

Copying and Printing to the LCC Networked Photocopier using Cash, CyCash or PaperCut

(PaperCut will either be deducted from your quota,
or will be added to your u-bill)

Notes before you begin:

- If a **“KEY CARD”** prompt appears, the machine is referring to cash or CyCash
 - If you are using cash, simply add money or scan/re-scan your card, and the prompt will disappear.
 - If a “Key Card” prompt is on the screen, **but you want to use PaperCut**, press “Other Function” on the left side of the screen.
- **To logout of PaperCut at any time** of the process, press “Other Function” on the left side of the screen. This will either take you to
 1. the PaperCut “start” screen, (you’ve been logged out) or
 2. the screen with your information. Press “Logout” to clear
- If you’ve used CyCash and several copies are remaining on the card reader, press “Quit” to clear.

MAKING COPIES

Cash or CyCash

1. Insert cash or swipe ISU Card to pay with CyCash.
2. Push the “Copy” button on the left hand side of machine
3. Lay page to be copied on glass face down in upper left hand corner or place documents face up in feeder.
4. Key in number of copies (default is set to “1”).
5. Press the green “Start” button to print.

PaperCut

1. Touch “Start” on main screen.
2. Log into PaperCut with your NetID and password.
3. Press “Use Device Functions” to enable the machine.
4. Push the “Copy” button on the left hand side of machine.
5. Lay page to be copied on glass face down in upper left hand corner or place documents face up in feeder.
6. Key in number of copies (default is set to “1”).
7. Press green “Start” button.
8. When you are done, press “Other Function” button on left hand side of machine, and press “Logout” in upper right of screen.

PRINTING FROM LCC KIC SCANNERS

Scan your document and press PRINT to send it to the networked photocopier

Cash or CyCash

1. At the photocopier, insert cash or swipe ISU Card to enable the machine.
2. Press the "Document Server" button on the left hand side of the machine.
3. Find the correct print job by pressing "Preview" until you find the correct job.
4. Highlight the job and press the green "Start" button to print.
5. When finished printing, highlight your job and click "Delete File" to remove your file from the copier.

PaperCut

1. At the photocopier, log into PaperCut with your NetID and password.
2. Press "Use Device Functions" to enable the machine.
3. Press the "Document Server" button on the left hand side of the machine.
4. Find the correct print job by pressing "Preview" until you find the correct job.
5. Highlight the job and press the green "Start" button to print.
6. When finished printing, highlight your job and click "Delete File" to remove your file from the copier.

PRINTING FROM LIBRARY COMPUTERS

Cash or CyCash

1. At the computer, select this printer: "Library 130 Pay on Photocopier"
2. At the photocopier, insert cash or swipe ISU Card to enable the machine.
3. Press the "Document Server" button on the left hand side of the machine.
4. Find the correct print job by pressing "Preview" until you find the correct job.
5. Highlight the job and press the green "Start" button to print.
6. When finished printing, highlight your job and click "Delete File" to remove it from the copier. *If you change your mind and would rather use PaperCut instead:*
 - *Don't put money or scan your card (retrieve your money/"Quit" the card reader, if you've already done so).*
 - *Follow the PaperCut instructions above (under "Printing from LCC [KIC] Scanners").*

PaperCut

1. At the computer, select this printer: "Library 130 Photocopier on PaperCut"
2. Enter your NetID and password at the PaperCut prompt on the computer.
3. At the photocopier, log into PaperCut with your NetID and password.
4. Press "Select and Release Print Jobs" to display your print jobs.
5. Press "Print".
6. Press "Logout" in the upper right of the screen when you are finished.

*The PaperCut choice cannot be reversed, **but** unretrieved jobs will clear out in a day or two, and you will **not** be charged for unretrieved jobs.*