

# FIRST TIME USING THE PHOTOCOPIER?



## READ THIS!

**TO USE PHOTOCOPIER, FIRST YOU MUST  
ASSOCIATE YOUR STUDENT CARD.  
PLEASE SEE INSTRUCTIONS BELOW;**

**STEP 1** TOUCH PHOTOCOPIER CONTROL PANEL SCREEN, OR PRESS THE [HOME] KEY TO ILLUMINATE DISPLAY. TAP YOUR STUDENT CARD ON THE CARD READER TO THE LEFT OF THE CONTROL PANEL.

**STEP 2** A PROMPT WILL ASK YOU TO ENTER YOUR USERNAME. FOR THIS TASK, YOUR USERNAME IS YOUR GUC STUDENT NUMBER. YOUR STUDENT NUMBER IS ON YOUR STUDENT CARD, UNDER YOUR NAME. PRESS NEXT.

**STEP 3** A PROMPT WILL NOW ASK YOU TO ENTER A PASSWORD. FOR THIS TASK, THE PASSWORD IS Guc12345 THIS PASSWORD IS CASE SENSITIVE. PRESS ASSOCIATE.

THE PHOTOCOPIER HAS NOW ASSOCIATED YOUR STUDENT CARD WITH YOUR PaperCut ACCOUNT. YOUR PaperCut ACCOUNT KEEPS TRACK OF THE MONEY YOU HAVE AVAILABLE TO PAY FOR PRINTING/PHOTOCOPYING