

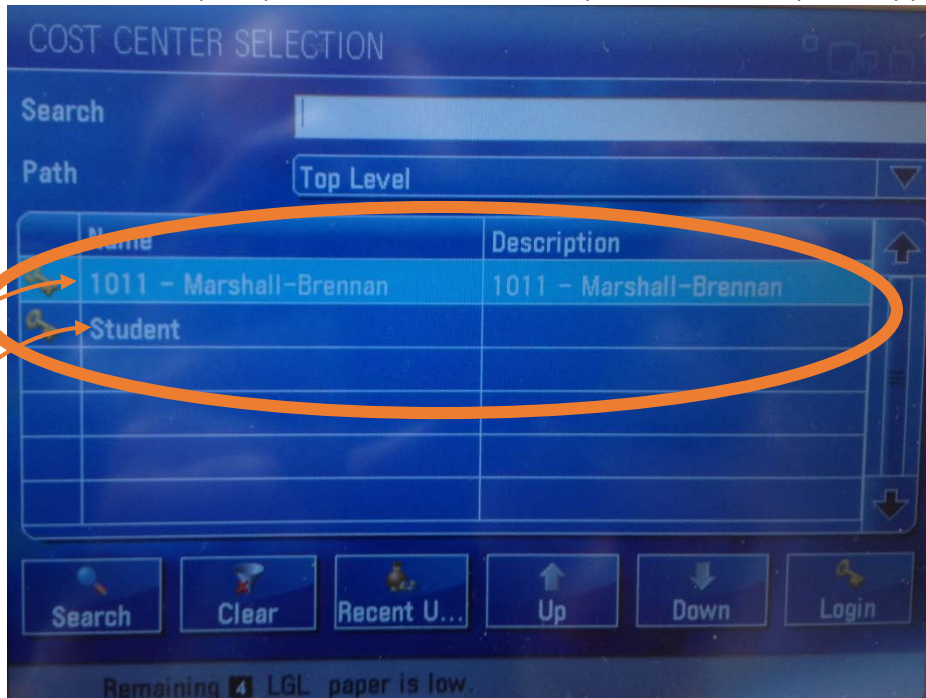
## Copy a Document

1. At a MFD device, scan your Mitchell Hamline ID card by placing or swiping it over the scanner.



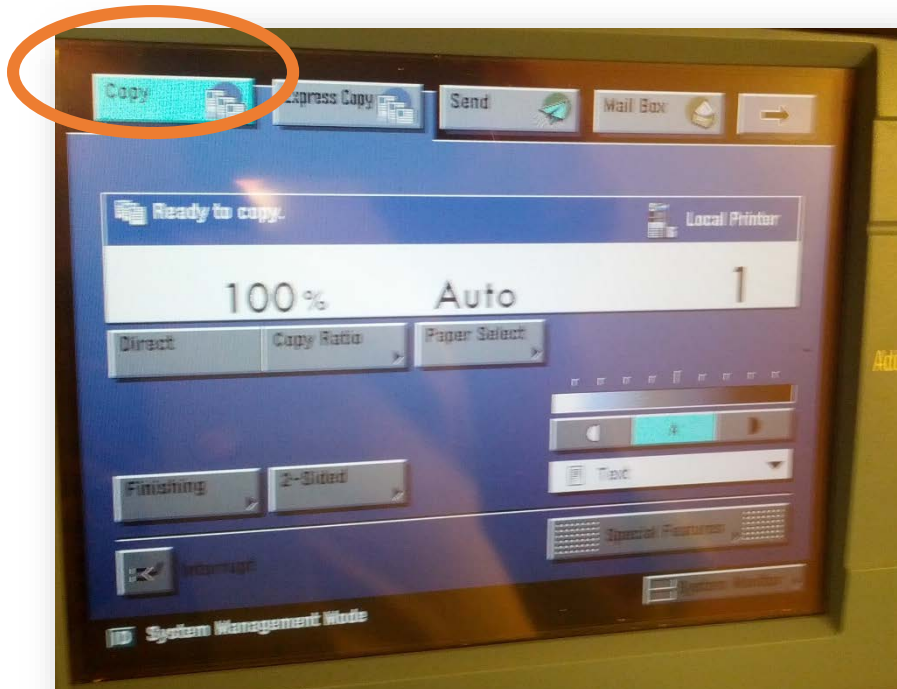
- a. You will hear a beep upon successfully swiping.
2. If you have multiple accounts to print/copy to, you will first be prompted to select the account to charge back the prints/copies. Otherwise, skip to step 5 if you do not see the **Cost Center Selection** screen.

3. You will first be prompted to select the account you would like to print/copy from.



4. Touch on a line to select the account that will be charged for your prints/copies.
  - a. If you select the wrong account or want to switch to another account to print/copy, logout and log back in to select a different account
  - b. **Student** – is a personal student account (*only Student workers see this account*)
    - i. **Student workers should always print personal documents using their student account.**
  - c. The other lines are the accounts you have access to print from.
    - i. If you do not see the account you need to select, contact your supervisor.
5. Then click **Login** to go to your Secure Print Queue.

6. On the screen, press the **Copy** button.



7. Set the options for copying:

**a. Copy options**

- i. Color/black and white
- ii. Paper size
- iii. Number of copies

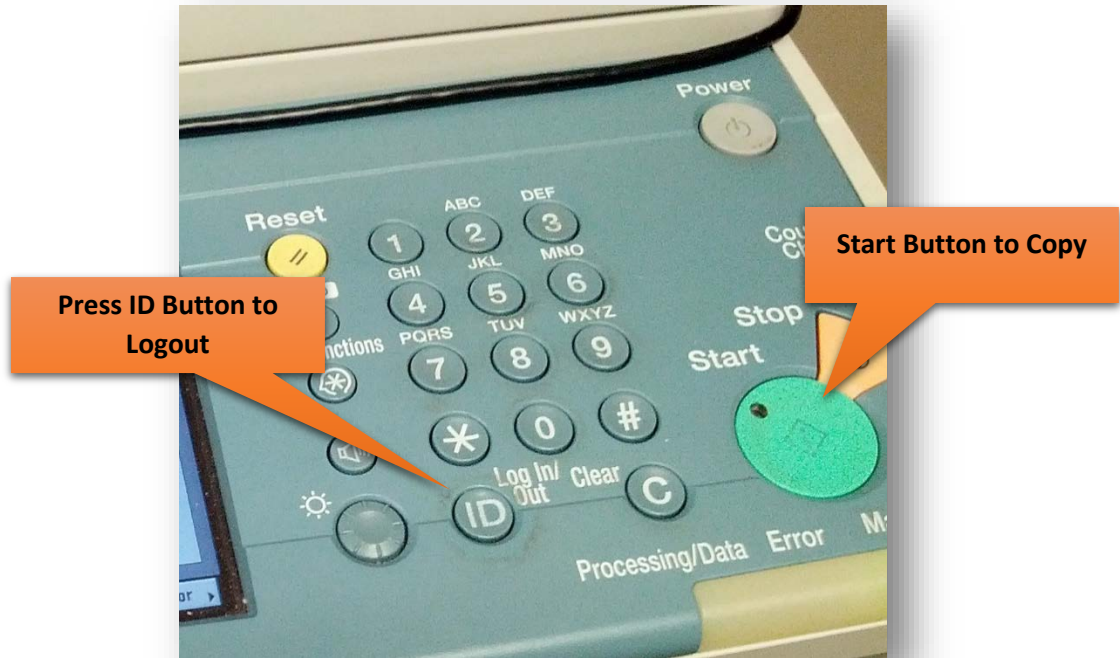
**b. Printing Options**

- i. Finishing
- ii. 2-Sided
- iii. Density
- iv. Different Size Originals
- v. Text/Photo/Map

**c. Finishing Options**

- i. Collate
- ii. Group
- iii. Staple

- d. **Main menu button** – returns user to the main menu to see other options available.
- e. **ID button**
  - i. Log out of the machine.



8. Press the green **Start** button to start copying.

**Make sure the document finishes copying prior to logging out of the uniFLOW system. If you log out prior to the document completing, it will not finish.**

*Contact the IT Services Helpdesk in the Library or call 651-290-6411 with questions or for more information.*