Duplicating
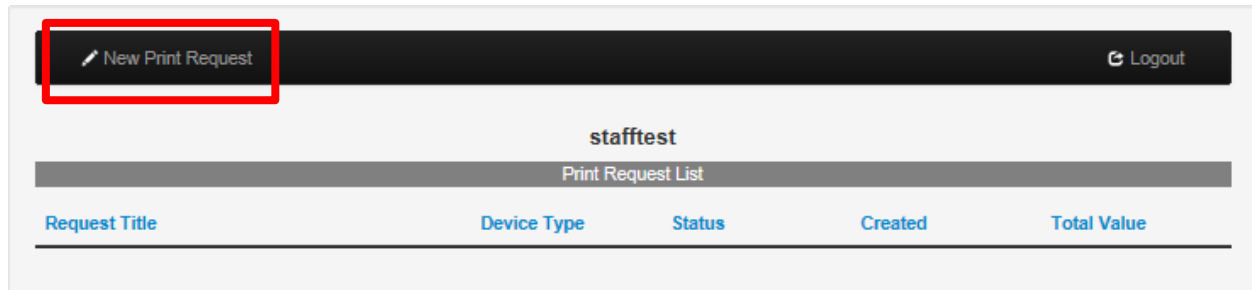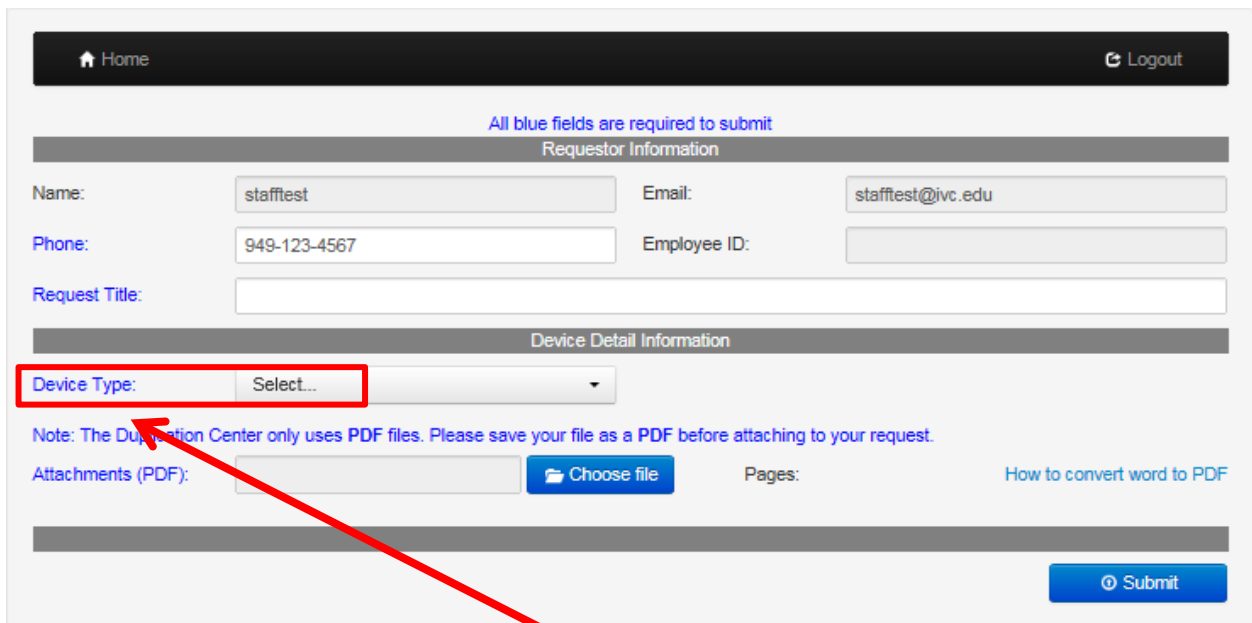
After logging in, the browser will take you the home page. Once on the home page, to create a print request, click on "New Print Request" located in the top left hand corner of the page.
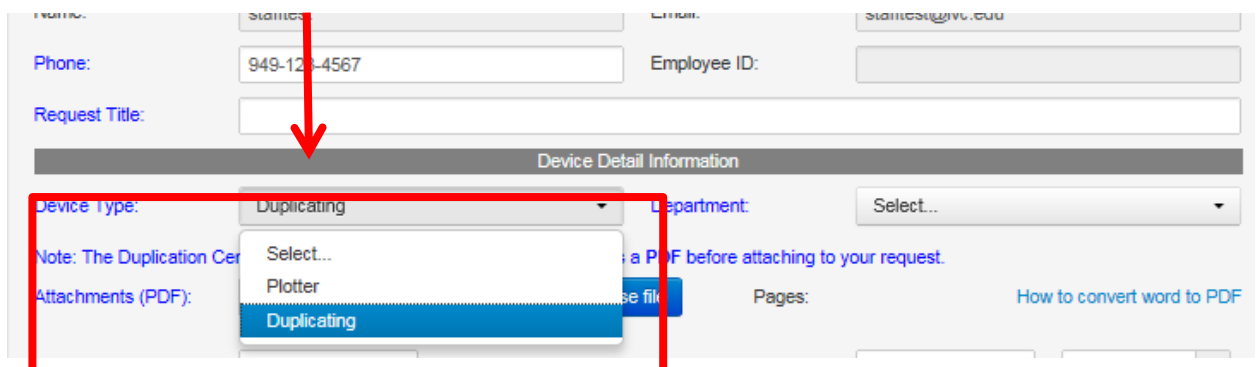
After clicking on the "New Print Request" tab, the browser will lead you to a fill-in page:

To select "Duplicating" for the device type, go to "Device Type" under the "Device Detail Information" section and select "Duplicating".

After clicking on "Duplicating", the browser will then lead you to printing option and settings:

First step is to add the document in which you wish to print.

Input all the required boxes before submitting.

Once all the required boxes are filled, click "Submit" to submit your printing request.

Quantity: | | Date/Time Needed: | | 2:15 PM |

| Paper Size: | Letter 8.5 X 11 ▼ | Duplex: | 1-Sided Copies ▼ |

| Paper Color: | White ▼ | Cover Color: | White ▼ |

☐ Color Copy ☐ Front Cover ☐ Back Cover ☐ Confidential

☐ Three Hole Punch ☐ Staple ☐ Cut

Cost Information

Total Print: **Total Cost:**

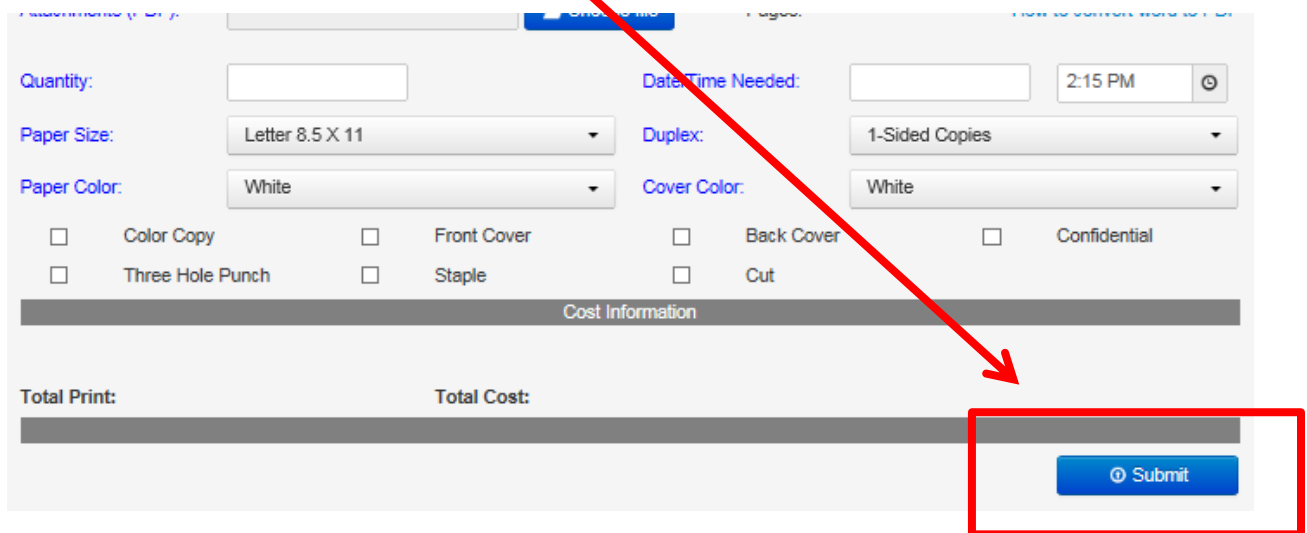⊙ Submit