

Student Copier Instructions

To make a copy:

*If the printers' front display is dark, push the "Energy Saver" button and it will wake up.

1. On the front display push the button labeled "Alternate Login"
2. Enter your UMW username, hit "Enter".
 - ex. firstname.lastname (**DO NOT add @umwestern.edu**)
3. Enter your password, hit "Enter". (8000# unless you've changed it)
4. After logon completes, click "Copy" and it will bring up all copy options. Adjust as needed and hit "Start" when you're ready!
5. Once you're finished, **BE SURE YOU LOG OUT!**
 - Click your name in the top-right corner of the screen and select "Logout", then confirm.

IMPORTANT!

*The copier auto detects jobs containing ANY color and charges them as color copies. If your job contains ANY color but you only want B&W copies, **BE SURE TO CHANGE THE SETTING FROM AUTO DETECT TO BLACK & WHITE ONLY!**