

**Dear student,**  
to use the copier and printers  
do the following:

**1**

## Sign up

select any option

1. Scan the barcode
2. Sign up on the website - [www.copytech.co.il](http://www.copytech.co.il)
3. Click the "Student Registration" icon on the desktop



**2**

## Load money

select any option

1. Charging devices:  
Main Building, 600th floor  
Library  
Student residence
2. After signing in to your account under the "Budget" tab on the left, type the amount and click "Pay with credit card"

**3**

## Start to Copy/ Print / Scan

- Select the printer GPPS Cloud black
- Send Print
- Type in your password / email
- Go to the printer
- Type your password
- Click my jobs
- Select the jobs you want to print
- Click print
- To scan: Click "scan" and then "scan me"
- To copy: Click copy