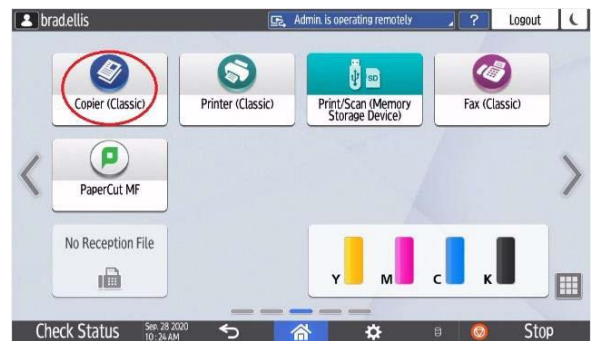
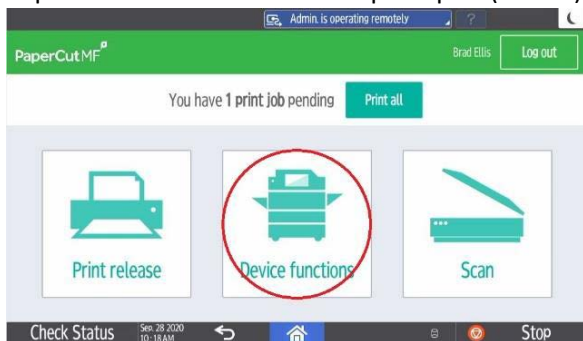


## Self-Serve Printers: Copying

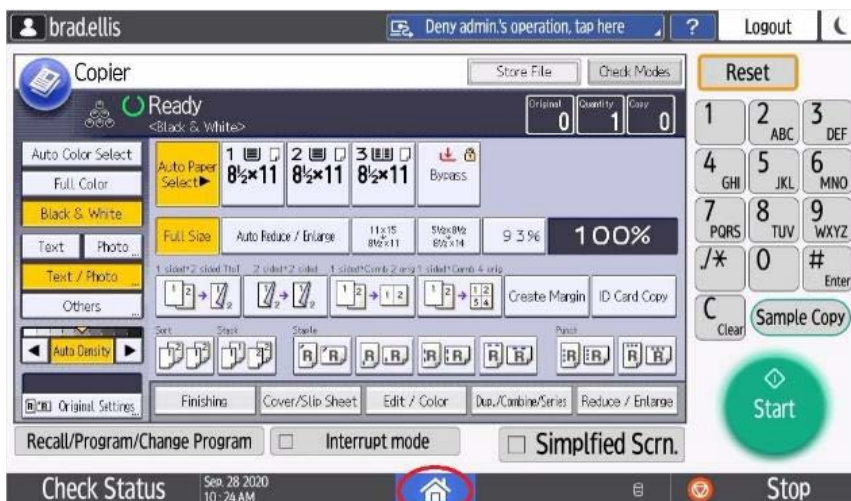
If you need to make copies of printed documents, you can do this with the self-serve printers. Please be mindful of copyright laws when making copies. For textbooks you are only allowed to make a copies of a few sections or chapters at a time.

**The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material; the person using this equipment is liable for any infringement.**

1. Log in to a self-serve printer with your student ID number.  
*\*If you don't know your student ID number, you can find this by going to the "Summary" tab on the PaperCut website, <https://papercut.rvu.edu/user>, and clicking "Show" under Card/ID.*
2. Tap "Device functions" then tap "Copier (classic)".



3. Set your documents face up in the feeder or face down on the scanner. Set your copy selections and click "Start".



4. When finished, tap "Logout" at the top right corner of the screen.