WolfCopy

DirectBill - PaperCut

- Copying
- Direct Printing
- Scanning
- Faxing

WolfCopy 515.2197
Card Swipe Login

- Slide the NCSU ID card in any direction, passing the widest stripe thru the reader
- Continue with copy, print release, scan, USB flash drive or fax
- Copier allows 1 minute to begin a function, before resetting

Manual Login

- Select: Username and using the display, type your Unity ID
- Select: OK
- Select: Password and using the display, type your password
- Select: OK

- Select: Login
- Continue with copy, print release, scan, USB flash drive or fax
- Direct print documents will print directly to the copier and login is not required

Note: Login is required with all functions except direct printing.
**Copying**

1. Select: Account List
2. Select: Account Number
3. Select: OK, OK
   - Copy ready screen
4. Select: OK
   - Select: Start
   - Select: Access Button, Access Button
   - Log Off
Direct Printing

From Desktop select file to print and select print.

**Direct Printing:** From printer list, select: Build abv.room number-multi1 on wolfcopy.oit.ncsu.edu (Prints to MFD)

**Mac Computers:** From printer list, select: Wolfcopy.oit.ncsu.edu\Build abv.room number-multi1

- **Select:** The Direct Print driver, from the printer list, as noted above.
- **Retrieve** your print job from the copier.

Scanning

**Scanning**

- **Select:** Account List
- **Select:** Account Number
- **Select:** OK, OK

- **Select:** Fax/Scan Button
- **Select:** Name/Recipient
- **Select:** Start
- **Select:** Access Button, Access Button
- **Log Off**
Faxing

Select: Account List
Select: Account Number
Select: OK, OK

Select: Fax/Scan Button
Using Keypad enter fax number

Select: OK
Select: Start Button
Select: Access Button, Access Button
Log off

Setting up Emails and Faxing

1. Utility \ Counter
2. One-touch \ User Box Registration
3. Create one-touch Destination
4. Address Book (Public)
5. Select the Option (E-mail, Fax Etc.)
6. Hit New
7. Select Name
8. Select Email or Fax number (For the option selected in Number 5)
9. Scroll to Page 2
10. Select Index
11. Highlight Favorite if want the setting on main screen
12. Hit OK
13. Close out