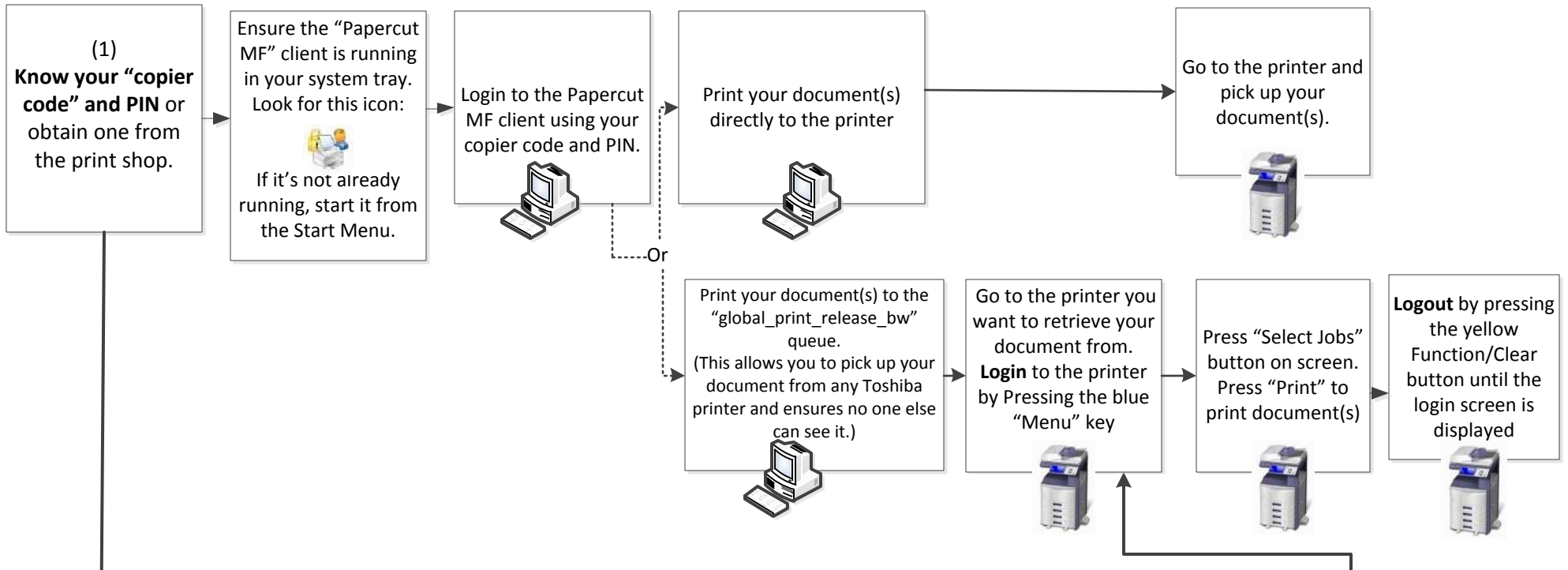
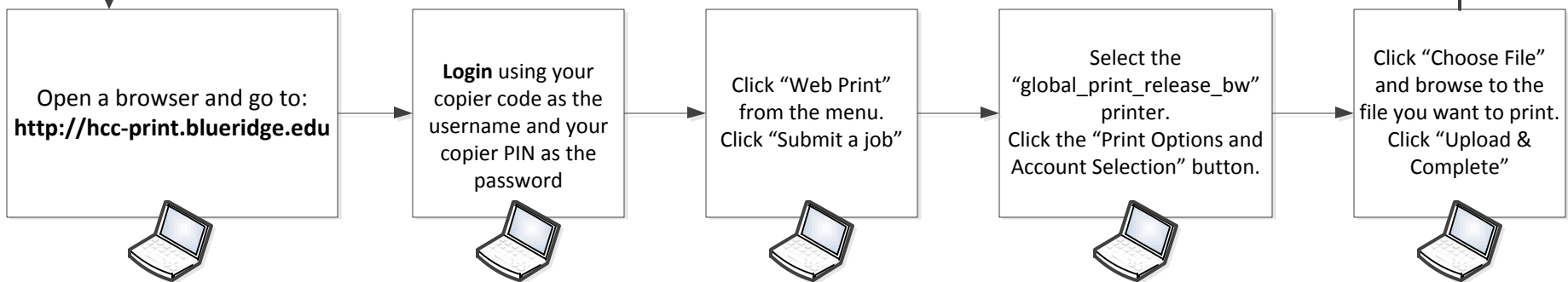


How to print from your computer



How to print from your laptop or tablet computer on the wireless network (Web Print)



\$\$ - Cost - \$\$

- 7 cents per page. 13 cents for duplex (i.e. printing on both sides)
- 45 cents per color page. 85 cents for duplex color pages

How to make copies

(1)
Know your "copier code" and PIN or obtain one from the print shop.

Login to the copier using your Papercut account



Press the "Copy" button.



Insert document(s) to scan into the sheet feeder OR open cover and place item on glass



Press the green "Start" button



Logout by pressing the yellow "Function/Clear" button until the login screen is displayed



How to scan a document

Login to the copier using your Papercut account



Press the "Scan" button



Insert document(s) to scan into the sheet feeder OR open cover and place item on glass



Select "e-mail" on screen then press the "input@" button



Enter the e-mail address to send the document to.
You can only send to @blueridge.edu and @webmail.blueridge.edu addresses.



Press the green "Start" button.



\$\$ - Cost - \$\$

- 7 cents per page. 13 cents for duplex (i.e. copy on both sides)
- Scanning is free