

# How to make a PDF

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1. Locate your team's Green Thumb.
2. Insert thumbdrive to the left of the number strip
3. Place the document as though you are copying it
4. Enter your copy number
5. Press Scan, then wait till the light turns green
6. When the light turns green, press the green button under the number strip
7. Pull out the thumbdrive when the machine says it is alright

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