

How do I Copy and Scan using a Photocopier with PaperCut?

Article Number: 486 | Last Updated: Tue, Aug 30, 2016 at 10:47 AM

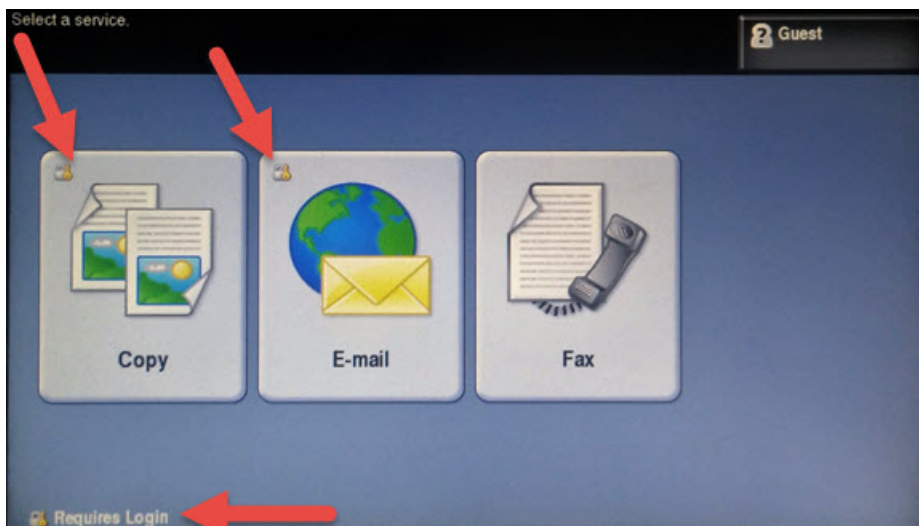
Follow these instructions to **copy or scan** using a photocopier that has been migrated over to PaperCut.

Click on the specific printer model for instructions:

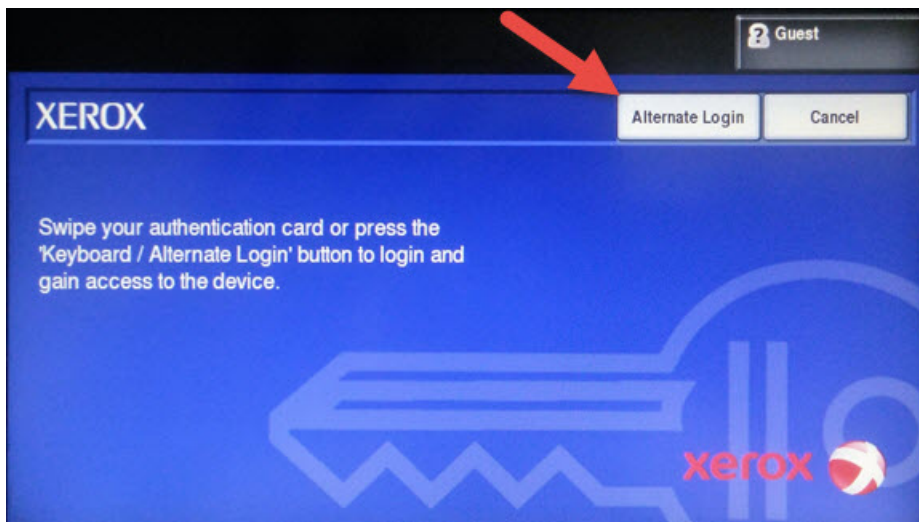
- **Xerox ColourQube 9203** (Also includes Xerox models: **5740, 5755, 6400, 7545, 9303**)

Xerox ColourQube 9203 Instructions:

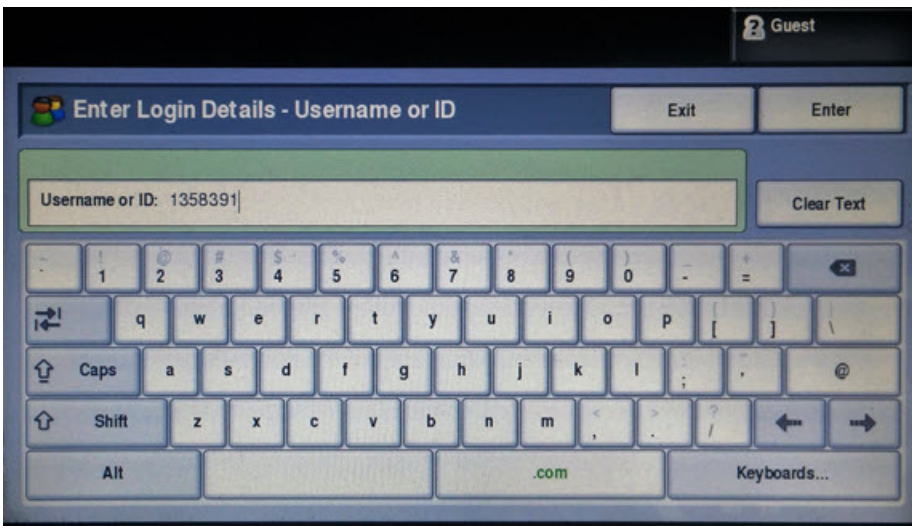
1. When you walk up to the copier the first thing you will notice is the standard icons on the screen for Copy, E-mail, and Fax. Copy and E-mail now require authentication to Papercut as indicated by the “**Requires Login**” and the locks on the two services.



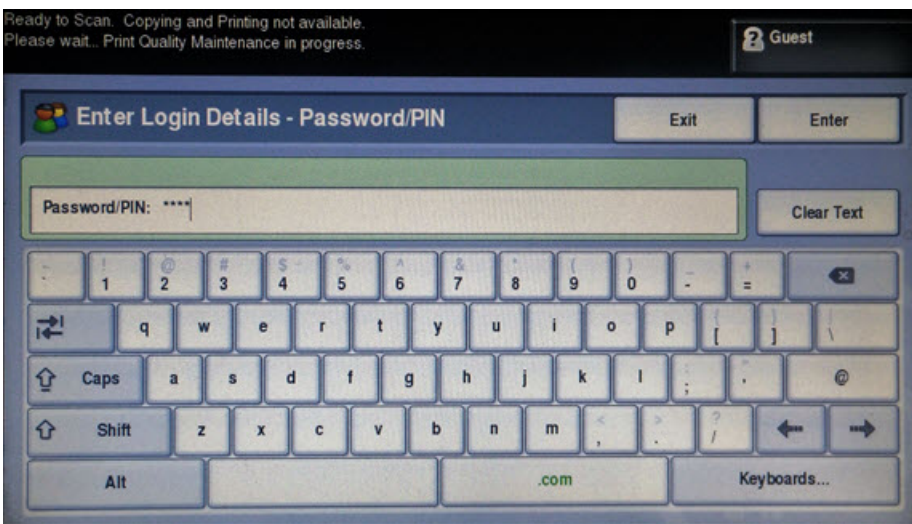
2. When you tap one of the services you will be prompted to **tap your RFID (Salto) fob**, this service is not yet in production but will allow for walk up login/logout. For now you will **tap Alternate Login**.



3. Enter your **employee ID** just as you did before with the Pcounter.



4. If you have never logged into a Papercut copier before you will be prompted to **enter a New Pin**, this could be the same as your Pcounter pin or one that is completely new. **Please only use numbers.**



5. Confirm the pin by entering a second time.
 6. Once you are logged into the copier you will then be able to copy as you normally would.



7. When you are finished please **logout** of the copier. You can **logout** by tapping on your name in the upper right corner of the screen and tapping on **logout**.



8. For scan to email there is a new feature called "Add me" once you login to the copier by selecting the E-mail service you can tap "Add me". This will populate the "to" field in the email to yourself.

For more information or assistance, please contact the [ITServices Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Clay Pakenham - Fri, Jun 10, 2016 at 8:40 AM. This article has been viewed 4822 times.

Online URL: <https://knowit.ok.ubc.ca/article/how-do-i-copy-and-scan-using-a-photocopier-with-papercut-486.html>