

How to Copy on ECPrint

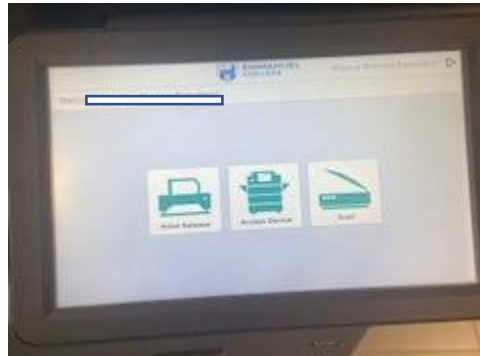
Staff, Faculty, and Students

Toshiba:

1. Tap your ID on the reader in the front of the device
2. Place your document face down on the glass loading bed or on the top feeding tray. Look for markings and arrows to guide your placement. The top feeder allows for copying multiple documents while the loading bed only allows for one document at a time.



3. Click on **Access Device** on the main screen



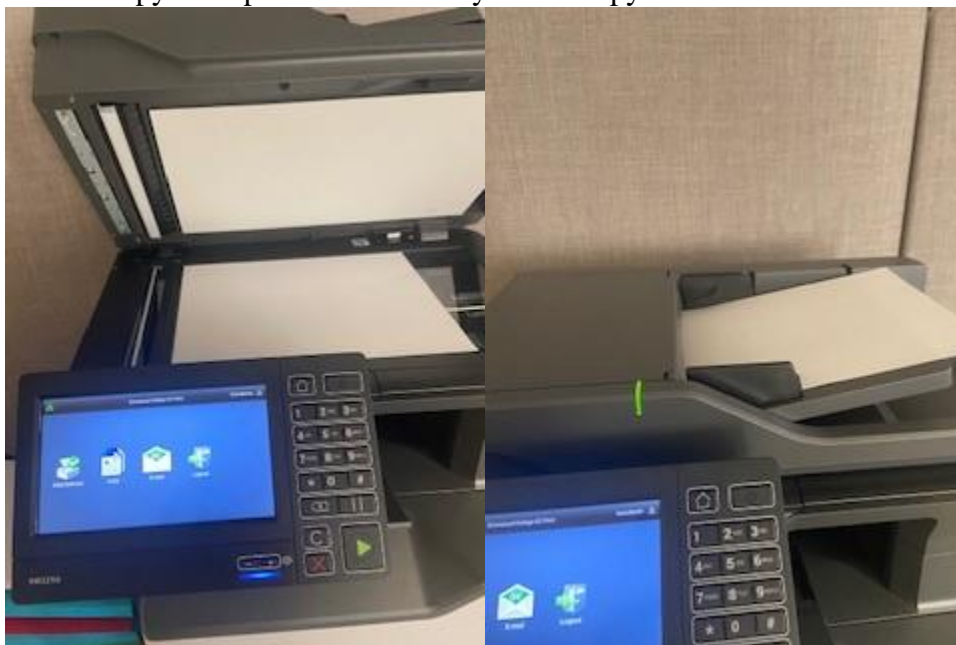
4. This page has the copy settings where you can change features like single/ double sided, size, brightness, page count, etc.



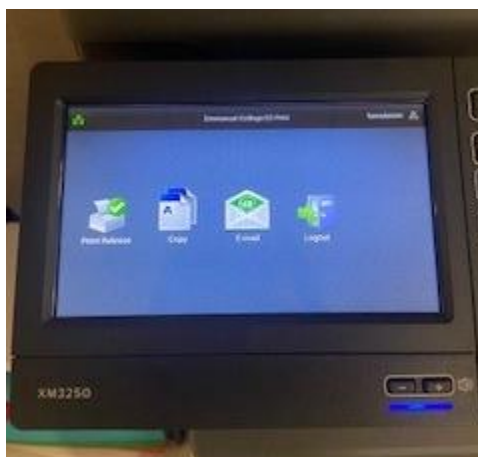
5. Click on the blue button in the bottom right corner to begin copying

Lexmark:

1. Tap your ID card on the reader on the side of the device
2. Place your document face down on the glass loading tray or on the top feeding tray. Look for markings and arrows to guide your placement. Use the top feeding tray when you need to copy multiple documents as you can copy them all at once.



3. Select **Copy** on the main screen



4. If desired, use this page to change number of pages, brightness, and other features.



5. Press the green **Copy** button in the top right of the screen, and your document will be printed like a regular print job