



GHP Copying Steps

This guide will provide steps that GHP students and staff can use to make a copy on one of the Valdosta State University Xerox printers found in computer labs and copy centers.

- 1.** Place your document on the **upper-left corner** of the scanning surface or load it into the paper feeder at the top of the machine.
- 2.** Swipe your **GHP ID card**.
- 3.** A screen should appear that allows you to select your personal account or GHP allocation:
 - a. **Personal Account:** Copies will be billed to your Flex balance.
 - b. **GHP Allocation** (2016_GHP_Students or 2016_GHP Faculty): Copies will be billed to GHP.

If The Account Selection Screen Does Not Appear:

- Press the physical **Services Home** button to the left of the touchscreen.
- Press the **Print Release** button on the touchscreen.
- Select the appropriate account (personal account or GHP allocation).

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- 4.** Press the **Exit** button on the touchscreen.
 - 5.** Press the **Copy** button.
 - 6.** If you are copying a book, select one of the paper trays (**Tray 1, Tray 2, etc.** rather than using **Automatically Select** as the paper tray).
 - 7.** Use the **numeric keys** on the right of the touchscreen to specify the **number of copies** you wish to make.
 - 8.** Press the green **Start** button to the right of the touchscreen.
 - 9.** When you have finished copying, press the **Log In/Out** physical button to the right of the touchscreen and **then confirm your selection** on the touchscreen to prevent another user from inadvertently billing their copies or print jobs to your account.