

# Using Campus Copiers

Log in to campus copiers by swiping your UHC ID card through the reader located on the right side of the device. **OR** type your UHC email address and password by tapping the “Username” and “Password” boxes on the touchscreen to bring up the on-screen keyboard. Tap “OK” after each entry, then “Log in”.

## Copier Usage Rates

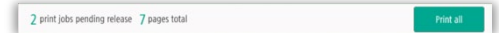
- Scanning: free
- B&W: \$0.05/page
- Color: \$0.15/page
- Staple / Hole Punch: no additional cost

## Printing:

1. Submit your print jobs one of three ways:
  - A. Print to the “Find-Me-Printing” printer from a UHC computer.
  - B. Log in to [print.uhcno.edu/](http://print.uhcno.edu/) using your UHC email address from any device and select “Web Print” on the left. Click “Submit a job” and follow the on-screen directions to upload your document(s).
  - C. Email your document(s) as attachment(s) from your UHC email address to [print@uhcno.edu](mailto:print@uhcno.edu).

**Note:** Option A must be used to submit color, two-sided, stapled, and/or hole punched print jobs using the “Printer Properties” menu. Options B & C only support single-sided, B&W printing.

2. Log in to a copier using the instructions at the top of this page.
3. A summary of print jobs is displayed across the top of the screen; tap the green “Print all” button to request all waiting jobs to be printed immediately **OR** tap the “Print Release” button. The latter allows for converting your jobs to B&W, enabling two-sided, changing the number of copies to be made, as well as canceling individually.
4. Log out of the copier using the button at the top-right of the touchscreen or the “ID” button on the keypad to the right of the screen.



## Copying:

1. Log in using the instructions at the top of this page.
2. Tap the “Access Device” button.
3. Load page(s) face-up in the document feeder on the top of the copier **OR** a single page face-down on the glass.
4. Begin typing on the keypad to the right of the screen to set the number of copies to be made. Select whether you want B&W or color copies using the “Select Color” button on the touchscreen. Options such as stapling, hole punching, and two-sided can also be enabled on this screen if needed.
5. Press the green “Start” button below the keypad to begin copying.
6. Log out using the button at the bottom-right of the touchscreen or the “ID” button on the keypad.



## Scanning:

1. Log in to a copier using the instructions at the top of this page.
2. Tap the “Scan” button.
3. Load page(s) face-up in the document feeder on the top of the copier **OR** a single page face-down on the glass.
4. Select a destination from the list.
5. Tap “Change settings” to specify file type, color or B&W scanning, and
6. Tap the green “Start” button on the touchscreen.
7. If this is your first time scanning to a cloud drive, check your UHC email for instructions.

