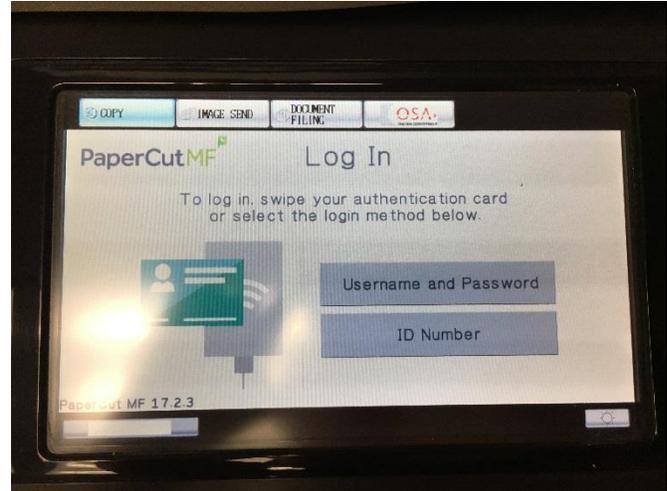**Copier Security**

The picture below will take you through activating your local copier. In this instance, I am printing a Google Doc from my desktop computer called : PaperCut How to.
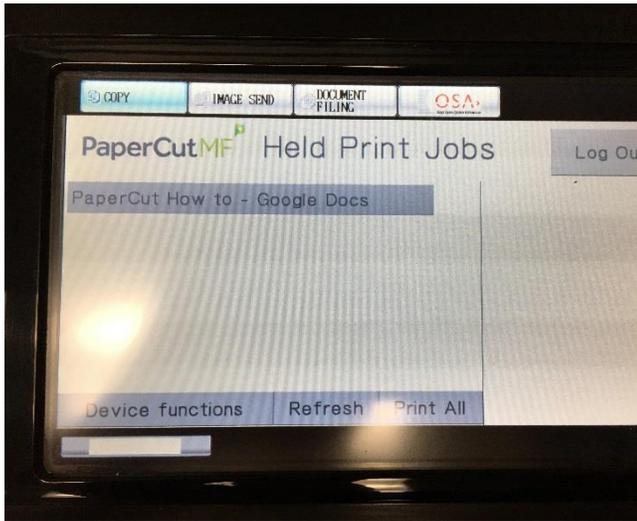
1. This is the standard secure copier interface

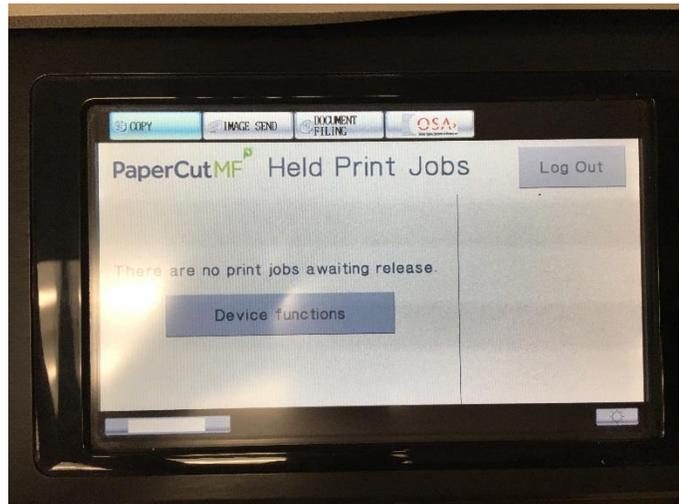2. Locate the card reader on the copier.

3. Swipe your fob over the reader. You should hear a "beep" and the indicator light should momentarily turn green.

4. After logging into the copier using my fob, I can see the Held Print Jobs screen with my document waiting to be printed. Select the document and hit Print.

5. For all other functions, choose Device functions to access copying and scanning

Don't forget to press LogOut when complete.

Some logout screens may be different. Press this green button in the upper left of the Copier Display and then choose LogOut.