**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](http://print.asu.edu/printanywhere) or call 480-965-2679 ext. 1

ASU-Canon Strategic Alliance Partnership