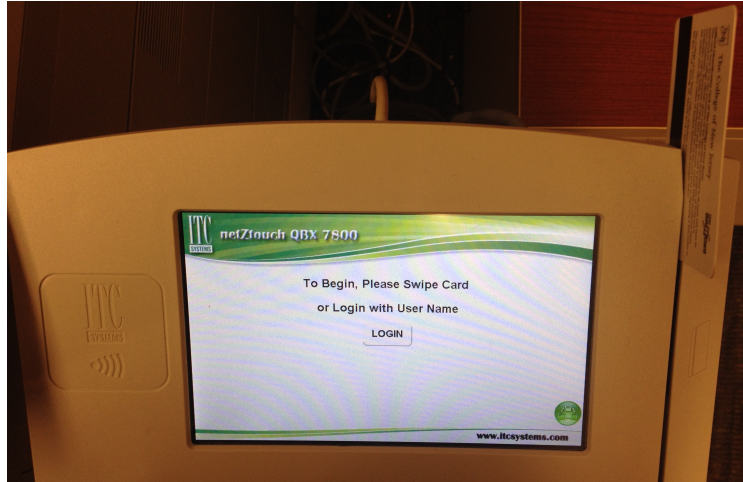


## Copying in the Library

To make a photocopy, walk up to any designated printer/copier with a NetZTouch Panel. If the copier is in power save mode, push the Power button to activate the touch screen. Swipe your TCNJ ID with the strip in the direction shown in the picture.



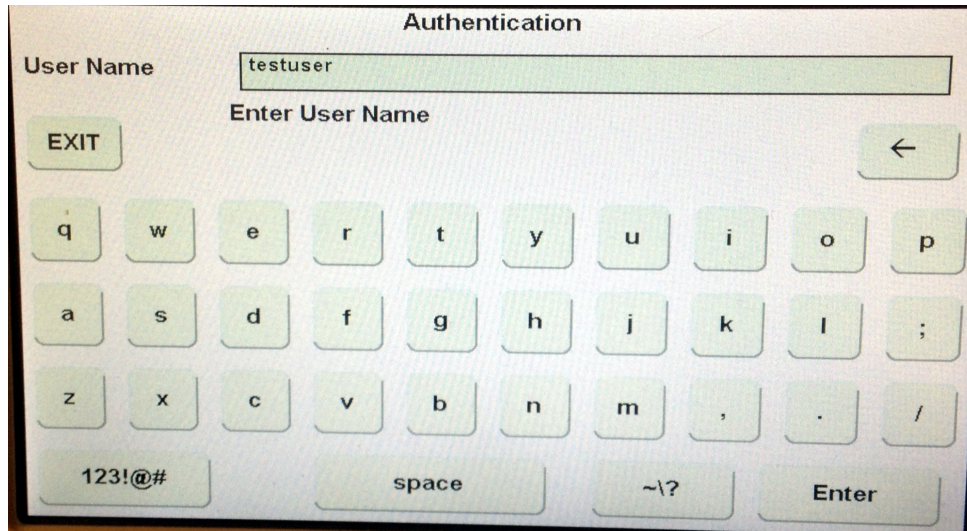
If you have no print jobs pending in pLibraryQueue, the NetZTouch will automatically open up the copy panel on the copier. Put your papers in the feeder, or book on the glass plate, and hit the green button to copy. You will be charged five cents per copy. Click Exit once you are finished copying.

**If you have pending jobs in pLibraryQueue**, but only need access to copying at this time, touch the Use Copier button in the upper left corner and follow the instructions above.

Use Copier		Jobs Pending			Exit
teststud		Balance: \$-0.10		Job Count: 7	
Document Name	Pages	Job Cost	Time		
Microsoft Word - Document1	1	\$0.05	15:38:44		
Microsoft Word - Document1	1	\$0.05	15:38:38		
Microsoft Word - Document1	1	\$0.05	15:38:26		
Microsoft Word - Document1	1	\$0.05	15:38:16		
Microsoft Word - Document1	1	\$0.05	15:38:03		
DOWN		Page:1 of 2		Cost: \$ 0.25	
Print Job	Print All	Cancel Job	Cancel ALL		

Once you are finished Copying, touch exit.

**If you do not have your TCNJ ID with you**, you can still copy. Touch the button that says Login. You will be presented with an onscreen keyboard. Type in your username and touch Enter (for ease of use, use all lower case for the username). Type in your password (case sensitive) and touch Enter.



Once you log in, copying works the same as in the instructions above.