Paper Cut Copier Info Card

Copiers with Card Reader Instructions:
1. Swipe your new IVC Student ID Card
2. If prompted for a PIN, enter in the last 4 Digits of your SSN
3. Click on Copy to make copies or Print to release print jobs

Copiers without Card Reader Instructions (or if you don't have new IVC Student ID Card):
1. Type in last six digits of IVC ID Number (e.g. if ID = G00123456 then type in 123456 only)
2. If prompted for a PIN, enter in the last 4 Digits of your SSN

For Staff:
You should be prompted with a 3rd screen where your department account code would be entered.

Campus Copier Reference Sheet:

Global_Print_Queue (Print Copy)
- Library_A
- Library_B

Global_ColorQube_Queue (Scan to Email, Faxing & Stapling)
- RG_CQ9201_1 (2700 Building, West)
- RG_CQ9201_2 (Counseling Center)
- RG_CQ9201_3 (Library)

For More help go to http://support.imperial.edu