

4. Follow the prompts to enter the information as it was setup for this Activity.
5. The information you see next will depend on the selected Activity. The Activities are listed below:
 - a. If the selected Activity is Copy Audit Touch, you will see a summary screen and the physical copier will now be unlocked so you can complete the walk-up copying. Once you have completed the copies, select the Done button to track the copies and reset the Touch Terminal to the Copier selection screen.
 - b. If the selected Activity is eCopy, you will see the eCopy ShareScan screen and can complete the scans at this time. Once you complete your scans and the eCopy ShareScan screen is visible again, select the Lock button. This will lock the eCopy software and you will receive an Operation Complete message. Click OK to return to the Copier selection screen.
 - c. If the selected Activity is a manually tracked Activity such as Manual Copy, Manual Fax, Postage, etc., you will also be prompted to enter the number of pages and/or the cost of the function.