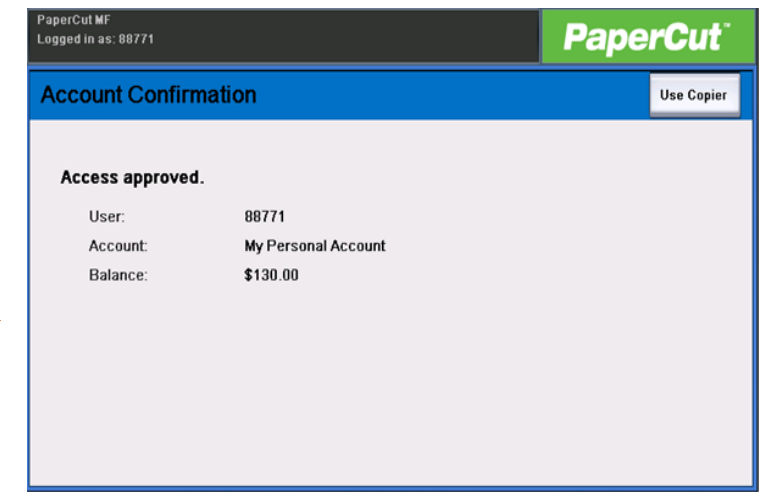
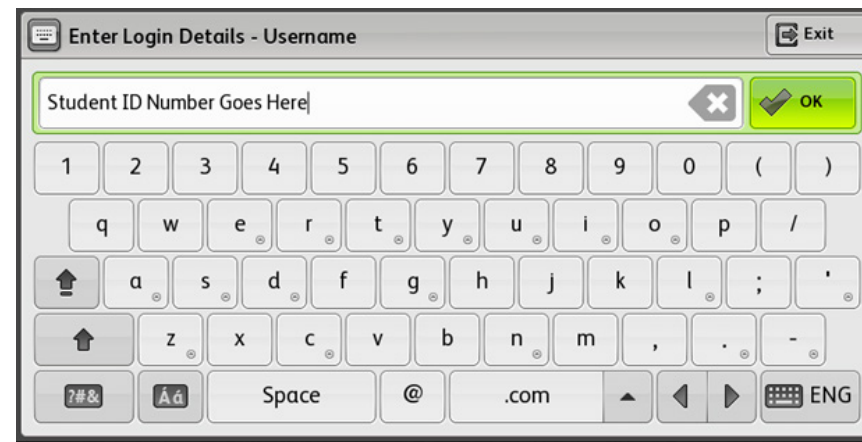
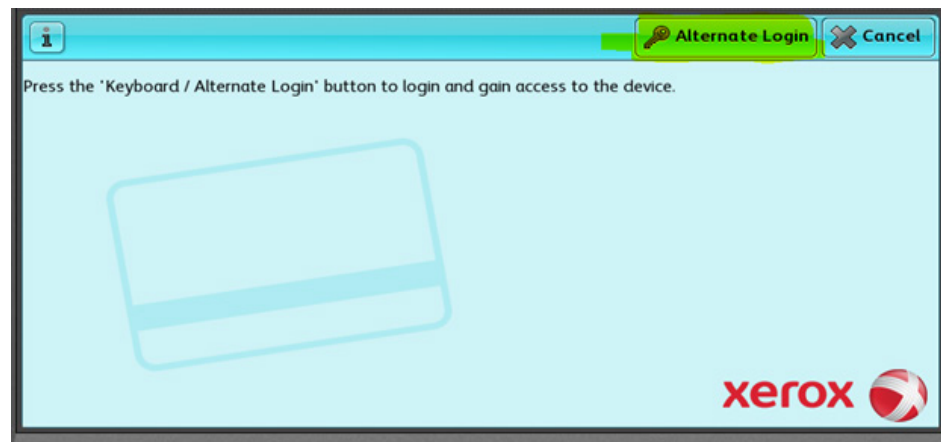


How to Copy using your Student Papercut Account

To begin using the copier place your originals in the document feeder or on the scanning glass and press the **Alternate Login** button on the touch screen.

Enter your **Student ID number** (this is also your MYQC Portal Username) and press the **OK** button.

You now see your account and balance information and can select the **Use Copier** button.



A new menu will appear. Select **Copy**.

Select your options for copying (number of copies, single or double sided, stapled) and press the **Start** button.

