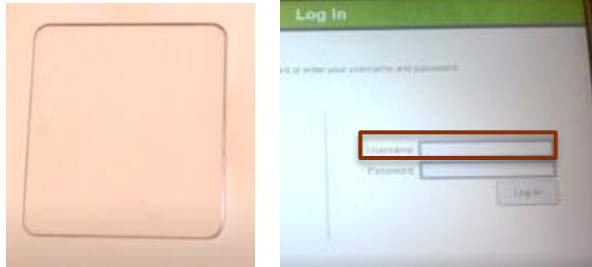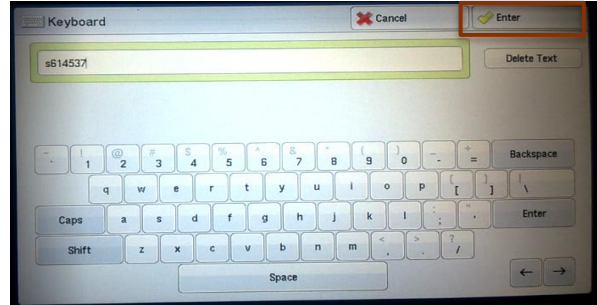# How to Photocopy

1. Go to the printer and log in by scanning your student card or touch the Username box.
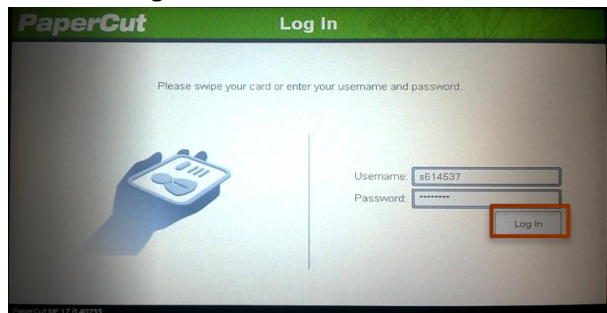

2. Enter your student number and select Enter.
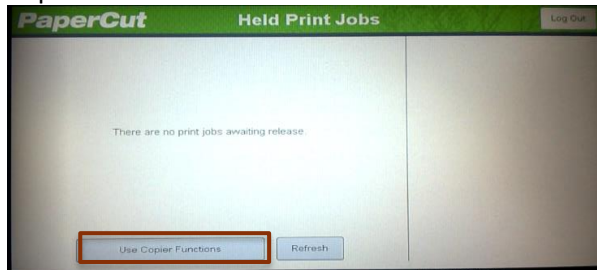

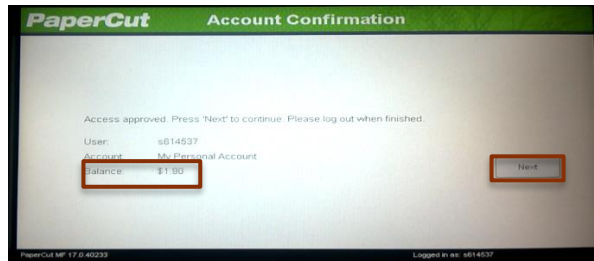**3.** Enter your password, which is your birthday DDMMYYYY, and select Enter.

4. Select Log in.

5. When you have logged in, you can select Use Copier Functions.

6. You will see your printing credit balance. Select Next.

7. Select Copy. Then adjust your copy settings.

8. Use the keypad to select the number of copies, and then press the green Start button.