How To Make Copies

Step 1

Login to your Butler account using your Butler credentials.

Step 2

Select **access device**, your account, then **copy**.

Step 3

Lift the top up and put the document you want to copy face down on the glass, aligning the upper left corner with the arrow. Close the lid.

Step 4

Choose the number of copies you want, if it is doubled-sided, and any other customizations.

Step 5

Select **start** and collect the original and copied documents.