HOW TO MAKE A COPY:

1. Services Home
2. Services
3. Job Status
4. Machine Status
5. Touch Screen
6. Alphanumeric Keypad
7. Log In/Out
8. Help
9. Interrupt
10. Clear All
11. Stop
12. Start

1. Swipe your **ID card** and enter your **4-digit pin number** and proceed to Step 4.
   -OR-
   Press **Alternate Login** on the touch screen.   🔑 Alternate Login

2. Enter your User Name (Net ID) and press **Done.**   ✔ Done

3. Enter your Password and press **Done**. (Saved print jobs will appear.)

4. Press **Use Copier** in the top-right of the screen. (You will see your Account Info and Balance.)   Use Copier

5. Press **Use Copier** again.

6. Press **Copy** on the touch screen.   Copy
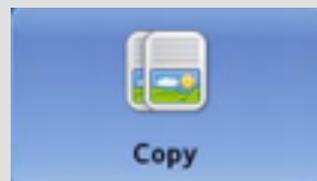
7. Select your print settings.

8. Load your documents face up in the document feeder input tray. Adjust the guide to just touch the documents.
   -OR-
   Lift up the document feeder. Place the document face down onto the document glass in the arrow at the top left corner. Close the feeder.

9. Enter the number of prints required using the numeric keypad on the control panel. (Number appears in the top-right corner of the touch screen.)

10. Press the **Start** button on the control panel to scan the original - then press **Logout** on the Touch Screen.

Document glass option

Document feeder option

Xerox5955