# WolfCopy

## DirectBill - PaperCut

- Copying
- Direct Printing
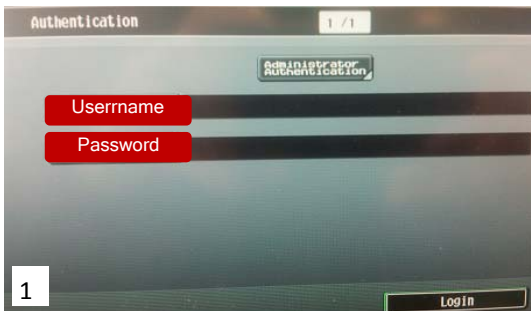- Scanning
- Faxing

WolfCopy 515.2197

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

## 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
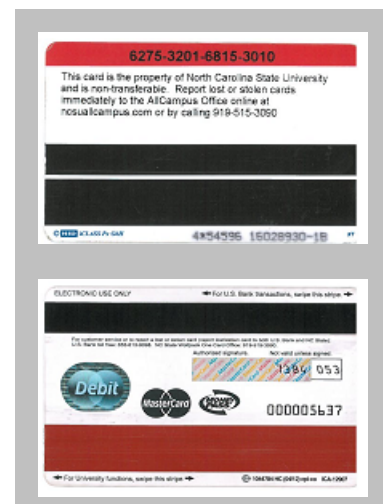
## Manual Login





- 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
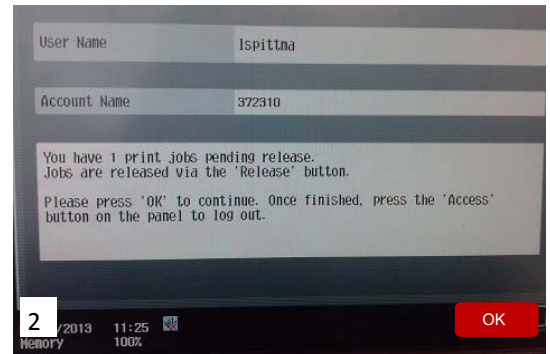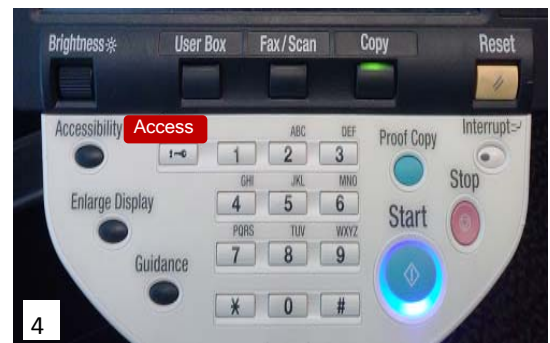
**NCSU ID Cards**

## Copying

**1**
Account | Account List
Or Code/PIN
10:26   100%   Cancel   OK

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

**2**
User Name          lspittna
Account Name       372310

You have 1 print jobs pending release.
Jobs are released via the 'Release' button.

Please press 'OK' to continue. Once finished, press the 'Access' button on the panel to log out.

/2013   11:25   Memory   100%   OK

- Select: OK

**3**
Job List   Ready to Copy.   Copies: 1
Check Job
Release
Basic | Original Setting | Original Type | Application
Density/Background   Paper   Zoom   Duplex/Combine
Density   Auto Paper Select   100.0%   1 → 1
Corner Staple Top Left
Finishing   Separate Scan   Auto Rotate OFF
Delete
Job Details

- Copy ready screen

**4**
Brightness   User Box   Fax/Scan   Copy   Reset
Accessibility   Access   ABC DEF   Proof Copy   Interrupt
1-◦   1 2 3
GHI JKL MNO
Enlarge Display   4 5 6   Stop
PQRS TUV WXYZ   Start
Guidance   7 8 9
* 0 #

- 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: <u>Build abv.room number-multi1 on wolfcopy.oit.ncsu.edu</u> (Prints to MFD)
**Mac Computers:** From printer list, select: <u>Wolfcopy.oit.ncsu.edu\\Build abv.room number-multi</u>

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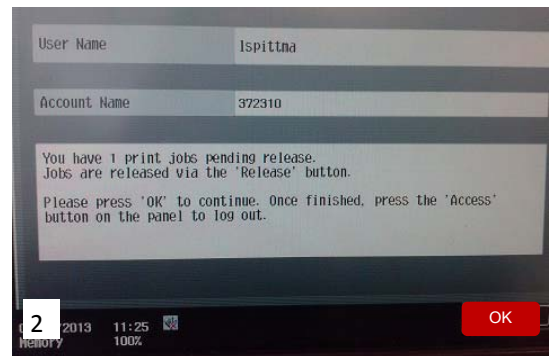- Retrieve your print job from the copier.

### Scanning



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



- Select: OK



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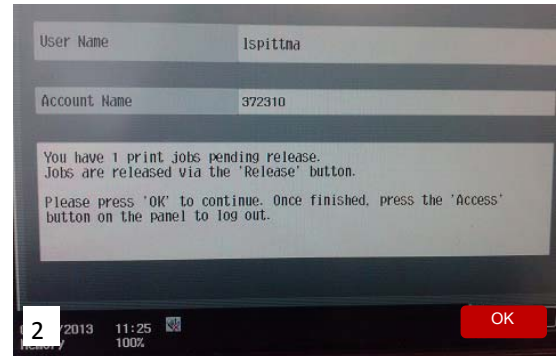- Select: Access Button, Access Button
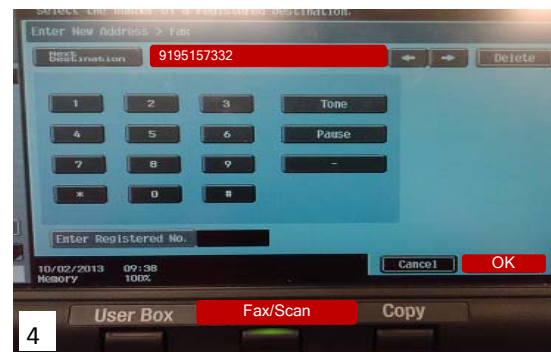- Log Off

**Faxing**



1

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



2

- Select: OK



3

- Select: Fax/Scan Button
- Using Keypad enter fax number



4

- 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