

# Print-Copy-Scan Instructions

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## Making Copies:

1. Go to copier, Scan your ISU ID or manually log into Papercut with the touch pad
2. Select "Access Device" in top right of the screen
3. Select "Access Device" again, when prompted
4. You are now ready to copy:
  - a. Place the document(s) on the top level face up (a blue light will appear if done correctly)
5. Once ready, click the Start button on the control panel:




## Copying Tips:

Number of copies located in the top right corner of the screen  
Color options are located under the number of copies

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## Scanning:

1. Go to copier, Scan your ISU ID or manually log into Papercut with the touch pad
  2. Select "Access Device" in top right of the screen
  3. Select "Access Device" again, when prompted
  4. Select the home button on the control panel:
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5. Select type of scan:
    - a. Simple Scan - sends scanned document directly to associated papercut email
    - b. Scan - sends scanned document to other emails, flash drive (port on left side of touch pad), etc
  6. Place the document(s) on the top level face up (a blue light will appear if done correctly)
  7. Once ready, click start button on screen or control panel to scan and send:



**IMPORTANT:** To log out, click ->

