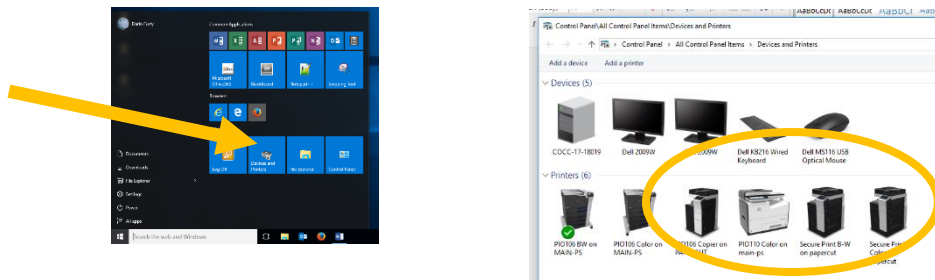# Campus Copiers

Check for Copier Drivers

The copier drivers install automatically. To check, click START, then Devices and printers. You should see three copiers: Secure Print BW, Secure Print Color, and one with a building/room number.

If they don't appear, put in a helpdesk ticket with your computer number and building/room. The number is a sticker on top of your computer that says something like: COCC-17-12345

The Black Box

Every time you log into your computer, a black window will appear (it's installing copier drivers). Do not close this window!

Logging in to Copier

1. On the copier screen, you'll see the words "ID" followed by an empty box. Touch the empty box.
2. Enter your 820 number.
3. Press OK
4. Press LOGIN

Logging off Copier

1. Press the black ACCESS button, *twice*. (it's the real button to the right of the touchscreen.)

To Copy

Once you've logged in, press the copy button. You'll see the standard copier controls.

Secure Print

When you send a print job to a Secure Print copier, it does not go to the nearest copier! Instead, your print job is sent to the cloud and waits for you to release it. You can go to *an*y copier on campus to release the print job!

1. In your software, select the secure copier, then print.
2. Go to *any* copier on *any* COCC campus. If you selected the color copier, you need to find a color copier.
3. Log on to that copier.
4. On the main screen, press the RELEASE button.
5. Your print job will now be "pulled" to that copier and print out.

Normal Print

If you just want your print job to come out of the nearest copier, select the copier with a name like "BLD123 Copier on Papercut". Your job will print without needing to be released.

Scan

After you log in, you can press the SCAN button. It will send your scan to you by email.