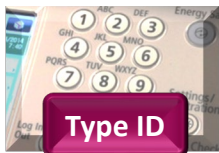


Making Copies

Copier Log-In – Two ways



Login using ID number

Type your 8-digit NWTC ID # on the keypad. Touch Login.

OR

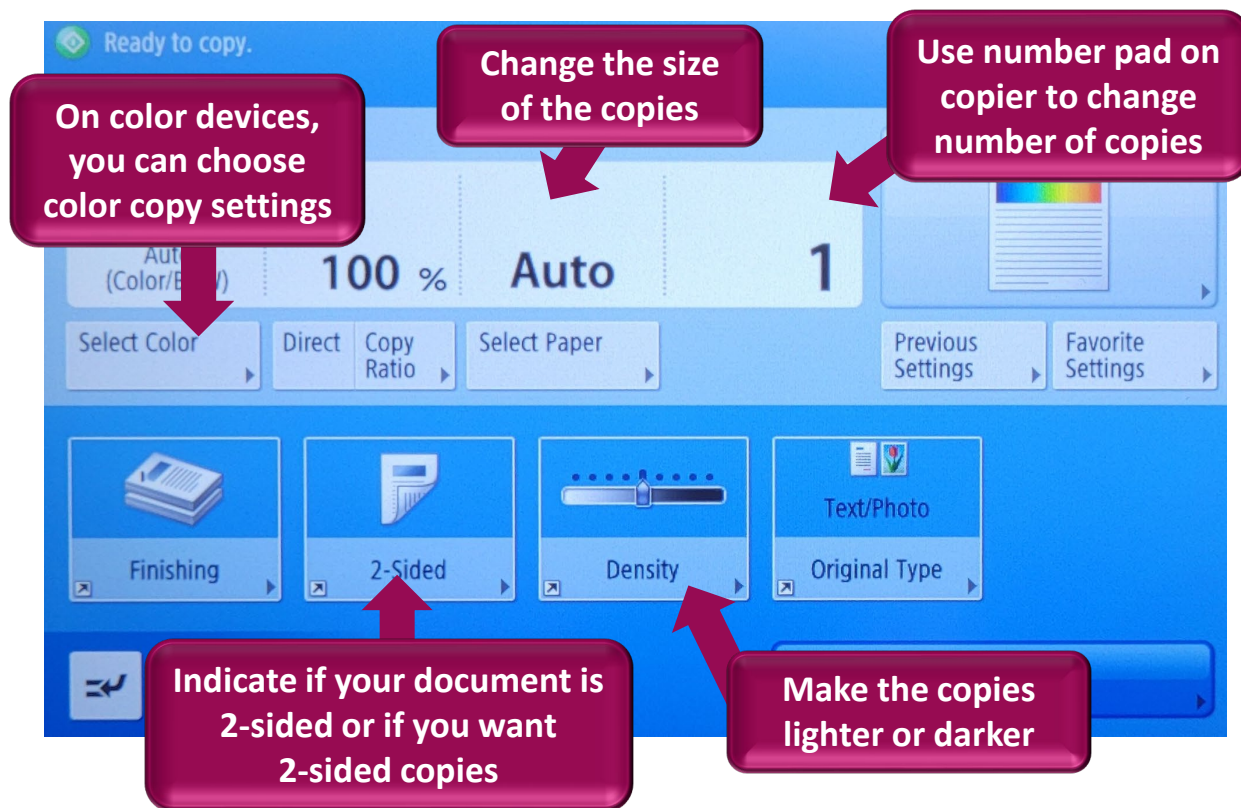


If you have a NWTC Photo ID card with Security/Gym access, place it (or your wallet) over the card reader. The first time you will need to also type in your username/password. Security cards are available from Student Involvement in the Commons

Select the Access Device and then Copy.



Select Number of Copies and Settings



Copy Document

Place the document into the top document feeder (face-up) or onto the glass (face down in back left corner). Press the **Start** button.

