Attention Students: Your NEIU I.D. now allows you to make copies and scan documents to your NEIU email account from this multi-function copier using your computer lab printing allowance.

To begin, first swipe your I.D. in the card reader and follow the prompts to create a four digit PIN, **only if you have not done so already.**

After setting up your PIN - **swipe your ID. To copy**, place your documents on the glass or in the document feeder on the top of the copy machine and press the **BLUE “Start” button.**

**To scan**, load your documents and press the **fax/scan button** and select “email” from the menu. Enter your NEIU email address and press the **BLUE “Start” button** on the copier.

Currently enrolled students, *your computer lab printing allowance now applies to copies and scans. If you exhaust your computer lab print allowance during the course of a semester you may add additional funds to your I.D. Card at any one of these add value stations:*

**Add Value Stations:**
1. Library 2nd Floor
2. Science Building LL Vending Lounge

**or**

**Copier Coin Vending Towers:**
1. D Building North Hallway
2. Student Lounge LL Building E
3. Science Building 1st Floor

*Additional locations coming soon.*

*Please allow 24-48 hours for your NEIU I.D. to become active in the copier system.*

**Need Help?**
Call Copier Services or the Help Desk.