How to Print a Document

Step 1
Tap the Golden Knights Card on the card reader.

Step 2
Notice your account balance
Select OK to continue

Step 3
...And on the next screen, select specific job and press "Print" or "Print All" to print every job in your queue.

Step 4
Touch "My Print Jobs"...
Click on logoff to prevent unauthorized access to your account
For assistance contact the copy center at ext. 4820

Usherwood Office Technology