How-to Make Copies

Step 1: Swipe your Sun Card to log in
- ASU Affiliates: Sun Card or Pitchfork ID Card is required
- University Visitors: purchase a Guest Card from the bookstore

Step 2: Select the “Make Copies” button
- The print queue displays on-screen

Step 3: Load your original documents
- Place your documents face up into the feed tray or face down onto the platen glass

Step 4: Change options and enter an amount
- Use the physical number pad to type in the number of copies to be made
- Change copy options
  - Copy Ratio - Enlarge or reduce
  - Paper Select - Change paper size
  - Finishing - Add a staple
  - Two-Sided - Scan and print duplex
  - Color Select - Change print color
  - Contrast - Lighten or darken output

Step 5: Press the green “Start” button
- Don’t forget to log out when you’re finished