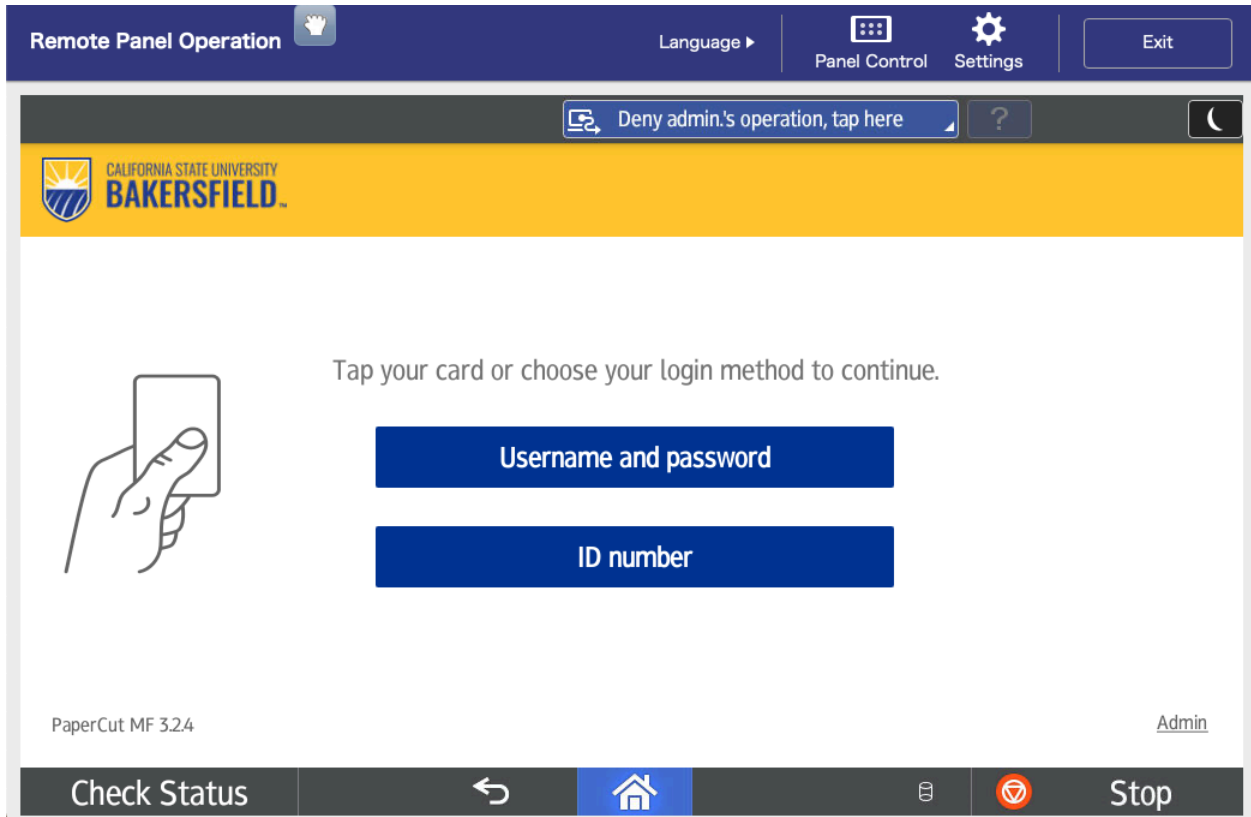
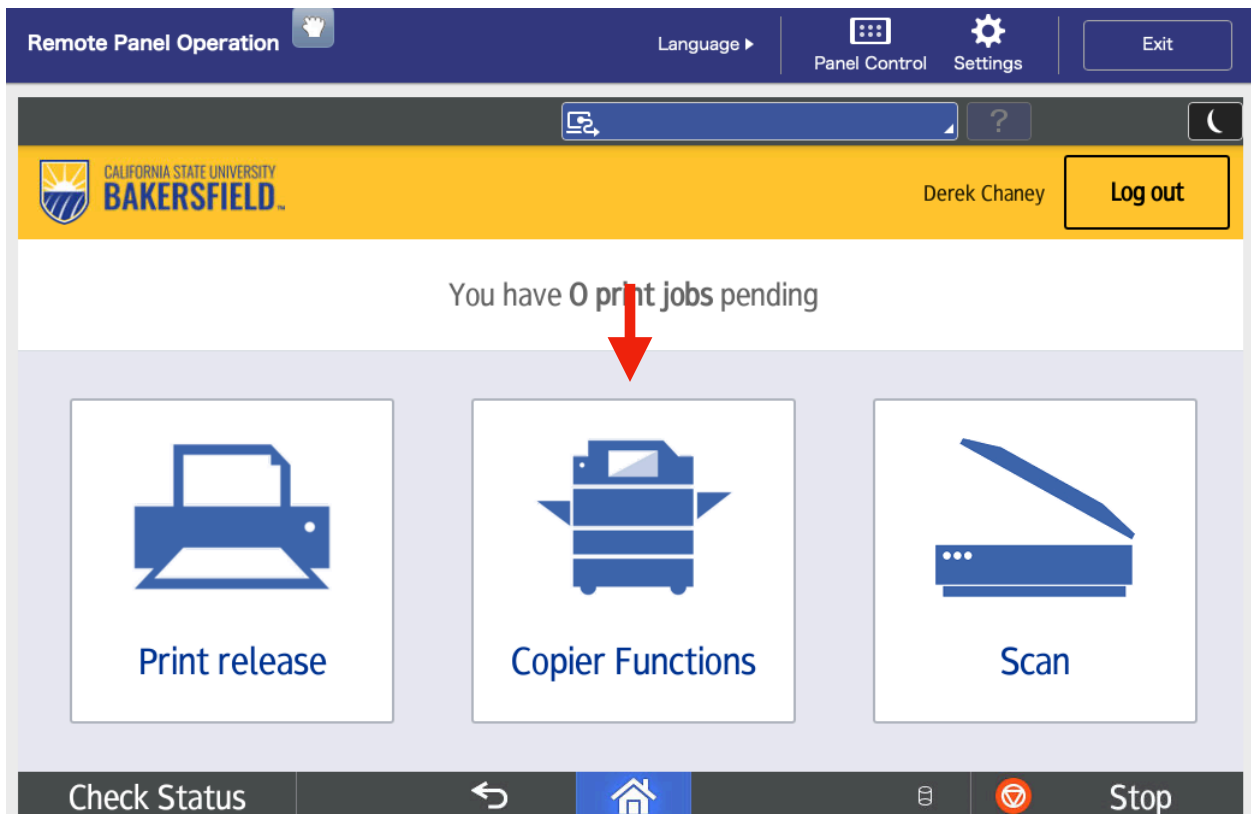


## How To Perform a Copy

1. To log in to the machine, you can tap your CSUB ID card on the card reader, select the username and password option, or log in using your CSUB Employee ID number.

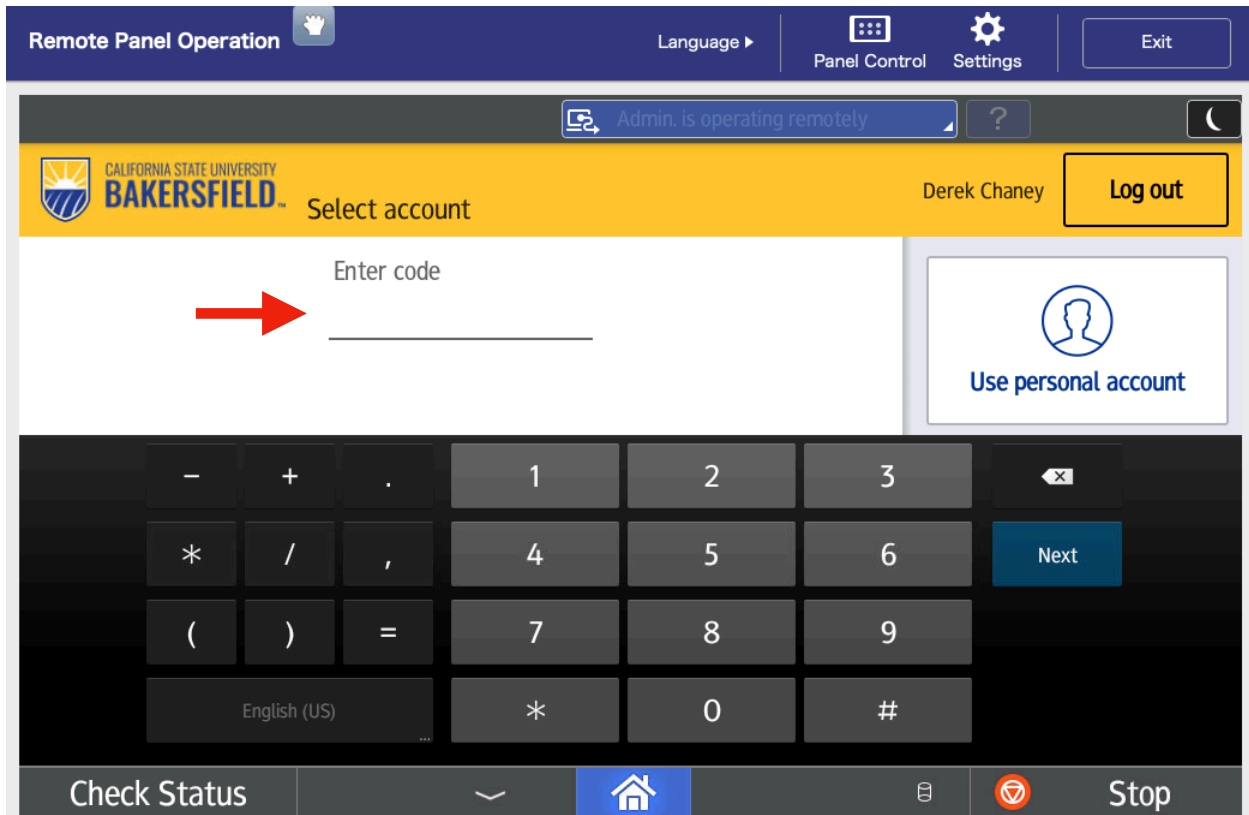


2. Select the Copier Functions tile

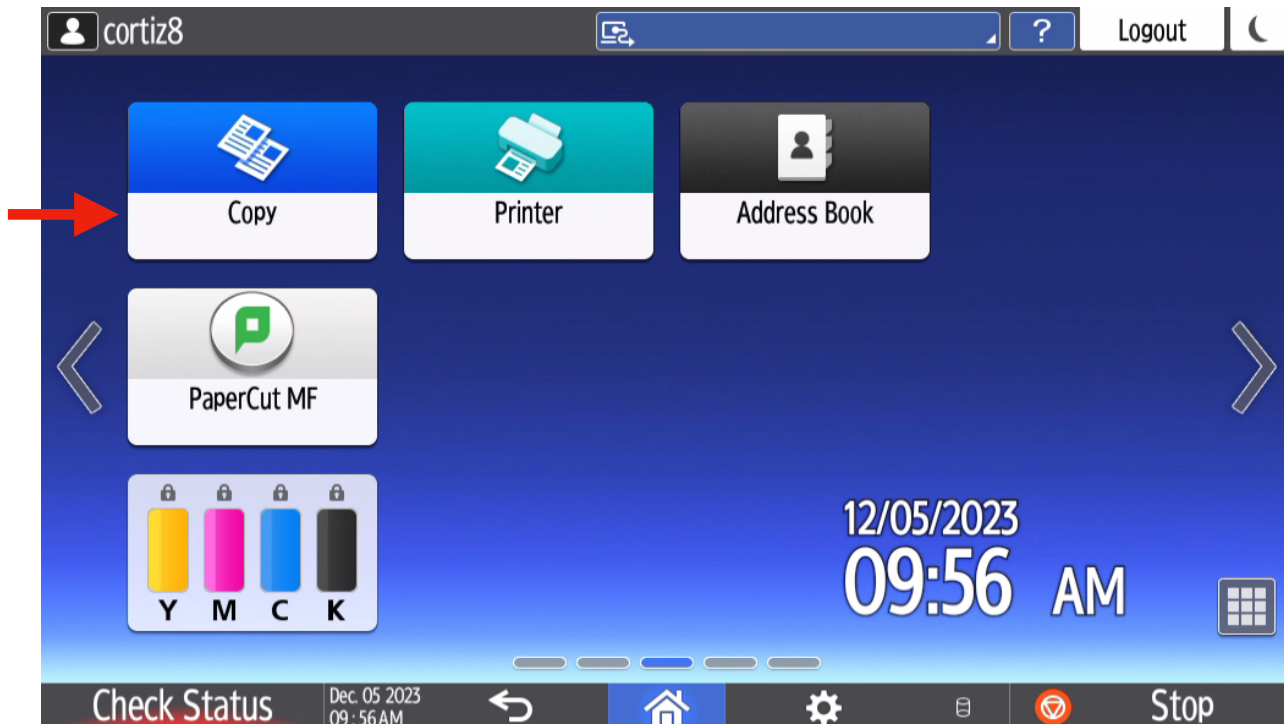


## How To Perform a Copy

3. Enter a valid PIN code. The PIN you enter will determine the account that is billed for the copy job.

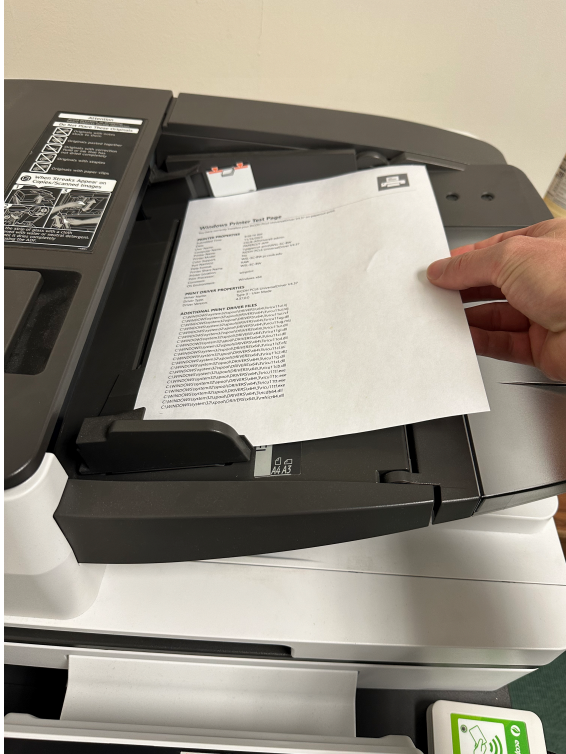


4. Select the Copy tile



## How To Perform a Copy

- Place your original in the loading tray on top of the lid, or lift the lid, place the original face down and close the lid.



- Tap the green START button

