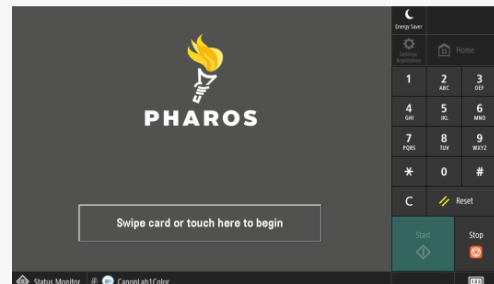# Scan, Print, and Copy Instructions
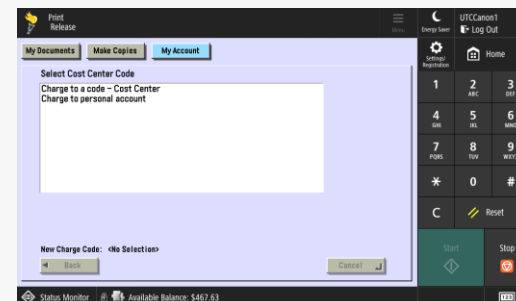
## PRINT
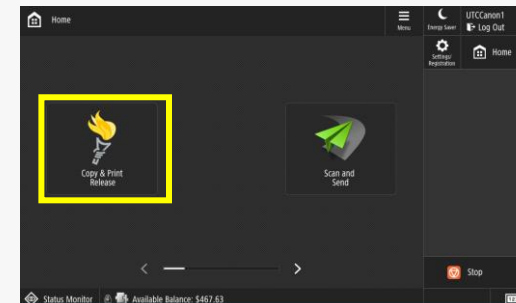
**1.** Tap either your **card**, **phone**, or **smart watch**.
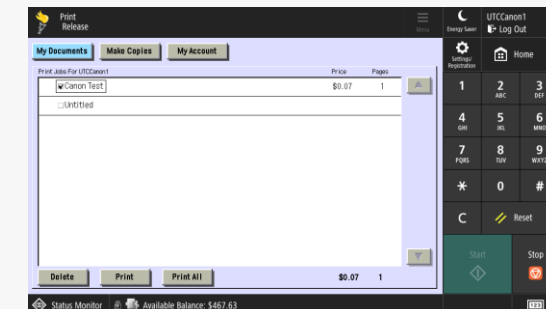
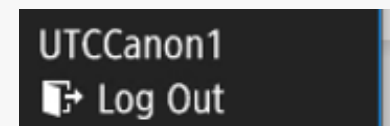**2.** Choose **Cost Center** or **Personal Funds**.

**3.** Press the **Copy & Print Release** button.

**4.** Select **My Documents** and choose file: then choose **Delete, Print, or Print all.**
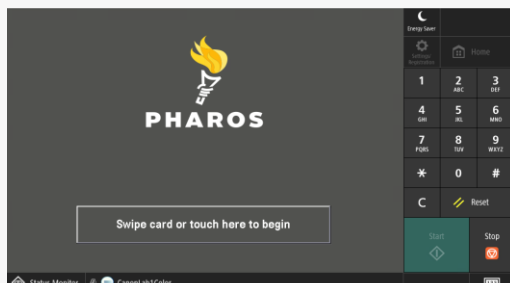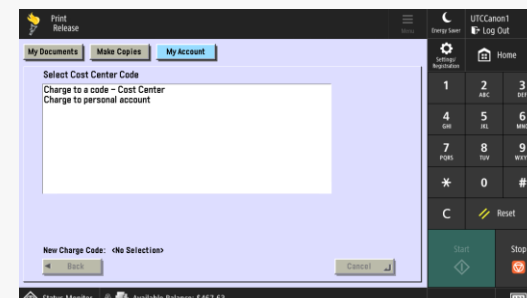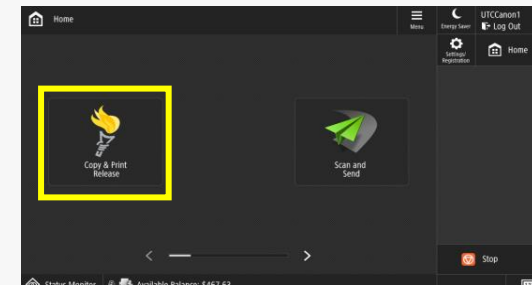
**5.** Press **Log Out** in the top right corner.

## COPY

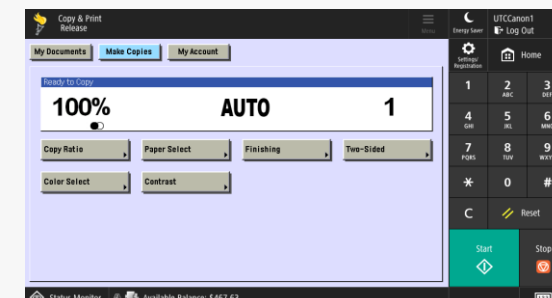**1.** Tap either your **card**, **phone**, or **smart watch**.

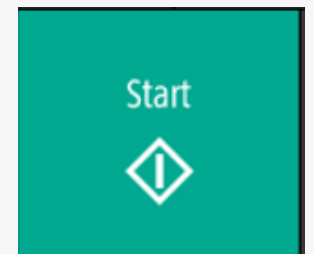**2.** Choose **Cost Center** or **Personal Funds**.

**3.** Press the **Copy & Print Release** button.
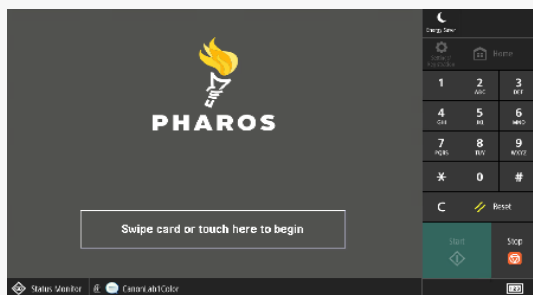
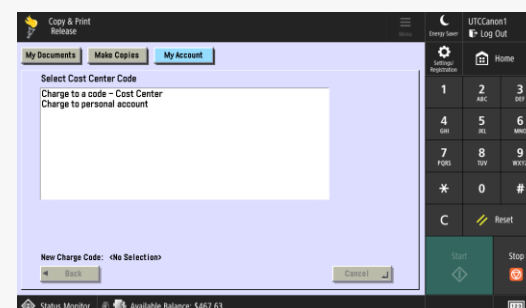**4.** Select **Make Copies** and change settings as needed.
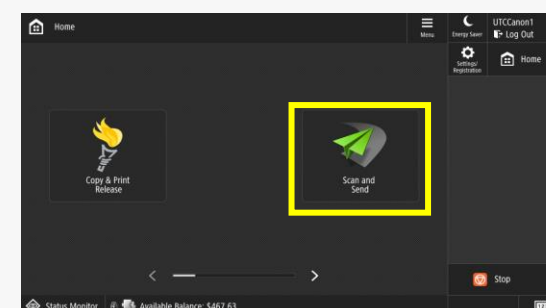
**5.** Select **Start**.

## SCAN

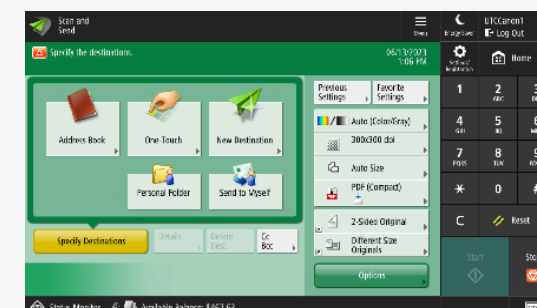**1.** Tap either your **card**, **phone**, or **smart watch**.

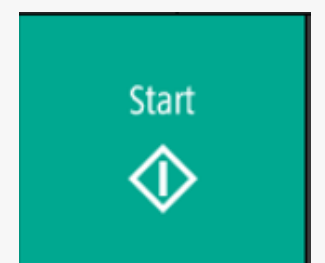**2.** Choose **Cost Center** or **Personal Funds**.

**3.** Press the **Scan and Send** button.

**4.** Select **Send to Myself** or **New Destination**.

**5.** Change settings as needed, Select **Start**.

## ATTENTION:

**Issues with Printing? call Mocs Print at 423-425-2214**

**Technical Issues? call UTC IT at 423-425-4000**

**Issues with Mocs Card or Digital Wallet? call Mocs Card Office at 423-425-2218**