How to Use “Print & Copy Control” (PCC)

All copiers use “Print & Copy Control (PCC)” to help GCC allocate copier expenses to the appropriate user and department. PCC is easy to use.

The copier should display the “PCC: Login” screen (Figure 1). If you have your employee ID badge, and it has been encoded with your copy code, swipe your badge to login.

The card reader is located on the left side of the copier just above where your copies come out. Swipe your badge with the magnetic strip facing up. (Figure 2)

If your card is accepted, you are ready to make copies. Select the “Copy” function from the keypad to the left of the screen (Figure 3)

If you don’t have your badge or if your badge cannot be read, you can use the numeric keypad to key in your Copy Code to the right of the copy screen (Figure 4)

OR you can enter your code with the Soft Keyboard (Figure 5)

Department accounting codes may use both letters and numbers. To display a touch sensitive keyboard press the “User ID” button on the display. (See figure 1 above)
Once the keyboard is displayed enter your department code.

When finished entering your code press the “Ok” button in the top right corner of the display.

Once you have either swiped your badge or entered a code you are ready to make copies.

Select the “Copy” function from the buttons on the left (Figure 6).
The familiar copy screen will display. Make your selections.

When your copies are done, a summary screen (Figure 7) will display, hit the “OK” button at the top right of display, this will return you to the login screen.

OR Hit the “Other Function” Key (Figure 6) to logout.

If you don’t have access to your department code

- Contact your Department Secretary OR,
- Use the Self Help Tool located on GCWeb:
URL: http://www2.gccaz.edu/copycode
- If you are a QR Code scanner, scan the image to the right