1. Press the keyboard icon on the printer touchscreen to log in to your ONE Card account. Log in using your Radford email username. *Need to add money? Use OneCampus to access your ONE Card account. (Ask us if you need help.)*

2. Choose the **Copy** icon on the printer home screen.

3. Place the papers you wish to copy in the feeder tray on top of the printer, or place documents or bound materials on the glass.  
   
   *For loose paper, place pages as shown.*
   
   *Only 8 1/2" x 11" white paper is available.*

4. Use the touchscreen to select number of copies, 1 or 2 sided, etc. When you're done, hit the **Start** button at the top of the screen.

   *If you are not using the feeder tray, the printer will ask if you are done after each page. Select **Done** if you have finished, or **Add Page** to continue with the same settings.*

5. Log out when you are done by pressing your username in the top left corner and selecting **Log Out**. *Still need help? Ask at the Library Desk.*