Copy Mode

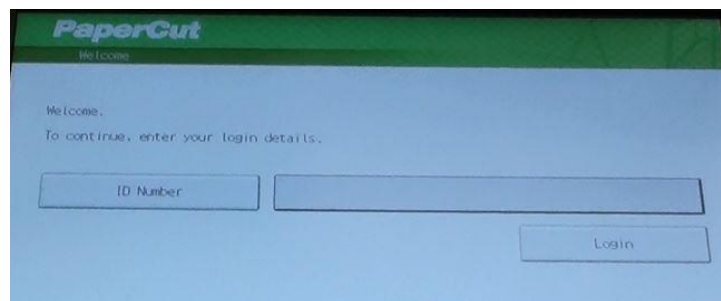**Individual ID Numbers are numerical and assigned to you. Do not share your code.**

COPY function:

1. **Sign into the machine (Paper Cut software)** with your user ID number.
    If you hit Copy first, you will receive an **error:** "use key card".
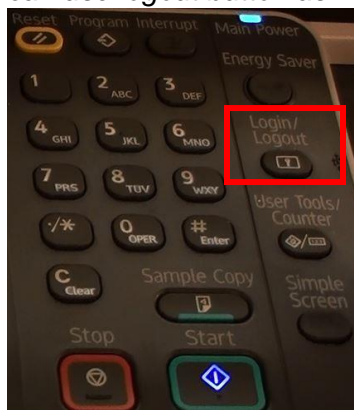

2. Enter your **user ID Number** on the hard key panel and select **Login**.

3. If you have print jobs in the queue you will see them here. **To COPY**, Select the [**Use Device Function**] on the screen.

4. **Logout** when you are done before walking away from machine located on right panel. You can also press **Home** and **Papercut** to get to the login/logout screen.

    Brown panel with Home button can use logout button as well

    *White panel's click on **Other Function** for login/logout*