

Print Anywhere

Print, copy and scan at
Arizona State University

How to make copies

Step 1: Swipe your ASU ID

The print queue will display on screen

Visitors must purchase a Print Anywhere guest card from any Sun Devil Campus Store.

Step 2: Press Make Copies

Step 3: Load documents

Place your documents face up on the feed tray or face down on the glass

Step 4: Change options and enter an amount

- Use the number keys to type in the desired number of copies
- Change copy options
 - Color Select | Change print color
 - Copy Ratio | Enlarge or reduce
 - Contrast | Lighten or darken output
 - Double-Sided | Scan and print duplex
 - Paper Select | Change paper size

Step 5: Press the green Start button

Log out when finished



For support, visit print.asu.edu/printanywhere or call 480-965-2679 ext. 1

ASU-Canon Strategic Alliance Partnership

