This copier requires you to use your KCC ID number and password.

Features available on this copier:
- Copying
- Scanning and store to Flash Drive
- Printing from Flash Drive

Questions about the copier:
Please contact:
June Lewis in Print and Document Services at extension 2379 or e-mail lewisj@kellogg.edu

1. When you walk up to the copier you should see a blue screen with 2 white boxes and a login button.
   
   User Name = K-ID Number
   Password = Password

2. To enter your K ID number tap on the first “white box”, a touch screen keyboard will appear once you have entered your info press “OK” in the lower right corner. Repeat this step with the second “white box” to enter your password.

3. You may finish the log in process by using either the touch screen log in button or the “Log IN/OUT” button located to the bottom left of the number key pad.

Once you are done making copies, please be sure to log out by either using the touch screen “Log Out” button in the lower right corner or the “Log IN/OUT” button to located to the bottom left of the number key pad.