your e-mail.



On the AutoStore Screen select "Scan to e-Mail" to be presented with the e-mail scanning screen:



Touching the "Change Settings" button will allow you to adjust settings such as color mode and 2-sided scanning. Once you are satisfied with the settings, touch the "Start" button to begin scanning. A text-searchable PDF will be delivered as an attachment to your e-mail.