

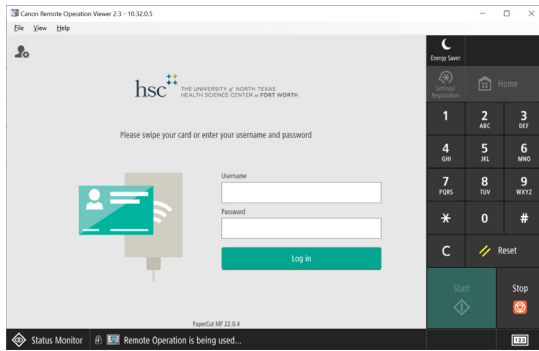
PaperCut - Copy

Brief Steps

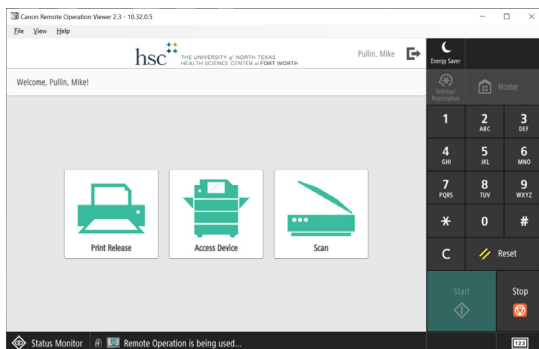
1. Scan your badge or login to the printer using your euid and Canvas password
2. Press Access Device
3. Press Access Device a second time
4. Press Copy on the main screen area or on the top line
5. Put document into document feeder or first page on the copy glass (face down)
6. Change Settings as needed
7. Press Start to begin copying (through document feeder or one page at a time)
8. If copying one page at a time, change the page on the glass to the next page and press “Start”; repeat as needed
9. Press log out

Detailed Instructions

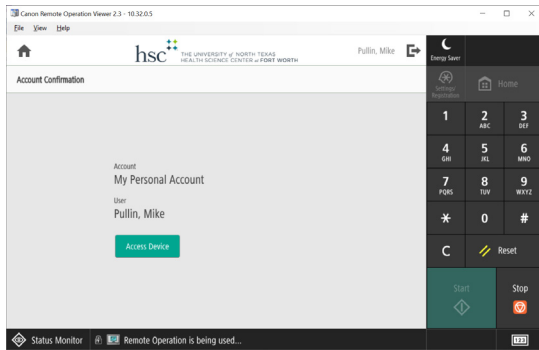
1. Scan your badge or login to the printer using your username (euid) and Canvas password



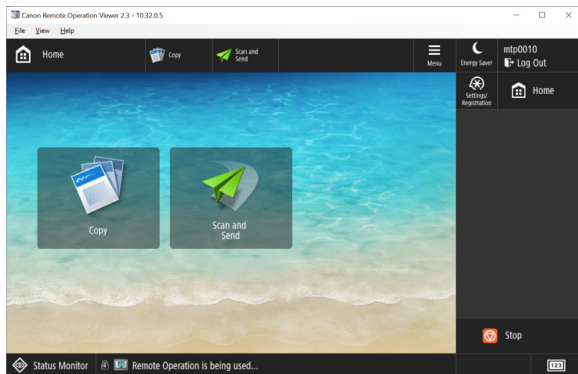
2. Press Access Device



3. Press Access Device a second time

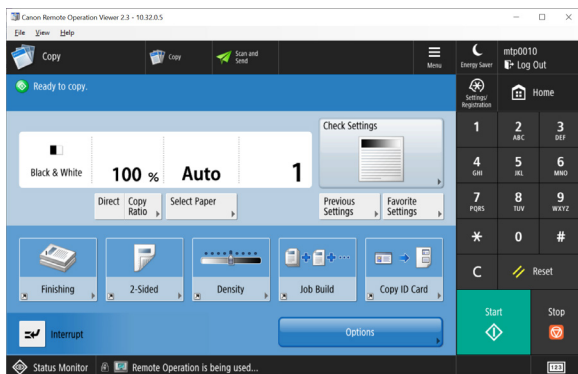


4. Press Copy on the main screen area or on the top line



5. Put document into document feeder or first page on the copy glass (face down)

6. Change Settings as needed



7. Press Start (see above) to begin copying (through document feeder or one page at a time)

8. If copying one page at a time, change the page on the glass to the next page and press "Start"; repeat as needed

9. Press log out (upper right corner)