

Print Instructions

The printer at this location only accepts credit & debit cards. To print with cash, go to the BOL (N-216) or the Library, 1st floor.

#1 - At the Lab Computer

- Select option to print (Usually File>Print)
- In the Printer dialog drop-down box choose:
 - “BWLetter” for black(10¢ per impression) OR
 - “ColorLetter” for color (75¢ per impression).
- Select page numbers for printing. A max of 100 pages can be printed per payment session.
- Click “OK” (this will open the Account Window)

#2 - Account Window

- In the Job Name box - ENTER YOUR SF 8-DIGIT ID NUMBER
- Click “PROCEED”
- Click “SEND TO SERVER”
- You are now done with the lab computer. Close apps and save your work.

#3 - Go to the nearest Print Station Computer.



Payment for Printing Instructions

This unit only accepts credit & debit cards. To print with cash, go to the BOL (N-216) or the Library, 1st floor

#1 - At the Print Station Computer

- Click “PRINT RELEASE STATION”
- ENTER YOUR 8-DIGIT SF ID NUMBER
- Click “PROCEED.”
- Job list: Here you will see all the jobs you put in the system using your account name.
- Select the jobs/documents you want to print by clicking the check-box. The cost of the print jobs selected is displayed at the bottom of this screen. **WARNING: If the total does not seem to be correct, please DO NOT PAY. Paying indicates you accept the charges as stated.**
- Click “PRINT.”

#2 - Pay for your documents. Process times out in 90 seconds.

- Swipe your credit/debit card.
- Click “OK” on the above Print Station screen.
- Your document(s) will now Print. Retrieve documents from UNDER top feed of Printer.



**This computer is part of the
Print Station. It is for
retrieving materials put into the
Print System queue only.**

Instructions for Copying

This unit only accepts credit & debit cards. To copy with cash, go to the BOL (N-216) or the Library, 1st floor

#1 - At the Print Station Copier

- Place documents to copy either
 - FACE UP on the copy tray (slanted tray on top of machine) OR
 - FACE DOWN on the glass (lift the lid)
- Swipe your credit/debit card
- Select printing preferences (double-sided, color copy, etc.)
- Push the “START” button on the printer panel
- Your document(s) will now Print. Retrieve documents from UNDER top feed of Printer.
- **IMPORTANT** - Push the “**End**” button on top of the card swiping system to end your credit card transaction. Failure to do this may result in others being able to use your credit card.