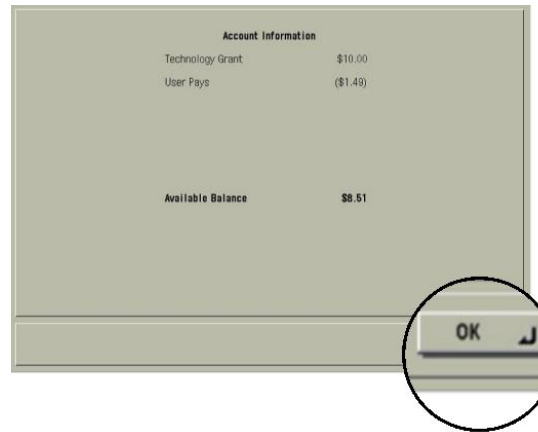


How to Copy a Document

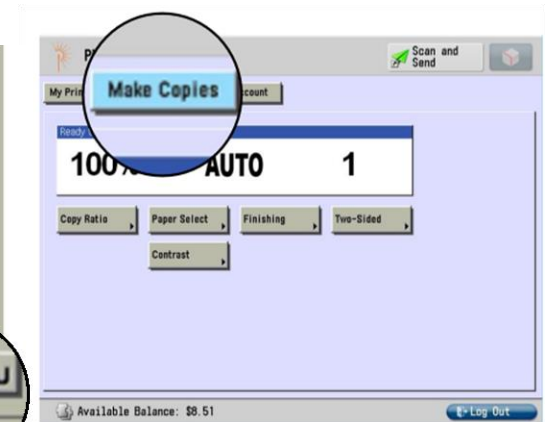
Step 1-Tap your Golden Knights Card on the card reader.



Step 2-Select **OK** after viewing Account Information.

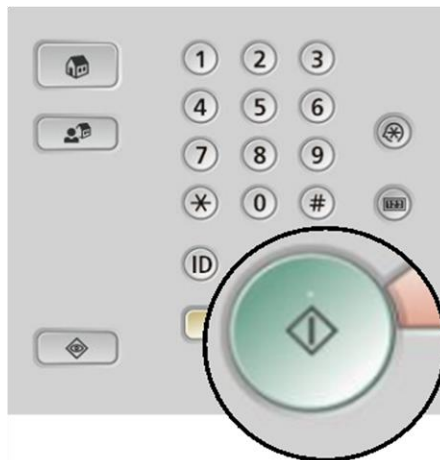


Step 3- Place your document into the copy tray and select **Make Copies**.

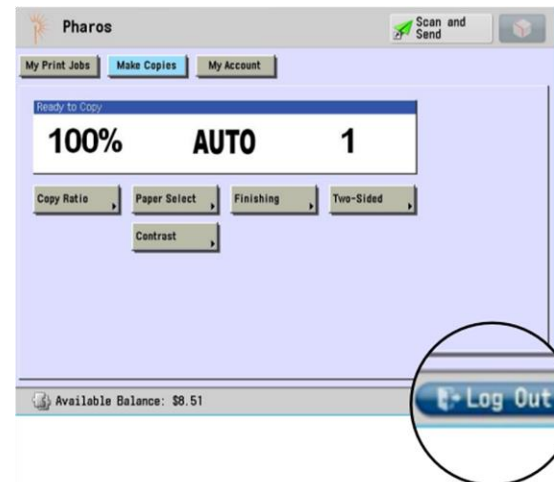


Here you can make any changes to the amount of copies, paper size, or 1 or 2 sided documents.

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