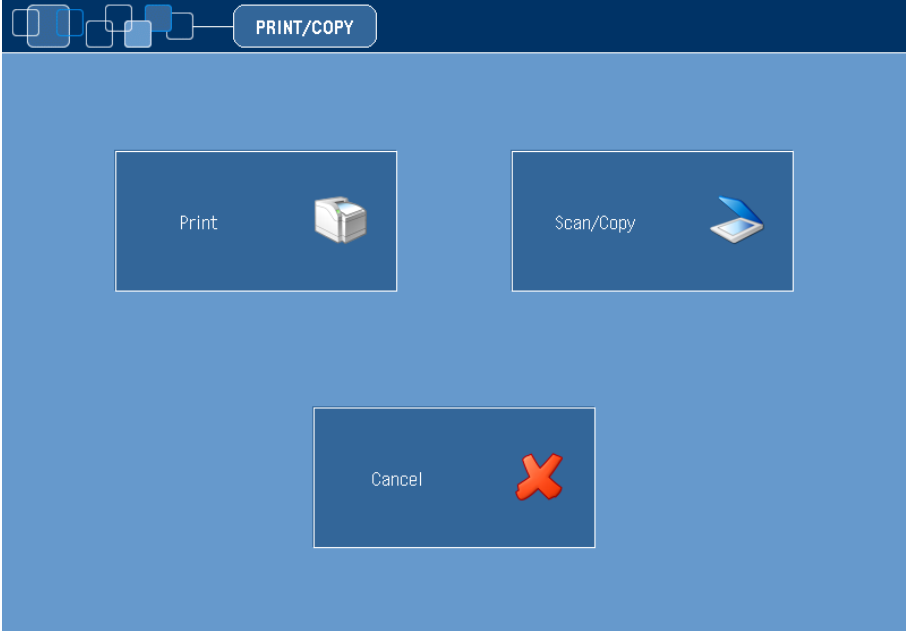
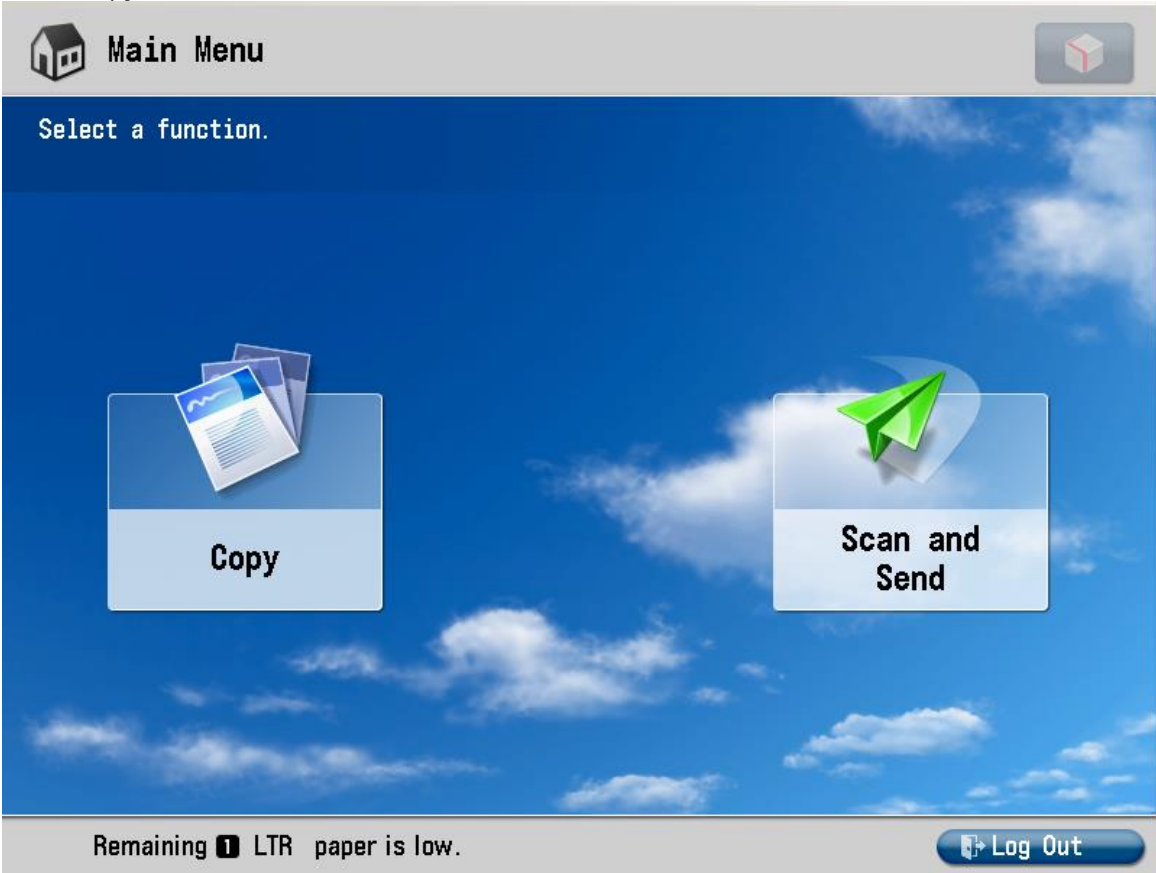


Making Copies at the Copier

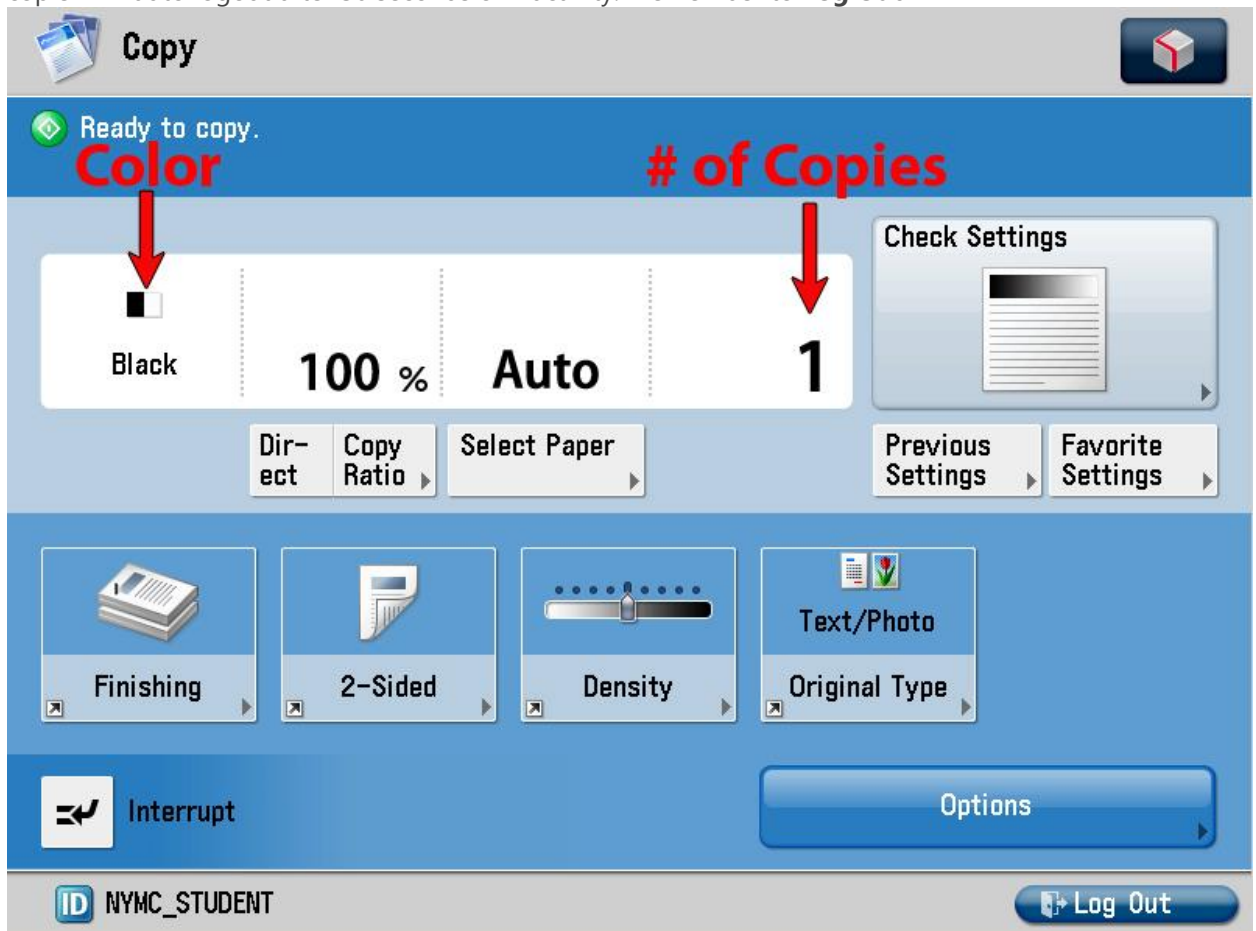
- 1. After you Badge/Login at the copier, touch **Scan/Copy** at the top right



- 2. Touch copy on the left



3. Load your paper. Use the number pad on the right side of the copier to set the number of copies. Select Color type (**LIBRARY ONLY**), other options and then press the big green **Start** button. The copier will auto logout after 30 seconds of inactivity. Remember to **Log Out**



4. The copier will stop printing and notify you if you run out of money. (**NOTE: Logout** and Log back in and select **Print** to view your current balance to be displayed at the top left)

All documentation and support is located at <http://complab.nymc.edu/print>