

Copy Instructions

Students can copy documents using any of the HP MFP printer/copiers located in the residence halls and apartment. Students can also use the Savin copier machine located in the 2nd floor of the CATE center and the library.

HP M4345 Printer/Copier (Residence Halls and Apartment)

The balance on the student account will appear next to **Start/Copy** on the terminal window. When the copy job is finished the new balance will appear. You **will not** be told how much the copy job will cost, so be careful.

1. Touch the screen to activate it.
2. Select the Copy button.
3. Slide your Campus Card when requested.
4. Select the options you want.
 - i. Sides gives you options for duplexing etc
5. Place the document to be copied in the document feeder **Face UP** or place the document on the glass **Face DOWN**. (this can be done anytime prior to copying)
6. Press the start button.
7. When finished press the house icon.
8. Press the sign out button. (you will automatically be signed out after 30 seconds)

Savin Copy/Printers (Cate Center Lab and Library)

There is a separate card swipe box for copy functions attached to the Savin Copiers. Instructions for using the Savin Copiers are located above the Savin. You will need your student ID and have money applied to your account.