How to photocopy (B&W)

1. Login
   With your ID Card
   Swipe your WesID card’s black magnetic stripe using the card reader on the right side of the printer
   With your network login or guest login
   Touch the screen on the front of the printer to wake it, then use the on-screen keyboard to login using your Wesleyan username and password.
   NOTE: you do not need to type @wesleyan.edu after your username

2. Place the original in the document feeder atop the machine or directly on the glass

3. Press the Copy button to the left of the touch screen.

4. The LCD screen will display the copy settings, which you can change as desired.

5. Press the green Start button to begin copying.

6. Logout/Exit when you’re done!
   When you are done copying, Logout to safeguard your personal account!
   Press the Printer key to the left of the touch screen.
   Then press the Logout button in the bottom right of the touch screen.