Making Copies at NWTC

Copier Log In – Two Ways

- Log in by typing your 8-digit NWTC ID number on the keypad. Then touch Login.
- Or, scan your NWTC Photo ID card (if it has security/gym access). The first time, you will also need to type in your username/password.
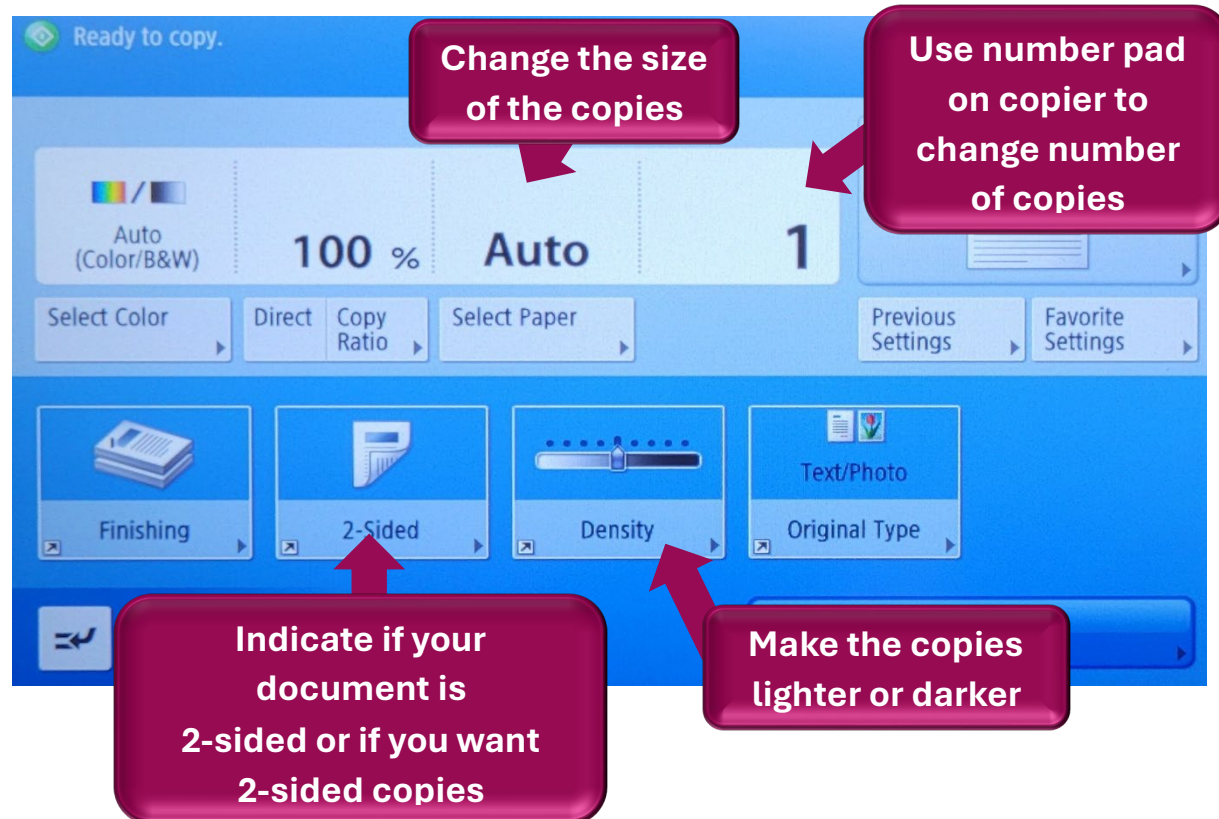
Type ID

3403-348903 40283

Or Swipe Card

Select Access Device and then Copy

Once logged in, click Access Device to see the Copy button.

Select Number of Copies and Settings

Change the size of the copies

Use number pad on copier to change number of copies

Indicate if your document is 2-sided or if you want 2-sided copies

Make the copies lighter or darker

Copy the Document

Hit Start Button on Copier

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

For technical problems with NWTC computers, systems, or websites, please contact the Student Help Desk at nwtc.edu/helpdesk or 920-498-6900