Copying and Scanning at 2420

1. **There are 5 printers/copiers/scanners** we can use at 2420
    a. NRC254 on 1st floor, north side
    b. NRC016 on 2nd floor, south side
    c. NRC017 on 2nd floor, north side
    d. NRC018 and NRC019 on 2nd floor in mailroom #250

2. **For copying**, you will need to use your copy-printer code (https://virginia.box.com/s/mnttyt2ki80u4fy2v0eug9dtwh7d81r9)

3. **For scanning**, you will need to enter in both the FROM and TO name from the drop-down list
    a. Select scan
    b. Use drop-down list to choose FROM
    c. Use drop-down list to choose TO
    d. You do not need to use your copy-printer code for scanning