

# All required documents may be photocopied and printed at the **Newman Library**

## How do I use the photocopiers?

1. Swipe your Hokie Passport or equivalent copy card (stripe up).
2. You will view an account screen showing the balance of your account. You must have Hokie Passport value on your card in the “Flex” account. Money may be added on the cash-to-card machines on the 2nd or 4th floors. Push OK.
3. A screen will appear that will allow you to choose from with **Print** or **Copy** or **Account** options. This screen will also list items in your print queue. Select the **Copy** button. This will bring up the copy control screen. This screen will allow you to select paper size, color (B/W is the default), finishing (staples choices), ratio (enlarging and reduction), and one-sided or two-side copying.
4. Your original should be placed in the upper left-hand corner of the platen glass or in the feeders.
5. As you copy, your account will be debited. If you run out of money, a pop up screen will alert you.
6. Once you have completed your use of the copier/printer, be sure to log out using the button in the lower right-hand corner of the screen.

## How can I access my I-94 online?

1. Go to website <https://i94.cbp.dhs.gov>
2. Click on “Get Most Recent I-94” on the top page
3. Select “Consent & Continue” in the pop-up message
4. Enter your personal information exactly as it appears on your passport, click next and print your document.

## How can I print my I-94?

If you print with the Windows print driver, you cannot change print options in MyPrintCenter or at the printers. Be sure to set print options (color/B&W, single/double sided, etc) in the print window.

1. Use the print command (usually File menu: Print). Select any printing options (size, color, page range, duplexing) using the Properties button.



2. A prompt box will appear. Enter your 9-digit Hokie Passport ID number (no hyphens).

