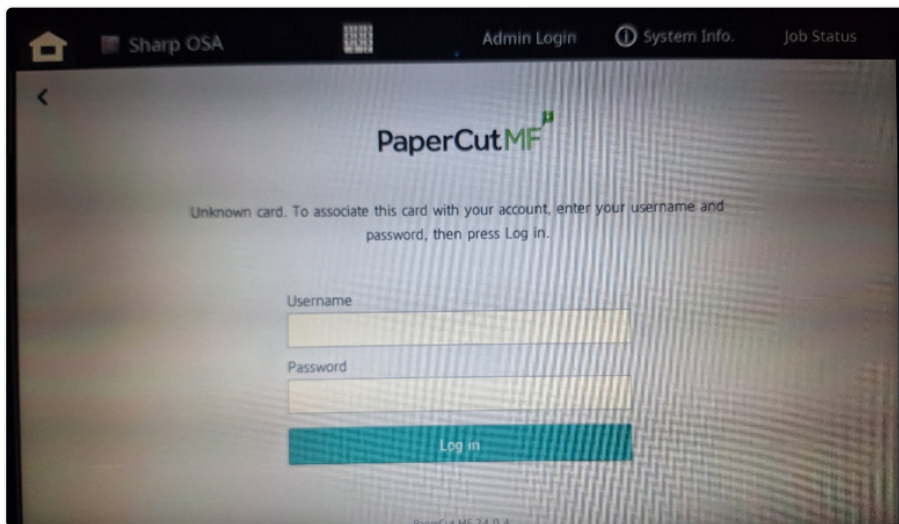


Scanning & Copying

Setting up your ID

This part of the process is only relevant if this is your first time scanning on the campus copiers. If you have already done this, jump to [Scanning](#) or [Copying](#).

1. Scan your ID on the copier's card scanner.
 - a. This should prompt the following menu to appear on the screen:

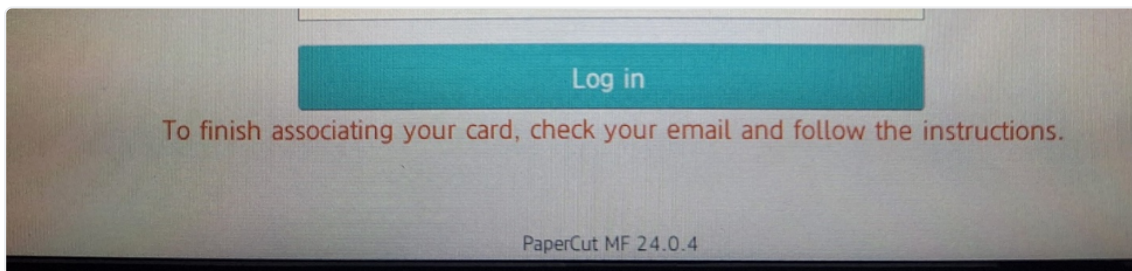


2. Enter the following credentials:

- **Username:** <College email address>
- **Password:** <College Microsoft account password>

Most copiers have a pull-out physical keyboard, which can be useful for this step. For help, see [What is my Username and Password?](#)

- Once you have entered your login information a red notification will pop up under the log in button, which means you have entered your login information correctly.



3. Look for an email from **bac.noreply@brynathyn.edu** to your BAC address containing instructions on how to finish associating your card with the copiers. Follow the steps provided.

If you don't see the email, make sure you check your junk/trash folder.

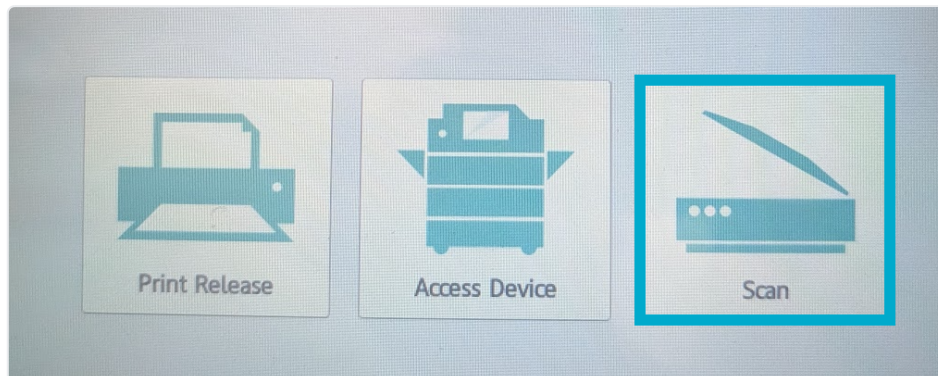
Now that you have associated your card, you can scan or copy using the campus copiers.

Scanning

1. Place the pages you wish to scan in the top tray of the copier, **face up**.
2. Scan your ID card on the copier's card scanner.

If you have already associated your ID and it says **Unknown card**, try scanning again slowly.

3. Press **Scan** on the menu that appears on the screen.



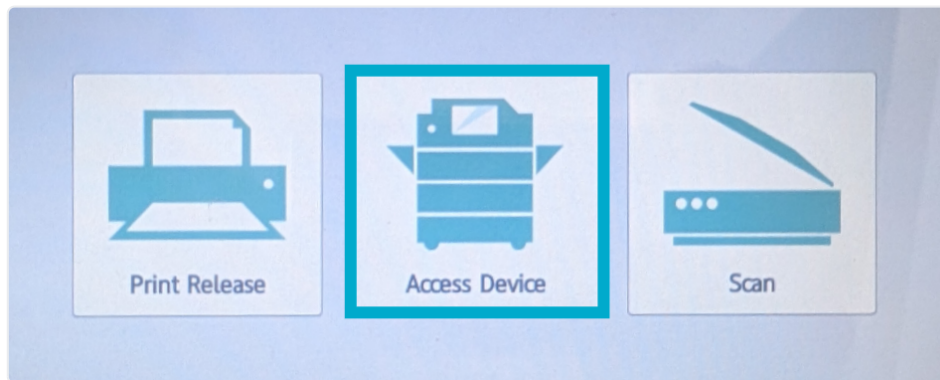
4. Chose an option to scan to:
 - a. **Scan to My Email** will automatically fill in your BAC Email address.
 - b. **Scan to Email** will allow you to enter any email address to send the scanned document to.

Press **Start** to begin. You will be sent a PDF of your scan from bac.noreply@brynathyn.edu.

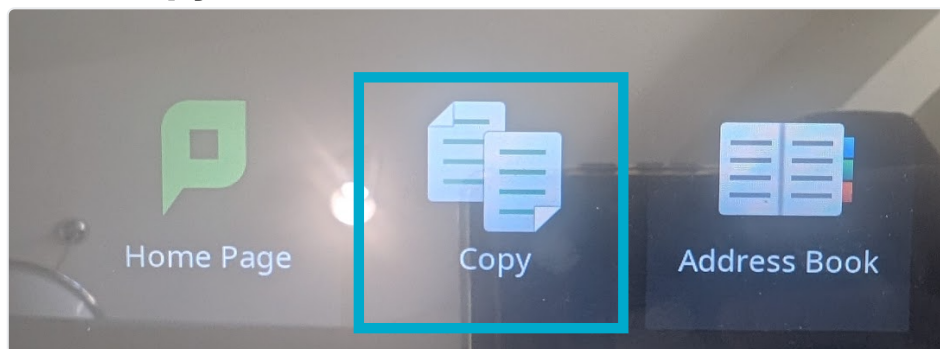
Copying

1. Place the pages you wish to copy in the top tray of the copier, **face up**.
2. Scan your ID card on the copier's card scanner.

3. Press **Access Device**.



4. Press **Copy**.



5. Select the number of copies you want and adjust the settings for copying as desired in the menu that appears.



6. Press either **Black/White Start** or **Color Start** to begin the copying job.

The copier will spit out the original pages it is processing immediately, then will begin printing the copies after a brief delay.

Revision #5

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