

HOW TO COPY A DOCUMENT

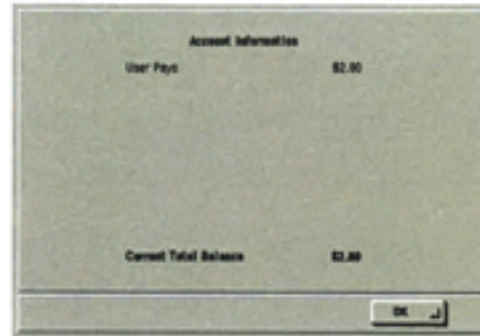
Step 1



TAP THE GOLDEN KNIGHTS CARD ON THE CARD READER.

Step 2

NOTICE YOUR ACCOUNT BALANCE



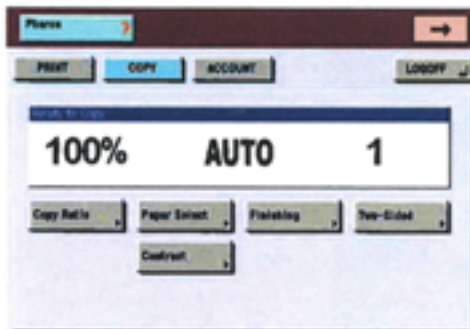
SELECT OK TO CONTINUE

TOUCH "MAKE COPIES"...



Step 3

...AND ON THE NEXT SCREEN, SELECT AND SPECIAL OPTIONS YOU MAY WANT



PRESS THE GREEN COPY BUTTON TO START THE COPY PROCESS.

Step 4



CLICK ON LOGOFF TO PREVENT UNAUTHORIZED ACCESS TO YOUR ACCOUNT

For assistance contact the copy center at ext. 4820

