How to Copy a Document

Step 1 - Tap your Golden Knights Card on the card reader.

Step 2 - Select OK after viewing Account Information.

Step 3 - Place your document into the copy tray and select Make Copies.

Step 4 - Select the Green Start button to begin making copies.

Step 5 - Select Log Out to prevent unauthorized access to your Account.

For assistance please contact the Print Center at 518-337-4820