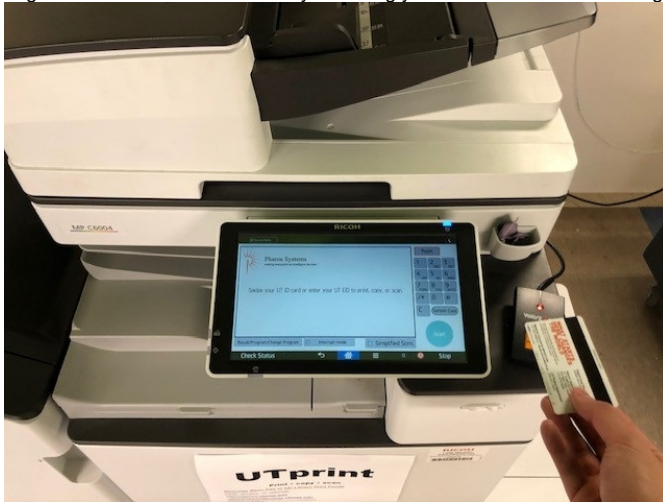


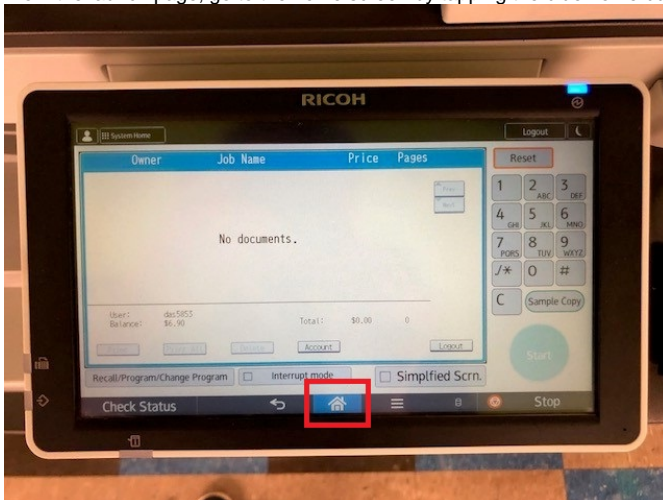
How to Make Copies via UT Print

Step-by-step guide

1. Login on the Print Station either by scanning your UT HID Card or entering in your EID and Password manually using the onscreen keyboard.



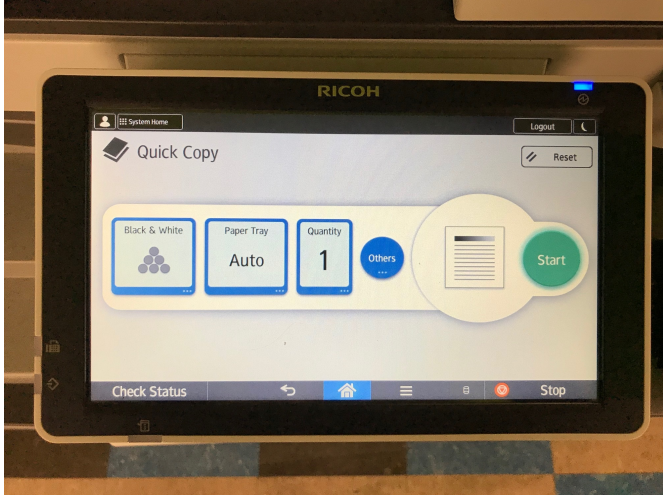
2. From the launch page, go to the home screen by tapping the blue home button in the middle-bottom of the screen.



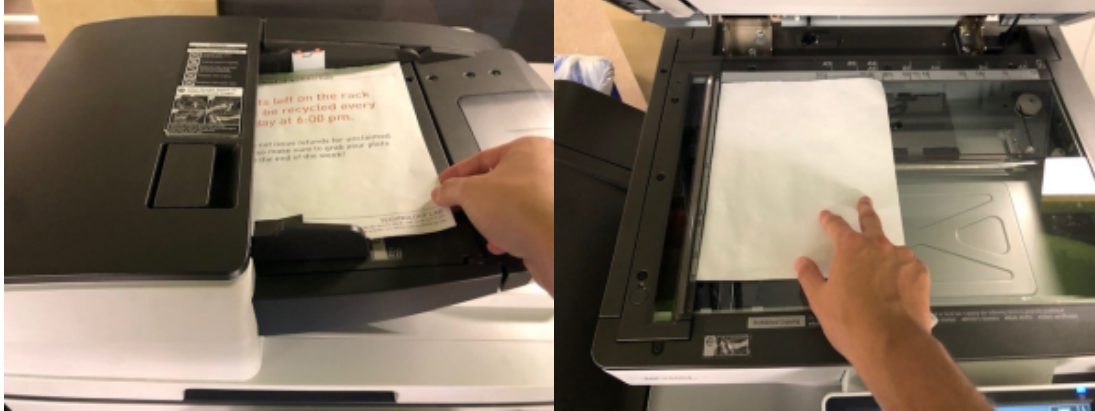
3. Tap on either the *Quick Copy* or *Copy* function. There are more settings available with the *Copy* function than the *Quick Copy* function.



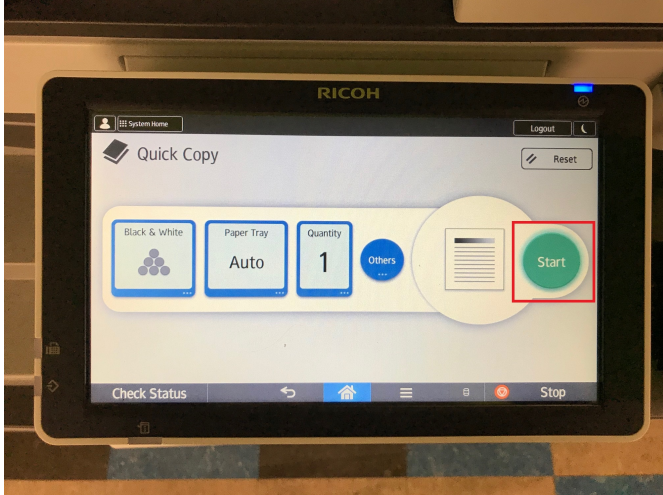
4. Specify your copy settings: color, quantity of copies, single or double-sided, etc.



5. Place your original document(s) either face up in the Auto Document Feeder or face down on the Platen Glass.

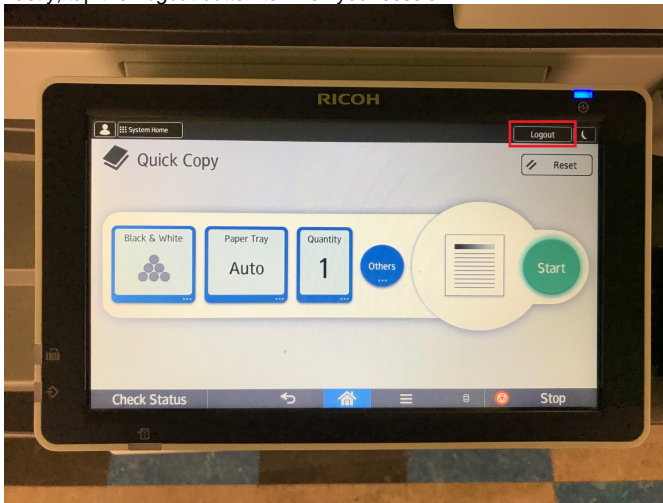


6. Double check all of your copy preferences below the destination. Tap on the green *Start* button to copy.



7. Remove your document from the Platen Glass or tray.

8. Lastly, tap the *Logout* button to finish your session.



Related articles

- [How to Print to UT Print Via Smartphone](#)
- [How to Print to UT Print Via the Web](#)
- [How to Print to UT Print Via E-mail](#)
- [How to Print to UT Print Via Drivers](#)
- [How to Scan to Email via UT Print](#)
- [How to Make Copies via UT Print](#)
- [PDF Tips](#)
- [How to Control Color](#)
- [Converting to PDF from Adobe Photoshop \(Windows\)](#)
- [Converting to PDF from Adobe Illustrator \(Windows\)](#)
- [Converting to PDF from Adobe InDesign \(Windows\)](#)