Public Photocopying Instructions

Branch Printing Accounts are set up at each Circulation Desk to accommodate members of the public or other individuals who do not have an NSID but need to make photocopies.

Each branch has their own Circulation NSID and password.

To add money to the Branch Printing Account proceed as follows:

1. Log into PaperCut
2. Ask patron how many copies they want to print
3. Add value to the Branch NSID and password
4. (Example: EdcØØ1 ; FØØtbaxx99 for Education & Music Library)
5. Accompany User to the photocopier
6. Swipe the Branch photocopy card OR
   Login to copier using Branch NSID/password. Do **not** show user the password.
7. If the User runs out of money, the process needs to be repeated.

**Staff must log the patron in. Do not give out the NSID.**

Note, always suggest to the public that they can be logged into the photocopy machine and then scan their documents to send to an email address which saves them from having to pay

The card is kept in the cash drawer underneath the Moneris card.