Graduate Student Copying Service

The copier will utilize existing print quota. B/W and color copies will be charged as the same rate as printing in the student computer lab. **You must have available balance on your print quota to successfully log into the copier.**

To make copies:

1. On the control panel touch screen, touch **Copy**.
2. Enter Fisher ID (last name #), touch **Next**.
3. Enter Fisher ID Password, touch **Enter**.
4. Load the original document. Use the **document glass** for single copies or paper that cannot be fed using the document feeder. Use the **document feeder** for single or multiple pages.

5. Use the alphanumeric keypad on the control panel to enter the number of copies. The number of copies appears in the upper-right corner of the touch screen.
   - To correct the number of copies entered using the alphanumeric keypad, press the **C** button and then reenter the number.
   - To stop a copy job, press the red **Stop** button on the control panel. On the touch screen, touch **Resume** to continue the job or **Cancel** to cancel the job completely.

6. Press the green **Start** button on the control panel.

7. When finished, press the **Log In/Out** button, then touch **Logout**.